

# Louisiana Title Reference Guide



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Please note - This document is intended to cover most requirements for obtaining a negotiable, lien-free title. It is not intended to replace motor vehicle department regulations or rulings. If you have title questions please contact IAA’s Title Solutions Department ([TitleSolutions@iaai.com](mailto:TitleSolutions@iaai.com)).

## Contact Information

IAA Website: <http://www.iaai.com>

<p>Please direct any questions, comments, or corrections to IAA’s Title Solutions Team.  <a href="mailto:TitleSolutions@iaai.com">TitleSolutions@iaai.com</a> Toll Free - 888-MY-TITLE (888-698-4853)                  © 2022. Insurance Auto Auctions, Inc.</p>	<p>Page 2</p>
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**Title Questions:****IAA – Title Solutions**

13085 Hamilton Crossing Blvd

Carmel, IN 46032

Toll Free: **888-698-4853**FAX: **855-584-5198**[TitleSolutions@iaai.com](mailto:TitleSolutions@iaai.com)**Motor Vehicle Department:****Office of Motor Vehicles****Physical Location:**

7979 Independence Blvd.

Baton Rouge, LA 70806

**Mailings**

P.O. Box 64886

Baton Rouge, LA 70896

**Phone:** 225-925-6146<http://omv.dps.state.la.us/>**IAA Locations in Louisiana:****Baton Rouge**

29000 Frost Road

Livingston, LA 70754-2619

**Phone:** 800-371-0213**Fax:** 225-686-8197**Auction:** Tuesday, 9:00 AM CT**New Orleans East**

6600 Almonaster Ave

New Orleans, LA 70126

**Phone:** 504-240-2298**Fax:** 985-892-1039**Auction:** Monday 9:00 AM CT**Lafayette**

301 Malapart Road

Lafayette, LA 70507

**Phone:** 337-896-3829**Fax:** 337-896-8349**Auction:** Wednesday 9:00 AM CT**Shreveport**

7666 Greenwood Rd

Shreveport, LA 71119-7909

**Phone:** 318-938-4400**Fax:** 318-938-7623**Auction:** Wednesday 9:00 AM CT**New Orleans**

15315 Highway 190

Covington, LA 70433

**Phone:** 985-892-8086**Fax:** 985-892-1039**Auction:** Monday 1:00 PM CT**Louisiana Service Center**

29000 S. Frost Rd.

Livingston, LA 70754

**Phone:** 225-686-9197 Opt. 2**Fax:** 225-686-3340

Title mistakes can be costly and can significantly delay the sale of salvage vehicles. Catching these potential errors before the title paperwork goes to the auction can prevent title problems that will delay a vehicle's sale by weeks or even months.



## Title and Disposal Information

### Standard Title Processing

IAA will apply for the appropriate title in the Provider's name. In order to initiate this process the vehicle provider must supply the following documentation:

- **Properly Executed Title** –
  - Non-Lien – Original title signed by all titled owners, or generic power of attorney for owner.
  - Lien – Original title, unsigned
    - Lien released by lienholder – requires signature, company name, & release date.
    - Generic, Power of Attorney, signed by all titled owners
  - Missing Title – Generic, Notarized Power of Attorney, signed by all titled owners
  - Notary must include signature, printed name, and notary ID #, or if an attorney, their Bar Role #.
  - Title signed by owner(s), title must be notarized unless it is for an insurance company.
- **Lien Release** (if applicable) –
  - Lien released on the front of the title by a financial institute (bank, credit union, etc)
  - Must be released by signature and include lienholder's name, address and phone number
  - Separate notarized lien release on letterhead if the lienholder is not a financial institution (individual, dealer)
  - Must include year, make, model, and VIN and titled owner's name
- **Odometer Disclosure** – Starting in 2021, odometer disclosure is required for 2011 model year vehicles and newer until the vehicles are 20 years old; 2010 model year and older are exempt. This can be accomplished on the title or with a separate odometer statement signed by the owner. Mileage should be stated with a verified reading and should not be an estimate or guess.

