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: 05/24/2024

Authority:
Administrative

Definitions

- **Dealer Code-** A four-character code issued by either the Louisiana Motor Vehicle Commission or the Louisiana Used Motor Vehicle Commission
- **Final Stage Manufacturer (Second Stage Manufacturer) –** A truck equipment installer who purchases a cab and chassis for the purpose of installing heavy duty mechanized truck mounted machinery and for the purpose of resale to a franchised dealer
- **New Car Dealer-** A dealership licensed to sell vehicles by the Louisiana Motor Vehicle Commission
- **Used Car Dealer-** A dealership licensed to sell vehicles by the Louisiana Used Motor Vehicle Commission
- **Vendor's Compensation-** A reduction of 0.935% of the amount of tax due allowed to each dealer when taxes are remitted timely

General:

- Dealer codes issued to new and used car dealers are unique to a dealership location.
    - For example, if a dealership has two locations, each location will be issued its own unique code.
    - Dealer codes issued to new car dealers are also specific to the vehicle makes the dealer is franchised to sell.
        - This does not apply to second stage manufacturers; however, the documents submitted in connection with the title transfer must include a bill of sale from the second stage manufacturer to the licensed dealer.
- Vendor's compensation will only be allowed for vehicles sold by a Louisiana dealer with a valid dealer code.

Requirements:

- Dealer codes **must** be included on the Vehicle Application (DPSMV1799) form submitted in connection with a title transfer, if the vehicle was sold by a licensed dealer.
- Current dealer permit number issued by their Commission must be indicated on the bill of sale.
    - If a current dated bill of sale or dealer invoice has been pre-filled with a past permit number, the salesperson may make one line through the incorrect dealer permit number, neatly write the most current dealer permit number, and initial next to the written permit number that they made the change.

- A file may be rejected if:
  - The assigned dealer code is not indicated on the Vehicle Application (DPSMV1799) form.
  - The dealer code indicated on the Vehicle Application form is not assigned to the licensed dealer who sold the vehicle.
  - The current dealer permit number issued by their Commission is not indicated on the bill of sale.
  - The current dealer permit number reported by the Commission cannot be verified.
  - The new vehicle dealer is not franchised to sell the vehicle make.

Related Policies:
Section 4, Policy 2.00, Basic Requirements for Obtaining a Certificate of Title
Section 4, Policy 47.00, Sales Tax on Vehicle Transfers
Section 4, Policy 48.00, Out-of-State Transfers and Reciprocity with Other States