



Louisiana Department of Public Safety  
Office of Motor Vehicles  
**Policy 61.00 Method of Payment and Coding**

**Section:** 4. Motor Vehicle Registration Requirements

**Effective Date:** 03/01/1982

**Revised Date:** 08/16/2023

**Authority:**

Administrative

[R.S. 32:414 \(N\)](#)

[R.S. 47:1604.2](#)

**General:**

- Credit cards, debit cards, cash, money orders, electronic funds transfer (EFT), and E-checks are acceptable as payment for vehicle transactions.

**Requirements:**

- **Business/Company Check Acceptance**

- A company check may only be accepted when processing a transaction for that company.
  - Company checks must indicate the driver's license number of the signer and the owner or manager for that company. The person whose driver's license number appears on the check must be someone within the company who will be held accountable if the check is dishonored.
    - The person whose driver's license number is used does not have to be present in the office, as long their driver's license number appears on the check.
    - If available, the company's EIN should also be listed on the check.
  - Out-of-state company checks must indicate a driver's license number of a local representative, if applicable.
- The Office of Motor Vehicles will only accept checks on behalf of applicants for a motor vehicle transaction for payment of taxes and/or fees from the following:
  - Dealers
  - Automobile Title Companies - Check must be drawn on an account in the same, identical name as shown on the Auto Title Company License
  - Public Tag Agents - Check must be drawn on an account in the same, identical name as shown on the public tag agency contract
  - Lien Holders, perfecting and releasing liens
  - Attorneys, perfecting titles transferred by law
  - Lessees, registering vehicles leased to them
  - Leasing Companies, selling inventory or trade
  - MVI Stations

- **Personal Check Acceptance**

- Personal checks, including out-of-state personal checks, **must** include a driver's license number and telephone number of the signer. If the information is not printed on the check, the information must be requested from the applicant and written on the check.
  - A cashier's check or certified funds will be considered as cash and a driver's license number and telephone number is **not** required.
- Personal checks, including out-of-state personal checks, **must** indicate a street address or the address shown on the *Vehicle Application* ([DPSMV1799](#)) form must be written on the check.
  - A post office box is not acceptable as the only address.
  - An out-of-state personal check should include a Louisiana address, if applicable.
- Personal checks drawn on a credit card account will not be accepted.
- Counter checks cannot be accepted without prior authorization from Administration.
- A personal check will only be accepted when submitted with work from a title company, notary, lien holder, or dealer if:
  - The check is for the exact amount or no more than \$1.00 over the amount of the transaction
  - The check is written by and is for the same person or company appearing on the application
    - One customer's check cannot be used to pay another customer's taxes or fees.
- Mail-in files written for an amount which exceeds a \$1.00 overage per transaction must be processed in accordance with Section 4, Policy 63.00, Overages and Shortages.

## **Fees**

- A transaction fee will be assessed for payments made with a credit/debit card and E-check, as indicated below when the applicant visits an office:
  - Credit/Debit- \$1.25 plus 1% of transaction total
  - E-checks- \$1.00