**If IAA is not processing the title, please attach the properly executed sale document and any additional required forms as outlined above to a coversheet with your selling instructions noted. Forward these documents to the appropriate IAA Branch.**

### OMV Title Fees

Please contact your local IAA Branch or DMV for up-to-date fees.

Salvage title fee: \$76.50

Duplicate title fee: \$76.50



## Duplicate Title

With the owner's cooperation, IAA can apply for a duplicate title.

IAA will need:

- Two (2) generic Power of Attorney forms signed by all owners (only 1 power of attorney will need to be notarized—for the clear duplicate title)
- Lien Release, if applicable (must list names of all titled owners)
- Odometer Disclosure Statement (if applicable)
- Notarized duplicate title application – DPSMV 1799 and fee. If duplicate application is sent to owner, than only one Power of Attorney is needed.

**Effective August 1, 2022 if the title is for an insurance company, the notary requirement has been removed from the title and all supporting documents, including the POA. This applies to any title type.**

## Additional Information

### Deceased Owner Requirements

- An Estate not requiring Probate (most cases) must submit an Affidavit of Heirship provided by the Department. (Form DPSMV 1696) with a copy of the Death Certificate.
- When the Estate requires Probate, a certified copy of the Judgment of Possession is required.
- If the decedent died testate (owner had a will), a copy of the will or a notarized statement of its contents relevant to vehicles must be submitted. The notarized statement must be made and signed by the executor of will. A certified copy of the Succession must accompany the Will
- Copy of driver's license for the person appointed to handle succession.

### Repossessed Vehicle

- On a repossessed vehicle, the following is needed: Lienholder must sign off as the lienholder in the lienholder section and also sign back of tile or provide notarized Power of Attorney. Affidavit of Repossession and a notarized Proof of Loss required.
- *Voluntary Surrender* form executed by the lienholder and signed by the debtor is needed. An Affidavit from lienholder stating the vehicle was voluntarily surrendered is acceptable as well.

### Name Changes

- If the insured's name is different than the name that appears on the title (i.e. different last name or nickname instead of first name), a notarized affidavit of one and the same person is required. IAA can complete with owner's power of attorney. Please contact a Louisiana branch if questions arise.
- If name on title is completely different, this could be a situation where the owner purchased the vehicle from someone and did not title it properly. In this scenario the owner will be required to pay sales taxes and have the vehicle titled properly before it can be sold. Contact your local IAA branch or Title Solutions for assistance in resolving these situations. Title Solutions requires written approval via email or fax from provider before providing assistance.

## Owner Retain

- If the vehicle has been declared a total loss by the provider and deemed repairable, the owner may retain the vehicle but must obtain a salvage title.
- The Provider is required to notify the OMV of the total loss owner retention.

## Un-Recovered Theft

- The provider is required to obtain a theft title in their name as proof of ownership if the vehicle is recovered.

## Alternate Disposal

If an insurance company has paid a total loss claim but is unable to obtain a properly endorsed certificate of title from the owner, a salvage title still can be obtained. Below are the requirements:

- 30 days have passed since payment of the total loss
- Two notices were sent to the owner and any lienholder
- The notices need to be sent by certified mail, return receipt requested or other delivery service with a tracking system
- Proof of payment of the claim (copy of cashed check/front and back)
- All written attempts and proof of mailing must be included with the application
- This process will release the lien if:
  - 60 days have expired since date of loss
  - Payment has been made to the lienholder

Must submit proof of payment, evidence of two attempts to contact lienholder, and letter of guarantee from lienholder.



## State Guidelines

### Title Requirements by Vehicle Type

Vehicle Type	Titled	Note
Passenger vehicles	Yes	All
ATVs	Yes	
Boats	Yes	Effective 8/25/09, boats valued at \$2500, registered & financed may be titled. This is maintained by the LA Wildlife & Fisheries.
Commercial trucks (i.e. tractor trailers)	Yes	
Farm Equipment	Optional	If not titled, sell on a bill of sale
Manufactured and mobile homes	Yes	
Mopeds	Yes	
Motor Homes and RV's	Yes	
Motorcycles	Yes	
Off-road vehicles	Yes	
Snowmobiles	No	Sell on bill of sale
Trailers with GVRW greater than 3000 lbs	Yes	
Trailers with GVWR 3000 lbs or less	Yes	

