



Louisiana Department of Public Safety
Office of Motor Vehicles
Policy 52.00 Act of Donation / Manual Gift

Section: 4. Motor Vehicle Registration Requirements

Effective Date: 05/01/1986

Revised Date: 08/04/2021

Authority:

[Civil Code 1543](#)

Civil Code 1550

LA Department of Revenue

Objective: This policy outlines the required documents needed in the event a title will be transferred with an Act of Donation or Manual Gift form.

Definitions:

- **Donation** - An authentic act executed before a notary in the presence of two witnesses transferring the ownership of a vehicle with no monetary exchange
- **Manual Gift** - A transfer of property made by delivery of the property to the donee without any other formality¹

Eligibility:

- Applicants are eligible to apply for a vehicle title and registration, if they meet the requirements for processing the transaction (i.e. provides required documentation, etc.).

General:

- Sales/use tax is due on the following transaction:
 - Outstanding principal when assuming a mortgage unless being assumed by a spouse
- Sales/use tax is **not** due on the following transactions:
 - Act of donation, where no assumption of mortgage is occurring
 - Transfer by an affidavit of heirship
 - Transfer by a divorce decree
 - Transfer by a judgment of possession
- **Manual Gift:** A donation of a vehicle by manual gift will **only** be acceptable if submitted to the Office of Motor Vehicles in connection with a motor vehicle transaction by a Louisiana Motor Vehicle Commission licensee.

Required Documentation:

- Vehicle Application Form ([DPSMV1799](#)), completed and signed by donee
- Current certificate of title assigned before a notary by the donor to donee
- Act of Donation form ([DPSMV1699](#)), if applicable, completed in its entirety and notarized
- Manual Gift of a Motor Vehicle form ([DPSMV1698](#)), if applicable, completed in its entirety, but does **not** require notarization.
- Odometer disclosure statement, if applicable. If the field on the back of the title is left blank, a supplemental Odometer Statement form must be submitted
- If a lien is recorded on the title, the lien must be properly released.
- Proof of UCC-1 or other security agreement, if a lien is to be recorded
- Proof of current liability insurance coverage, if a license plate is to be issued
- A copy of owner's driver's license or identification card issued by this state or another state, if a license plate is to be issued.

Fees:

- \$68.50 Title fee
- \$8.00 Handling fee
- License plate/transfer fee, if applicable
- \$10.00 lien recordation fee, if a security agreement is submitted
- \$15.00 lien recordation fee, if a UCC-1 filing is submitted
- Sales/Use tax, if applicable

Related Policies:

Section 4, Policy 2.00 [Basic Requirements For Obtaining A Certificate Of Title](#)

Section 4, Policy 37.00 [Transfer Of Equity Or Sale With Assumption Of Mortgage Or Security Agreement](#)

Section 4, Policy 47.00 [Sales Tax On Vehicle Transfers](#)

Section 4, Policy 47.01 [Trade-Ins](#)

Section 4, Policy 47.02 [Criteria Necessary to Qualify as a Trade-In](#)

Section 4, Policy 74.00 [Property Settlements](#)

Section 4, Policy 80.00 [Required Odometer Statements](#)

References:

¹ – Louisiana State Legislature. *Manual Gift* (CC 1543), retrieved from <https://legis.la.gov/Legis/Law.aspx?d=108866>.