



Louisiana Department of Public Safety  
Office of Motor Vehicles  
**Policy 20.00 Permit to Sell for Stored / Repaired Vehicles**

**Section:** 4. Motor Vehicle Registration Requirements

**Effective Date:** 09/20/1986

**Revised Date:** 07/21/2022

**Authority:**

R.S. [32:1711-1731](#)

Administrative

To view Louisiana Statutes: <http://www.legis.state.la.us/>

**Definitions:**

- **Permit to Sell** - An authorization, issued by the Office of Motor Vehicles, that allows for the sale of a vehicle that was placed in storage or left in a repair facility and was subsequently abandoned by the owner
- **Official Report of Stored Vehicle (ORSV)** –A request for vehicle owner/lienholder information made to the Office of Motor Vehicles by a storage or repair facility when a vehicle has been stored, parked, or left in a garage, parking lot, or any type of public storage facility where fees are charged
- **National Automobile Dealers Association (N.A.D.A.)** – A vehicle valuation guide.
- **Non-Consensual Storage/Tow-** The storage or possession, movement, or transportation of a vehicle by an individual or storage facility operator/tow truck without prior consent or authorization of the vehicle's owner or operator<sup>1</sup>
- **Consensual Storage/Tow-** The storage or possession, movement, or transportation of a vehicle by an individual or storage facility operator/tow truck with prior consent or authorization of the vehicle's owner or operator
- **Vehicle Model Year** – The year the vehicle was manufactured
  - For issuance of a permit to sell the model year will be calculated from the vehicle model year to the year in which the permit to sell will be issued.
- **Owner** - The last registered owner, lien holder, or any other person with documented proof of ownership of a vehicle
- **Documented Proof of Ownership** – Documents that show proof of ownership, which includes a title, current registration, or a bill of sale
- **Adjusted Date of Storage** – A storage date assigned by a facility, the Office of Motor Vehicles, or its contracted vendor. The adjusted storage date is a later date than the original date of storage and is assigned as a result of the ORSV form being submitted outside of the three (3) business days allowed by law for the ORSV to be submitted to the State. The facility is not able to charge storage fees prior to the adjusted date of storage.

## General:

### Issuance of a Permit to Sell when Ownership Information Determined

- A storage facility or repair facility may apply for a Permit to Sell once, the following criteria is met:
  - An ORSV is filed with the Office of Motor Vehicles or one of its authorized agents.
  - Owner information is received from the Office of Motor Vehicles in response to the ORSV filed.
    - Owner information must be received prior to a notice being sent to the vehicle owner.
  - **First Notice** - A first notice is sent to the vehicle owner within ten (10) business days of the date that the Office of Motor Vehicles or one of its authorized agents provides owner information.
    - The first notice must include the following information:
      - The name and location (physical and mailing address) of the facility.<sup>3</sup>
      - A description of the vehicle including the year, make, model, and correct vehicle identification number (VIN).<sup>3</sup>
      - The vehicle license plate number, the state of issuance, and the expiration date of the plate (if known).<sup>3</sup>
      - The name of the person or agency which had the vehicle towed or placed in storage.<sup>3</sup>
      - The date the vehicle was placed in storage and any applicable adjusted storage dates.
      - The condition of the vehicle.<sup>3</sup>
      - All outstanding charges against the stored vehicle.<sup>3</sup>
        - If the storage date has been adjusted, storage fees cannot be charged prior to the adjusted date.<sup>3</sup>
        - Storage fees may be charged up to the 90<sup>th</sup> day or until the permit to sell has been issued, if the application for the permit to sell was submitted prior to the 90<sup>th</sup> day from the original date of storage, or the adjusted storage date, if applicable.<sup>6</sup>
      - Notice of the owner's right to an administrative hearing as required in [R.S. 32:1727](#), if ordered stored by law enforcement. The notice shall contain the deadline for requesting an administrative hearing and information regarding the date by which the request for an administrative hearing shall be mailed by certified mail, return receipt requested.<sup>3</sup>
    - A sample First Notice Form ([DPSMV1821](#)) may be used, but isn't required.
  - **Final Notice** - A final notice is sent to the owner forty-five (45) days or after from the original date of storage or adjusted date of storage, if applicable.
    - The final notice must contain the following information:
      - Items 1-7 listed under the first notice requirements.
      - A statement indicating:
        - If all outstanding charges are paid and the vehicle is claimed or arrangements are made with the facility owner for the continued storage of the vehicle, the facility owner may apply for a Permit to Sell after fifteen (15) days from the date the final notice is mailed to the vehicle owner.
        - The owner may be turned over to collections for failure to pay outstanding charges and claims.