### Title Branding Guidelines

<b>Salvage Title</b>	<p>Salvage titles are required for all vehicles that are stolen or have been deemed uneconomical to repair by the Provider if the Estimated Cost of Repair is Greater than 75% of the Actual Cash Value. Salvage title required for crush vehicles</p> <ul style="list-style-type: none"> <li>• Need Louisiana Proof of Loss on all insurance claims.</li> <li>• Need Act of Donation on all Donations.</li> <li>• Odometer Disclosure needed on all vehicles 10 years of age or newer whether total loss or donation.</li> </ul>
<b>Clear Title</b>	When Estimated Cost of Repair is less than 75% of Actual Cash Value.

Please direct any questions, comments, or corrections to IAA's Title Solutions Team.

[TitleSolutions@iaai.com](mailto:TitleSolutions@iaai.com) Toll Free - 888-MY-TITLE (888-698-4853)

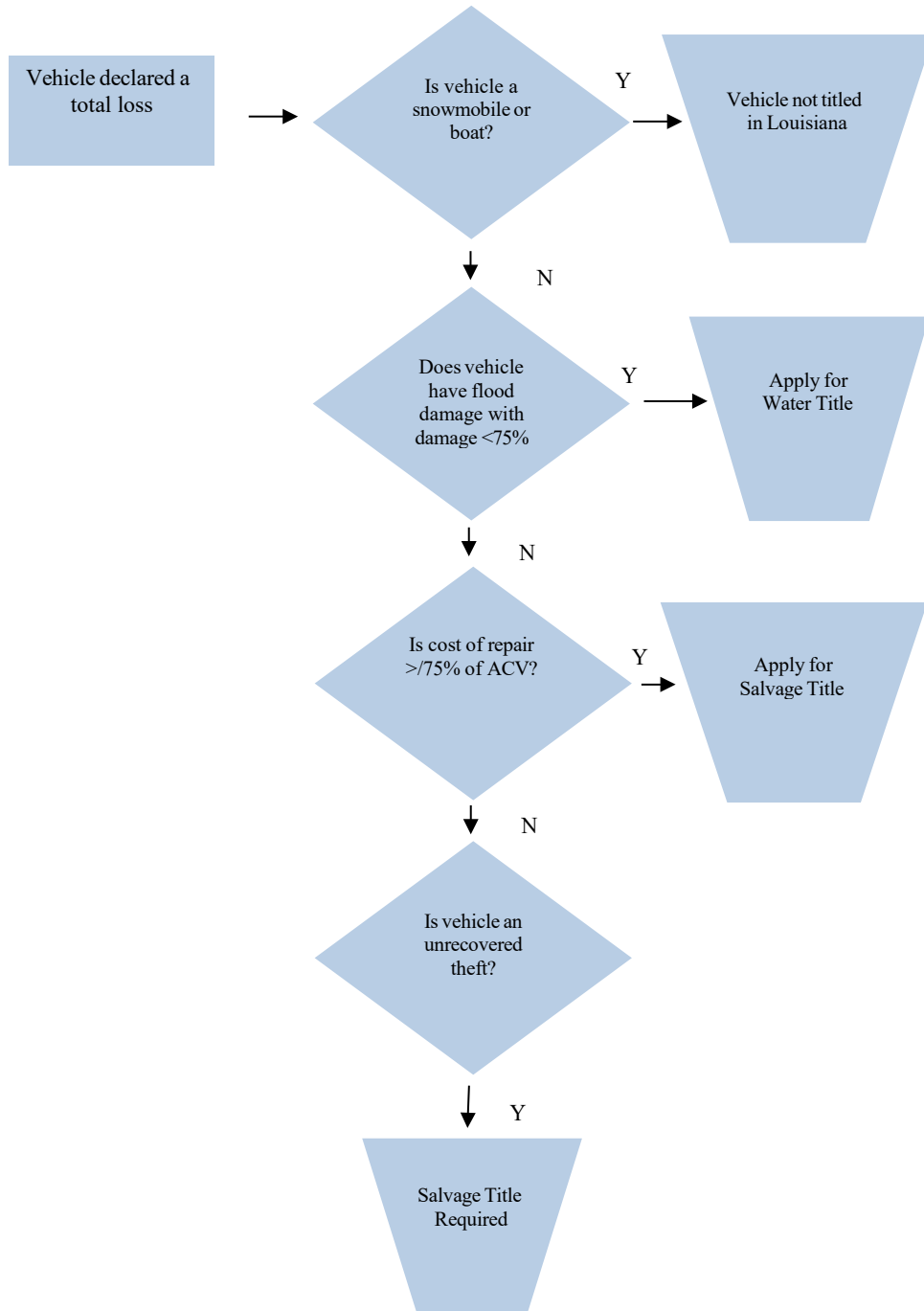
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## Determining the Correct Title Type

