



Louisiana Department of Public Safety
Office of Motor Vehicles
Policy 35.00 Recording Liens on Vehicles

Section: 4. Motor Vehicle Registration Requirements

Effective Date: 01/01/1990

Revised Date: 06/19/2002

Authority:

[R.S. 32:710](#)

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

General:

- Effective January 1, 1990, Louisiana adopted the Uniform Commercial Code lien filing.

Requirements:

- Liens may be recorded by the filing of any of the following documents:
 - UCC-1 form (Financing Statement)
 - Security agreement
 - Either a lease agreement whereby the leasing company is the owner and the lending institution **or** a combination bill of sale/lien document is acceptable as a security agreement, providing all the required information is shown.
 - A UCC-1, UCC-3, or affidavit may be used to correct or amend prior filings. Minor corrections (i.e., to correct an address or the name of a creditor) require only the signature of the creditor. A UCC-3 form submitted for amending substantial changes (i.e., addition, deletion, or assignments of contract) requires only the signature of the creditor (lienholder). An affidavit must always be signed by both debtor(s) and creditor(s).
 - Security agreements may be filed on the old chattel mortgage form; however, any agreement dated on or after January 1, 1990, must conform to the new rules rather than the old chattel mortgage rules for filing. Therefore, a form dated on or after January 1, 1990, which is identical to the old chattel mortgage form is acceptable as a filing without notarization as a security agreement. If the information is submitted on a chattel mortgage form and is dated on or before December 31, 1989, it must be filed as a chattel mortgage and must conform to the old rules, including mandatory notarization.
- If any documents submitted (MSO or Invoice) indicate a lien, a lien instrument must be included with the file.
- Security agreements or chattel mortgages may be filed in any form, provided the information contained therein conforms to the requirements of the Department.

- A UCC-1 form or security agreement does not need to be notarized or witnessed. Legible originals or copies of the UCC-1 or security agreement are acceptable provided they contain the following:
 - Name and address of secured party (lienholder)
 - Name and address of debtor(s)
 - Complete description (year, make, model, body style, and VIN) of vehicle
- On companies with large fleets, an attachment listing the complete description of all vehicles covered by the UCC-1 is acceptable. Reference to the attachment should be made in Item No. 6A on the UCC-1 form.

Related Policies:

Section 4, Policy 35.01 [Acceptable Proof Of Lien Cancellation Prescription](#)

Section 4, Policy 35.03 [Electronic Lien And Title Program](#)