- Once the permit to sell is obtained, the vehicle will be sold and the proceeds will be disposed of in accordance with Louisiana R.S. 32:1730.<sup>6</sup>
  - A sample Final Notice Form ([DPSMV1822](#)) may be used, but isn't required.
- Proof of mailing for all first and final notices is obtained.
  - Vehicles five (5) years old or newer subject to **non-consensual** towing or storage on or after 06/11/2021:
    - **First Notice** – Certificate of Mailing
      - The original certificate of mailing for the first notice stamped by the post office.
      - The returned unopened envelopes, if applicable, for the first notice with postal markings indicating the attempt to deliver such notices if unsuccessful.
        - If the USPS label on the unopened envelope indicates delivery was not attempted because a forward order has expired, the facility shall immediately mail to the address indicated on the label.
    - **Final Notice** – Certified Mail, electronic return receipt
      - USPS Proof of delivery confirmation email indicating mailing status must be submitted with the file.
      - The returned, unopened envelopes, if applicable, for the final notice with postal markings indicating the attempt to deliver such notices, if unsuccessful.
        - If the USPS label on the unopened envelope indicates delivery was not attempted because a forward order has expired, the facility shall immediately mail to the address indicated on the label.
      - If either of these items cannot be furnished, other documented proof that the facility owner sent notice to the stored vehicle's owner shall be submitted to the Department for review.<sup>6</sup>
  - Vehicles over five (5) years old, or any vehicle subject to **consensual** storage or towing:
    - Both first and final notice must be sent by certificate of mailing.
      - The original certificate of mailing for the first notice stamped by the post office.
      - The returned unopened envelopes, if applicable, for the first notice with postal markings indicating the attempt to deliver such notices if unsuccessful.
        - If the USPS label on the unopened envelope indicates delivery was not attempted because a forward order has expired, the facility shall immediately mail to the address indicated on the label.
      - If either of these items cannot be furnished, other documented proof that the storage, parking, or repair facility owner sent notice to the stored vehicle's owner shall be submitted to the Department for review.<sup>6</sup>

- An appraisal based on the most recent National Automobile Dealers Association Guide (NADA) is obtained.
  - The appraisal shall contain the year, make, model, vehicle identification number (VIN) of the vehicle, appraised value according to NADA, name and address of the facility, and printed name and signature of the representative of the facility.
  - An original appraisal prepared by an independent appraiser, which shall contain the year, make, model and vehicle identification number, shall be acceptable for vehicles not valued by NADA.
  - The Vehicle Appraisal Form ([DPSMV1820](#)) may be used, but isn't required.<sup>6</sup>
- The vehicle is photographed in its current condition.<sup>6</sup>
- An affidavit of physical inspection is obtained, if requested by the Office of Motor Vehicles.
  - The physical inspection must be performed by a full-time Peace Officer Standards and Training (P.O.S.T.) certified law enforcement officer who has been certified by the Department of Public Safety and Corrections, Office of State Police, to inspect motor vehicles.<sup>6</sup>

