



Louisiana Department of Public Safety
Office of Motor Vehicles
Policy 20.07 Official Report of Stored Vehicle (ORSV)

Section: 4. Motor Vehicle Registration Requirements

Effective Date: 08/06/2003

Revised Date: 07/01/2010

Authority:

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

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

Definition:

- **Official Report of Stored Vehicle (ORSV)** - the required notification to the department 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.

Requirements:

- The following documentation must be submitted to the department or one of the department's authorized ORSV agents within three business days from the date a vehicle is placed in storage, or when a vehicle has not been retrieved from the repair facility upon the completion of repairs:
 - A completed Stored Vehicle Report ([DPSMV4218](#)) form.
 - The current Storage Inspection License issued by State Police Towing and Recovery.
 - An \$8.00 check or money order (payable to the Office of Motor Vehicles) to research the record for owner/lien holder information.
- **Upon receipt of the completed ORSV form:**
 - The department will notify the storage facility of the registered owner name and the lien holder information.
 - The storage facility must notify the registered owner and lien holder of the storage and charges.
 - In addition, notices must be sent to any person who may have an ownership interest in the vehicle.
 - If insufficient information is provided, the ORSV form will be rejected.
 - An affidavit of physical inspection, if requested. 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.
 - If a vehicle was last registered out-of-state, an NCIC check must be made by the Office of Motor Vehicles to determine the last registered owner and lien information.

- The department may rely upon the NCIC or any other nationwide databases available to process the ORSV.
- If the NCIC record is from a state which does not provide lien information, a Permit to Sell will not be issued until satisfactory proof of ownership and lien information is submitted by the facility.
- If the ORSV is not received within three (3) business days, the department or one of its agents may adjust the date of storage and notify the facility of the new adjusted storage date based on the date the ORSV is received.
- When an adjusted date of storage is issued, storage charges shall begin on the new adjusted storage date.

Related Policies:

Section 4, Policy 20.00 [Permit To Sell For Stored Repaired Vehicles](#)

Section 4, Policy 20.05 [Disposal Of Junked Vehicles](#)