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

Revised Date: 07/07/2026

Authority:
R.S. 32:1711-1731
To view Louisiana Statutes: https://legis.la.gov/legis/home.aspx

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.

General:

- Within three (3) 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, an ORSV shall be filed with the Office of Motor Vehicles or one of its authorized agents.
    - 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.
- When filing the ORSV through the Office of Motor Vehicles, the following is required:
    - A completed Stored Vehicle Report (DPSMV4218) form
        - The Stored Vehicle Report shall contain the following information:
            - Description of the vehicle being stored
                - Vehicle Identification Number (VIN), Year, Make, Model, Body Style, License Plate Number, State of Issuance, Expiration Date, Official Storage Date
            - Who ordered the vehicle to be stored
            - Type of Tow
                - Consensual or Non-Consensual
            - Person Authorizing Storage/Repair Information
            - General Condition of the Vehicle
            - Storage Facility Information
                - Name of Storage Facility, Contact Person, Physical Address, Mailing Address, Fax Number, Phone Number, State Police Storage Inspection License Number
                - If the submitter is a repair facility, a copy of the occupational license indicating such is required.
    - An $8.00 check or money order (payable to the Office of Motor Vehicles) to research the record for owner/lien holder information.

- If insufficient information is provided, the ORSV form will be rejected.

- **Upon receipt of the completed ORSV form**:
  - The Department or one of its authorized agents will notify the storage facility of the registered owner, lienholder or any person who may have an ownership interest in the vehicle or, in some cases, that no record of ownership can be found.
    - If the 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 lienholder.
  - The storage facility must notify the registered owner, lien holder, or any person who may have an ownership interest in the vehicle of the storage and charges.
    - Owner information must be received prior to a notice being sent to the vehicle owner
  - If an *Affidavit of Physical Inspection* is requested:
    - The 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.