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: 06/07/2024

Authority:
Administrative

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

General:

- Only the facility that was issued the original *Permit to Sell* can apply for the duplicate *Permit to Sell.*
- When a storage facility applies for a *Permit to Sell* and fails to receive it, a duplicate can be issued at **no charge** if:
    - The Office of Motor Vehicles (OMV) has the correct mailing address
    - The request is submitted within sixty (60) days, but not before thirty (30) days of the original permit to sell being issued
        - If sixty (60) days has lapsed before OMV is notified that a permit was not received by a storage facility, a $15.00 check or money order is required for the duplicate *Permit to Sell* or *Permit to Dismantle* (if issued in lieu of a permit to sell).
- All requests for a duplicate *Permit to Sell* must be directed to the Specialized Vehicle Unit, Headquarters, for processing.

    The Office of Motor Vehicles
    Attn: Specialized Vehicle Unit
    P.O. Box 64886
    Baton Rouge, LA 70896

Required Documentation:
In order for a duplicate permit to be issued, the following must be submitted:

- A notarized affidavit with a complete description of the vehicle from the storage facility stating that the original permit has not been received.
    - A request for a replacement permit will not be accepted for at least thirty (30) days after the issuance of the original permit, to allow time for the postal system to return the original permit to OMV, if it is undeliverable.