### **Issuance of a Permit to Sell when No Record of Ownership Exists**

- If the Department or its authorized agent has made every effort to obtain owner information on a stored vehicle and cannot obtain such, the Department or its authorized agent shall furnish the facility with a copy of the Official Report of Stored Vehicle (ORSV) and a letter indicating that ownership information could not be found.<sup>7</sup>
- A storage facilities or repair facilities may make application for issuance or a Permit to Sell once the following criteria is met:
  - An ORSV is filed with the Office of Motor Vehicles or one of its authorized agents.
  - A "No Record of Ownership" letter is received in response to the ORSV filed.
    - Must be received prior to an advertisement being placed in the official journal.
  - The facility owner, within ten (10) business days of the date the Department or its authorized agent sends the information to the facility, shall publish on two separate occasions, an advertisement in the official journal of the locality where the stored vehicle is located.<sup>7</sup>
    - Each advertisement shall contain the following information:
      - The make and identification number of the stored vehicle.<sup>7</sup>
      - The name and physical address of the facility where the stored vehicle is located.<sup>7</sup>
      - Notice that if all current outstanding charges against the stored vehicle are not paid and if the stored vehicle is not claimed by the owner within fifteen (15) calendar days from the last date of publication of the advertisement, the facility owner may apply for a Permit to Sell.
  - If the facility has knowledge of a person with documented ownership interest but receives a "no record" letter from the Department, the facility owner must send a first and final notice to the owner in addition to compliance with the advertisement requirements.
    - The first and final notice(s) sent must comply with the requirements listed above.
  - A notarized Hold-Harmless Affidavit ([DPSMV1976](#)) stating ownership information could not be found is completed.

- If owner information is available, the hold harmless would still be required but should state that owner information was found, how it was found, and that notices were sent.<sup>7</sup>
- An appraisal based on the most recent National Automobile Dealers Association Guide (NADA) is obtained.
  - The appraisal shall contain the year, make, model, vehicle identification number (VIN) of the vehicle, appraised value according to NADA, name and address of the facility, and printed name and signature of the representative of the facility.
  - An original appraisal prepared by an independent appraiser, which shall contain the year, make, model and vehicle identification number, shall be acceptable for vehicles not valued by NADA.
  - The Vehicle Appraisal Form ([DPSMV1820](#)) may be used, but isn't required.<sup>6</sup>
- The vehicle is photographed in its current condition.<sup>6</sup>
- An affidavit of physical inspection is obtained, if requested by the Office of Motor Vehicles.
  - The physical inspection must be performed by a full-time Peace Officer Standards and Training (P.O.S.T.) certified law enforcement officer who has been certified by the Department of Public Safety and Corrections, Office of State Police, to inspect motor vehicles.<sup>6</sup>

## **Required Documentation:**

### **Ownership Information is Determined**

- If a response from the owner or lien holder is not received or the vehicle is not released from storage, the facility can apply for a Permit to Sell by submitting the following documentation to the Office of Motor Vehicles:<sup>6</sup>
  - A copy of the original report of the stored vehicle including owner and lienholder information that was furnished by the Department or its authorized agent<sup>6</sup>
  - A copy of the first notice sent to each owner
  - A copy of the final notice sent to each owner
  - Proof of mailing for all required notices
  - Vehicle appraisal
  - Photograph of vehicle
  - Affidavit of physical inspection, if applicable
  - A copy of the Storage Inspection License issued by Louisiana State Police, Towing and Recovery, or in the case of a repair facility, an occupational license<sup>6</sup>
  - Any correspondences sent by the Office of Motor Vehicles to the facility

### **Ownership Information is Not Able to be Determined**

- If the vehicle is not claimed and is not released from storage, the facility can apply for a Permit to Sell by submitting the following documentation to the Office of Motor Vehicles:<sup>6</sup>
  - A copy of the original report of the stored vehicle and a copy of the letter that was returned from the Department or its authorized agent indicating no ownership information could be found on the stored vehicle<sup>7</sup>
  - Original proof of both publications from the newspaper with a copy of the advertisement, which must show name of newspaper and the publication dates<sup>7</sup>
  - A copy of the first and final notices and proof of mailing, if applicable
  - Vehicle appraisal
  - A photograph of the vehicle in its current condition<sup>7</sup>

