



Louisiana Department of Public Safety
Office of Motor Vehicles
**Policy 20.01 Abandoned Vehicles-Sale or Use by
Municipalities and Parochial Authorities**

Section: 4. Motor Vehicle Registration Requirements

Effective Date: 09/08/1992

Revised Date: 07/01/2010

Authority:

[R.S. 32:476](#)

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

General: State statute provides that whenever any motor vehicle belonging to a known or unknown person has been seized or is otherwise held by any municipality or any parochial authority for illegal parking, stationing, or abandoning of such motor vehicle on the public streets, roads and state or federal highways within the municipality or parish and the same has not been claimed for a period of three (3) months or more, then it shall be considered as having been abandoned to the municipality or parochial authority and the municipality or parochial authority shall dispose of such motor vehicle and collect the costs and charges of removing and storing said vehicle.

Requirements:

- The following documents must be submitted for the sale of abandoned vehicles by municipalities or parochial authorities as follows:
 - A copy of a registered or certified letter dated within ten (10) days of the date the vehicle was seized, sent return receipt requested to the last known owner(s) and lienholder(s), if applicable, at his last known address informing him that the municipality or parochial authority is holding said vehicle and will sell same to the highest bidder unless said owner(s), on or before the date of sale, claims the vehicle and pays all costs and charges imposed by the municipality or parochial authority for the removal and detention of the vehicle.
 - The original U.S. Post Office receipt (green card) showing delivery or the UNOPENED certified envelope with postal markings indicating the attempt to deliver the letter(s).
 - A copy of a **second** certified letter dated upon the expiration of the three (3) month period, sent return receipt requested to the last known owner(s) and lienholder(s), if applicable, at his last known address informing him that the municipality or parochial authority is holding said vehicle and will sell same to the highest bidder unless said owner(s), on or before the date of sale, claims the vehicle and pays all costs and charges imposed by the municipality or parochial authority for the removal and detention of the vehicle.
 - A copy of an appraisal by a competent appraiser.

- Proof of advertisement for sale in the official journal of the municipality or parish not less than three (3) times within a ten (10) day period prior to the date of the sale. The published notice shall contain a complete list of the vehicles to be sold, the date and place of sale, and notification that said vehicles will be sold either individually or in globo to the highest bidder, all at the discretion of the municipality or parochial authority.
- A notarized bill of sale from the municipality or parochial authority to the purchaser.
- An affidavit of physical inspection. A physical inspection 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.
- An application for title/registration (DPSMV 1799).
- Fees as applicable.
- There may be instances where the municipality or parochial authority will elect to retain custody and title the vehicle in its name for its use. As per Louisiana Attorney General's opinion number 90-314 issued July 2, 1990, which states in part "since R.S. 32:476 is best construed to transfer ownership to the custodial political subdivision, and to authorize but not to mandate disposal of the vehicle by sale, the custodian is clearly authorized to retain custody of the property in which its ownership is vested."
- Therefore, if a municipality or parochial authority elects to title the vehicle in its name for its use, the following documents must be submitted:
 - A copy of a registered or certified letter dated within ten (10) days of the date the vehicle was seized, sent return receipt requested to the last known owner(s) and lienholder(s), if applicable, at his last known address informing him that the municipality or parochial authority is holding said vehicle and will sell same to the highest bidder unless said owner(s), on or before the date of sale, claims the vehicle and pays all costs and charges imposed by the municipality or parochial authority for the removal and detention of the vehicle.
 - The original U.S. Post Office receipt (green card) showing delivery or the unopened certified envelope with postal markings indicating the attempt to deliver the letter(s).
 - A copy of a **second** certified letter dated upon the expiration of the three (3) month period, sent return receipt requested to the last known owner(s) and lienholder(s) if applicable, at his last known address informing him that the municipality or parochial authority is holding said vehicle and will sell same to the highest bidder unless said owner(s), on or before the date of sale, claims the vehicle and pays all costs and charges imposed by the municipality or parochial authority for the removal and detention of the vehicle.
 - The original U.S. Post Office receipt (green card) showing delivery or the unopened certified envelope with postal markings indicating the attempt to deliver the letter(s).
 - A copy of an appraisal by a competent appraiser.
 - An affidavit of physical inspection. 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.
 - A letter from the municipality or parochial authority stating that the vehicle is being retained for its use and requesting that a title be issued in its name.

- An application for title/registration (DPSMV 1799).
- Fees as applicable.