



Louisiana Department of Public Safety
Office of Motor Vehicles
**Policy 83.00 Driver's License, ID Card / Employer
Identification Number on Motor Vehicle Transactions**

Section: 4. Motor Vehicle Registration Requirements

Effective Date: 11/09/1987

Revised Date: 06/06/2018

Authority:

Administrative

General:

- Requirements for entering driver's license, identification card, or Employer Identification Numbers (EIN) on motor vehicle transactions.

Requirements:

- **Employer Identification Number**
 - The employer identification number is similar to a social security number; however, instead of identifying individuals, the EIN is used for identifying companies. An EIN takes the form 00-0000000, where the first two (2) digits represent the state and the following seven (7) digits are sequential numbers. The EIN must be entered without the hyphen.
 - The EIN (employer identification number) field can be used for either a federal tax identification number, an out-of-state driver's license number, or a second Louisiana driver's license/ID card number.
 - The EIN must be entered whenever a vehicle is being registered in a company's name. If a company has applied for its EIN but has not received it yet, a photocopy of the application for the EIN must be submitted with the file; NOEIN must be entered in the EIN field.
 - If a vehicle is leased to a company, the EIN of the lessee, not the owner, must be entered in the EIN field. If a vehicle is leased to an individual, the driver's license number of the lessee must be entered in the DL field and the EIN field must be left blank.
 - The EIN field can also be used to enter a second Louisiana driver's license or ID number in the case of a co-owned vehicle.
- **Driver's License / Identification Card Number**
 - The driver's license number must be entered when a sole proprietor registers a vehicle.
 - If a vehicle is being registered to an individual who has only an out-of-state driver's license, no driver's license number is entered.
 - If the first owner does not have a driver's license or ID number listed on the DPSMV 1799, NODRLIC is to be entered in the DL field. The second owner's driver's license or ID number, if listed, must be entered in the EIN field using the format described above. If no driver's license or ID number is listed for either owner, enter NODRLIC in the driver's license field and NOEIN in the EIN field.

- An ID card number should only be entered when there is no driver's license number. For example, a vehicle titled in the names of John and Mary Doe should have John's driver's license number entered in the DL field and Mary's driver's license number entered in the EIN field. The format for entering the second Louisiana driver's license number into the EIN field is "L" followed by the license number. For example: Louisiana DL# 1234567 would be entered as "L"1234567."

Note:

- It is IMPORTANT that the driver's license/ID number or EIN be entered correctly for processing cancellations of insurance or notices of violation.

Exceptions:

- Universities and state and parish agencies are exempted from this procedure.
- If an EIN is not submitted, "NOEIN must be entered in the EIN field.