- A completed and notarized Hold-Harmless Affidavit ([DPSMV1976](#))
- An affidavit of physical inspection
- A copy of the Storage Inspection License issued by Louisiana State Police, Towing and Recovery, or in the case of a repair facility, an occupational license<sup>6</sup>

**Fees:**

- No charge - If the vehicle was stored pursuant to a request from a law enforcement agency<sup>8</sup>
- \$15.00 - If the vehicle was ordered stored by an entity other than law enforcement<sup>6</sup>

**Exemptions:**

- A permit to sell will not be issued to:
  - Mobile homes and scooters that have never been registered in any state.
  - Vehicles owned by public entities. The donation of a vehicle with a Permit to Sell is not allowed.

**Notes:**

- The donation of a vehicle with a Permit to Sell is not allowed.
- If the owner or lien holder claims the vehicle after a Permit to Sell has been issued, refer to [Section 4, Policy 20.02 Cancelled Permits To Sell](#).
- Once a Permit to Sell is issued, the facility can sell the vehicle. After deducting the storage/repairs and any other charges incurred in the Permit to Sell process, the balance, if any, from that sale, shall be held for six (6) months. The owner/lienholder has six (6) months to claim the proceeds, if any, from the facility; otherwise, the proceeds shall be forfeited.<sup>5</sup>
- Failure to follow the policy requirements may result in the facility having to restart the process, resulting in a new ORSV being filed and the loss of prior storage charges.
- All files for stored/repared vehicles shall be processed by the Specialized Vehicle Unit, Headquarters. All questions should be directed to (225) 925-6381.

**Related Policies:**

- Section 4, Policy 20.01, [Abandoned Vehicles – Sale or Use by Municipalities and Parochial Authorities](#)
- Section 4, Policy 20.02, [Cancelled Permits To Sell](#)
- Section 4, Policy 20.03, [Duplicate Permits To Sell](#)
- Section 4, Policy 20.04, [Unreceived Permits To Sell](#)
- Section 4, Policy 20.05, [Disposal of Junked Vehicles](#)
- Section 4, Policy 20.06, [Procedure For Disposal Of Abandoned Vehicles](#)
- Section 4, Policy 20.07, [Official Report Of Stored Vehicle \(ORSV\)](#)

**References:**

- <sup>1</sup> – Louisiana State Legislature. *Definitions* (R.S. 32:1713), retrieved from <https://legis.la.gov/Legis/Law.aspx?d=88130>.
- <sup>2</sup> – Louisiana State Legislature. *Notification to Department of Public Safety and Corrections* (R.S. 32:1719), retrieved from <https://legis.la.gov/Legis/Law.aspx?d=88137>.
- <sup>3</sup> – Louisiana State Legislature. *Owner Notification of a Stored Vehicle; Right to Request Administrative Hearing* (R.S. 32:1720), retrieved from <https://legis.la.gov/Legis/Law.aspx?d=88139>.

- <sup>4</sup> – Louisiana State Legislature. *Surrender of Stored Vehicle to Lienholder* (R.S. 32:1720.1), retrieved from <https://legis.la.gov/Legis/Law.aspx?d=88140>.
- <sup>5</sup> – Louisiana State Legislature. *Proceeds of Sale; Disposition of* (R.S. 32:1730), retrieved from <https://legis.la.gov/Legis/Law.aspx?d=88155>.
- <sup>6</sup> – Louisiana State Legislature. *Disposal of a Stored Motor Vehicle* (R.S. 32:1728), retrieved from <https://legis.la.gov/Legis/Law.aspx?d=88148>.
- <sup>7</sup> – Louisiana State Legislature. *Procedure for Disposal of Vehicles With No Record of Ownership; Out-of-Country Vehicles* (R.S. 32:1728.4), retrieved from <https://legis.la.gov/Legis/Law.aspx?d=88152>.
- <sup>8</sup> – Louisiana State Legislature. *Waiver of Fee; Disposal of Law Enforcement Storage* (R.S. 32:1729), retrieved from <https://legis.la.gov/Legis/Law.aspx?d=88153>.