



Louisiana Department of Public Safety
Office of Motor Vehicles
Policy 79.00 Dealer Codes

Section: 4. Motor Vehicle Registration Requirements

Effective Date: 03/23/1987

Revised Date: 04/01/2016

General:

- All Louisiana automobile dealers are issued a dealer code by either the Louisiana Motor Vehicle Commission or the Louisiana Used Motor Vehicle Commission. Dealer codes must be indicated on all files submitted to the Office of Motor Vehicles for processing.

Requirements:

- A file shall be rejected if the vehicle is sold by a new car dealer who is not franchised to sell that particular make of vehicle. A file shall also be rejected if a vehicle is sold by a used car dealer who is not licensed to sell that particular type of vehicle.
*EXCEPTION: A truck equipment installer (final state manufacturer) who purchases a cab and chassis for the purpose of installing heavy duty mechanized truck mounted machinery and subsequent resale to a franchised dealer only is EXCLUDED from having to be licensed to sell that make of vehicle.
- A bill of sale is required from the final-stage manufacturer to the franchised dealer.
- **New Car Dealers**
 - The four-character dealer code assigned to franchised dealers MUST be shown on invoices or bills of sale. If the code is not referenced and is not available, the file may be rejected to request the code.
 - Files processed for new or used vehicles will not be eligible for vendor's compensation if a valid dealer code is not entered.
- **Used Car Dealers**
 - The four-character dealer code assigned to dealers not franchised to sell new cars or trucks MUST be shown on all invoices or bills of sale following or near the dealer's permit number.
 - If the code is not referenced and is not available, the file may be rejected to request the code.
 - Files processed will not be eligible for vendor's compensation if a valid dealer code is not entered.