### Louisiana Salvage Title Flow Chart



Please direct any questions, comments, or corrections to IAA’s Title Solutions Team.

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## Frequently Asked Questions

### **Is a copy of the written estimate needed to process the title?**

Yes, a copy of the damage appraisal is required to process a clear title in Louisiana.

### **What type of PoA is required if the title is not signed?**

The state of Louisiana accepts generic notarized Power of Attorney forms. If vehicle has an out of state title, and is selling in Louisiana, then the Louisiana -Proof of Loss - Power of Attorney is required to process vehicle for sale.

### **Does the state of Louisiana require the title to be notarized?**

Yes, the state of Louisiana requires the title to be notarized when the owner signs it. IAA branches can notarize the title for owner if needed. Please contact the branch manager for details or to coordinate the transaction.

### **What is required to correct a mistake that is made by the owner on the back of the title?**

Affidavit of Correction accepted if error is visible and no intent of fraud. Notarization required. If there is an error on the title please contact the branch to determine if an affidavit of correction will suffice or if a duplicate title is required. Please contact a local IAA branch for more specific situations.



# Example Documents

## Louisiana Title (Front)

**STATE OF LOUISIANA**  
**CERTIFICATE OF TITLE**

VIN				TITLE NUMBER		DATE ISSUED	
MAKE	MODEL	BODY	COLOR	YR	DATE ACQUIRED	ODOMETER	N/U

VOID

VOID

(LIEN)	DATE
--------	------

First Lien Released \_\_\_\_\_ Date \_\_\_\_\_

Lienholder \_\_\_\_\_

By \_\_\_\_\_ Authorized Representative

Second Lien Released \_\_\_\_\_ Date \_\_\_\_\_

Lienholder \_\_\_\_\_

By \_\_\_\_\_ Authorized Representative

The undersigned as Vehicle Commissioner of the State of Louisiana, certifies that the applicant named herein has been duly registered in this office as owner of the motor vehicle described, pursuant to the laws of the State of Louisiana, subject to the mortgages and encumbrances, if any, herein set forth.

In witness whereof, I have affixed my signature at Baton Rouge.

*Key Hodges*

31627912

DPSMV 1663 (R7/07) **ANY ALTERATION OR ERASURE VOIDS THIS DOCUMENT.**

KEEP IN SAFE PLACE

TO TEST FOR AUTHENTICITY, HOLD DOCUMENT TO LIGHT AND VERIFY EAGLE'S HEAD WATERMARK

TO TEST FOR AUTHENTICITY, HOLD DOCUMENT TO LIGHT AND VERIFY EAGLE'S HEAD WATERMARK

Louisiana

Title (Back)

1. Owner(s) to fill out this section with Purchaser Information, date of sale, and sale amount
2. Owner to disclose mileage on all vehicles 9 years and newer.

Please direct any questions, comments, or corrections to IAA's Title Solutions Team.

