



Louisiana Department of Public Safety
Office of Motor Vehicles
**Policy 20.06 Procedure for Disposal of Abandoned Vehicles
Removed for Municipal and Parochial Authorities**

Section: 4. Motor Vehicle Registration Requirements

Effective Date: 10/29/1999

Revised Date: 07/01/2010

Authority:

[R.S.32:1719](#)

[R.S.32:1720](#)

[R.S. 32:1728.3](#)

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

Definitions: The procedure for an owner/operator of a towing/storage facility to dispose of certain vehicles deemed abandoned by a municipality or parish policing authority by crushing or dismantling the vehicle so that it can never be used or rebuilt for use as a motor vehicle.

- **Owner / Operator** - a person or legal entity who owns or operates a business which is engaged in the towing or storage of vehicles and who has a vehicle licensed with a tow plate.

Requirements:

- The following items must be secured by the owner/operator of the towing/storage facility before requesting permission for the vehicle to be sold to a licensed crushed/dismantled and must be retained for a period of at least five (5) years. These records shall be open to inspection by any peace officer any time the business is open.
 - Documentation of the request from the municipality or parish policing authority (acting under R.S. 32:473.1) which directed that the vehicle be removed.
 - The official report of stored vehicle (ORSV)
 - A copy of the notice mailed to the last registered owner, lien holder, and any other person with an ownership interest.
 - The original certificate of mailing stamped by the Post Office
 - The unopened envelope with postal marking indicating attempt to deliver the notice, if applicable.
 - 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.

- An appraisal based on the most recent NADA guide. The appraisal must contain vehicle identification number, year, make, and model of the junk vehicle, NADA rough trade-in value, actual value if vehicle is valued lower than indicated by NADA and reason if the value is less than the NADA value, name of the storage/repair facility, address of the storage repair facility, printed name and signature of the storage/repair facilities representative completing the appraisal, and the date the appraisal was conducted.
 - Clear color photographs showing every side of the vehicle prior to crushing or dismantling.
- Each owner/operator of a tow facility, licensed by Louisiana State Police, Towing and Recovery Unit, who possesses a vehicle that meets the definition of junk as stated above may make application for crushing or dismantling of the vehicle at the expiration of thirty days from the mailing of the notice. The tow/storage facility **SHALL** make application and receive authorization from the Office of Motor Vehicles prior to disposing of any vehicle defined as junk.
- The application for permission to crush/dismantle a junk vehicle is to be entered on the Office of Motor Vehicles official website at www.expresslane.org. The following information will be required:
 - Storage Inspection License number as issued by Louisiana State Police, Towing and Recovery Unit
 - Vehicle Identification number, make, year, and body style of the junk vehicle
 - The date the notice was mailed
 - Appraisal value of junk as based on the most recent NADA.
- The Office of Motor Vehicle shall grant approval or notify the owner/operator when denying the request for permission to dispose of the vehicle within ten (10) business days from the submission of the application. The vehicle may be released to a licensed crusher or licensed dismantler once approval is received.
- Once the vehicle is sold to a licensed crusher or dismantler the owner/operator must submit a receipt of sale. The receipt **SHALL** be submitted to the Office of Motor Vehicles via the official website at www.expresslane.org. The following information will be required:
 - Storage Inspection License number as issued by Louisiana State Police, Towing and Recovery Unit
 - Vehicle Identification Number, make, year, and body style of the junk vehicle
 - Date of sale
 - The following information pertaining to the crusher/dismantler: name, license number, address
 - Name of person authorized to dispose of the vehicle to crusher/dismantler
- A towing/storage facility must follow the same procedure for any abandoned vehicle removed at the request of a municipal or parochial authority. The facility must also maintain documentation of the request from the municipality or parish policing authority (acting under R.S. 32:473.1) which directed that vehicle to be removed.