



Louisiana Department of Public Safety
Office of Motor Vehicles
Policy 20.04 Unreceived Permits to Sell

Section: 4. Motor Vehicle Registration Requirements

Effective Date: 04/03/1995

Revised Date: 05/06/2002

Authority:

Administrative

General: When a storage facility applies for a permit to sell and fails to receive it even though the Office of Motor Vehicles has the correct mailing address, a duplicate permit **at no charge** can be issued provided the storage facility contacts the Office of Motor Vehicles **in writing within sixty (60)** from the date the application was processed.

Requirements:

- A notarized affidavit from the storage facility stating that the original permit was never received must be submitted.
- The complete description (make, year, model, body style, and vehicle identification number) of the vehicle must be shown on the affidavit.
- A request for a replacement permit should not be accepted for at least thirty (30) days after the issuance of the original permit in order that time is allowed for the postal system to return the original to the Department if it is undeliverable.
- If over sixty (60) days before department is notified that the permit was not received, the \$15.00 replacement fee is needed for a duplicate permit to sell or permit to dismantle (if issued in lieu of a permit to sell).
- All requests must be directed to the Stored Vehicle Unit, Headquarters.