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- 3. Owner(s) to print their name(s) on the top line and sign on the bottom line, in this section
- 4. Owner(s) signatures must be notarized

Federal and State Law require that you state the mileage in connection with transfer of ownership. Failure to complete ODOMETER STATEMENT OR providing a FALSE STATEMENT may result in fines and/or imprisonment.  
**\*\*\*NOTICE: ANY ALTERATION OR ERASURE VOIDS THE ASSIGNMENT and all assignments that follow. ASSIGNMENT MUST BE EXECUTED BY THE SELLER IN THE PRESENCE OF A NOTARY PUBLIC OR TWO (2) WITNESSES. IF EXECUTED IN THE PRESENCE OF TWO (2) WITNESSES, THE ACKNOWLEDGEMENT OF WITNESS MUST BE SIGNED BY ONE (1) OF THE WITNESSES IN THE PRESENCE OF A NOTARY PUBLIC.\*\*\***

**ASSIGNMENT OF TITLE BY REGISTERED OWNER** (not valid unless completed in full) I/we warrant this title and certify that the vehicle described herein has been transferred on \_\_\_\_\_ for the sum of \$ \_\_\_\_\_ to the following:

1 **Name(s)-** \_\_\_\_\_ **Address-** \_\_\_\_\_

I certify to the best of my knowledge that the ODOMETER READING is the ACTUAL MILEAGE of the vehicle unless one of the following statements is checked:

2 **Enter Mileage**  **NO TENTHS**  1. The mileage stated is in excess of its mechanical limits.  
 2. The odometer reading is NOT the actual mileage.  
 WARNING-ODOMETER DISCREPANCY

**Signature(s) of Seller(s)-X** \_\_\_\_\_ **of Seller(s)-X** **John Doe** 3  
**Signature(s) of Buyer(s)-X** \_\_\_\_\_ **of Seller(s)-** **Jame Doe**

**PRINTED NAME(S) of Buyer(s)-** \_\_\_\_\_ **of Seller(s)-** \_\_\_\_\_

**SIGNATURE of Witness-X** \_\_\_\_\_ **of Seller(s)-** \_\_\_\_\_

**PRINTED NAME of Witness** \_\_\_\_\_ **Signature of Notary Public-X** \_\_\_\_\_ 4  
**SIGNATURE of Witness-X** \_\_\_\_\_ **PRINTED NAME of Notary Public** \_\_\_\_\_

**ACKNOWLEDGEMENT OF WITNESS - STATE OF LOUISIANA - PARISH OF** \_\_\_\_\_  
 Before me, Notary, personally came and appeared the undersigned, who, after being duly sworn, said that he subscribed his name to the assignment above as a witness to the signature(s) of seller(s) and he saw seller(s) sign his name as his voluntary act and deed. DATE \_\_\_\_\_

**SIGNATURE of Witness-X** \_\_\_\_\_ **SIGNATURE of Notary Public-X** \_\_\_\_\_  
**PRINTED NAME of Witness** \_\_\_\_\_ **PRINTED NAME of Notary Public** \_\_\_\_\_

**FIRST RE-ASSIGNMENT BY LICENSED DEALER** **DEALER'S LICENSE NO.** \_\_\_\_\_  
 I/we warrant this title and certify that the vehicle described herein has been transferred to the following:

**Name(s)-** \_\_\_\_\_ **Address-** \_\_\_\_\_

I certify to the best of my knowledge that the ODOMETER READING is the ACTUAL MILEAGE of the vehicle unless one of the following statements is checked:

**ODOMETER READING**  **NO TENTHS**  1. The mileage stated is in excess of its mechanical limits; **Date of Sale** \_\_\_\_\_  
 2. The odometer reading is NOT the actual mileage.  
 WARNING-ODOMETER DISCREPANCY

**SIGNATURE(S) of Buyer(s)-X** \_\_\_\_\_ **of Seller(s)-X** \_\_\_\_\_

**PRINTED NAME(S) of Buyer(s)-** \_\_\_\_\_ **of Seller(s)-** \_\_\_\_\_

**SIGNATURE of Witness-X** \_\_\_\_\_ **Sworn to and subscribed by seller before me this** \_\_\_\_\_  
**PRINTED NAME of Witness** \_\_\_\_\_ **Date** \_\_\_\_\_ **Notary No.** \_\_\_\_\_

**SIGNATURE of Witness-X** \_\_\_\_\_ **SIGNATURE of Notary Public-X** \_\_\_\_\_  
**PRINTED NAME of Witness** \_\_\_\_\_ **PRINTED NAME of Notary Public** \_\_\_\_\_

**ACKNOWLEDGEMENT OF WITNESS - STATE OF LOUISIANA - PARISH OF** \_\_\_\_\_  
 Before me, Notary, personally came and appeared the undersigned, who, after being duly sworn, said that he subscribed his name to the assignment above as a witness to the signature(s) of seller(s) and he saw seller(s) sign his name as his voluntary act and deed. DATE \_\_\_\_\_

**SIGNATURE of Witness-X** \_\_\_\_\_ **SIGNATURE of Notary Public-X** \_\_\_\_\_  
**PRINTED NAME of Witness** \_\_\_\_\_ **PRINTED NAME of Notary Public** \_\_\_\_\_

**SECOND RE-ASSIGNMENT BY LICENSED DEALER** **DEALER'S LICENSE NO.** \_\_\_\_\_  
 I/we warrant this title and certify that the vehicle described herein has been transferred to the following:

**Name(s)-** \_\_\_\_\_ **Address-** \_\_\_\_\_

I certify to the best of my knowledge that the ODOMETER READING is the ACTUAL MILEAGE of the vehicle unless one of the following statements is checked:

**ODOMETER READING**  **NO TENTHS**  1. The mileage stated is in excess of its mechanical limits; **Date of Sale** \_\_\_\_\_  
 2. The odometer reading is NOT the actual mileage.  
 WARNING-ODOMETER DISCREPANCY

**SIGNATURE(S) of Buyer(s)-X** \_\_\_\_\_ **of Seller(s)-X** \_\_\_\_\_

**PRINTED NAME(S) of Buyer(s)-** \_\_\_\_\_ **of Seller(s)-** \_\_\_\_\_

**SIGNATURE of Witness-X** \_\_\_\_\_ **Sworn to and subscribed by seller before me this** \_\_\_\_\_  
**PRINTED NAME of Witness** \_\_\_\_\_ **Date** \_\_\_\_\_ **Notary No.** \_\_\_\_\_

**SIGNATURE of Witness-X** \_\_\_\_\_ **SIGNATURE of Notary Public-X** \_\_\_\_\_  
**PRINTED NAME of Witness** \_\_\_\_\_ **PRINTED NAME of Notary Public** \_\_\_\_\_

**ACKNOWLEDGEMENT OF WITNESS - STATE OF LOUISIANA - PARISH OF** \_\_\_\_\_  
 Before me, Notary, personally came and appeared the undersigned, who, after being duly sworn, said that he subscribed his name to the assignment above as a witness to the signature(s) of seller(s) and he saw seller(s) sign his name as his voluntary act and deed. DATE \_\_\_\_\_

**SIGNATURE of Witness-X** \_\_\_\_\_ **SIGNATURE of Notary Public-X** \_\_\_\_\_  
**PRINTED NAME of Witness** \_\_\_\_\_ **PRINTED NAME of Notary Public** \_\_\_\_\_

THIS TITLE MUST BE SURRENDERED BY DISMANTLER TO THE OFFICE OF MOTOR VEHICLES WHEN VEHICLE IS JUNKED

Title does not need to be notarized when it is assigned to an insurance company and the insurance company will apply for a salvage title

Please direct any questions, comments, or corrections to IAA's Title Solutions Team.

[TitleSolutions@iaai.com](mailto:TitleSolutions@iaai.com) Toll Free - 888-MY-TITLE (888-698-4853)

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## Glossary

Term	Definition
<b>Affidavit of Correction</b>	A notarized form that can correct certain errors made by an owner on the title.
<b>Appraisal</b>	Written estimate detailing damage and replacement costs for a vehicle. Also known as an Estimate of Repair.
<b>Date of Loss</b>	Date accident occurred or vehicle was stolen.
<b>Duplicate Title</b>	A duplicate title is a replacement title obtained through the state title processing agency (Ex. DMV, MVD, BMV). When a duplicate title is issued the original title becomes void.
<b>Electronic Title</b>	Some states are now using E-Titles especially when there is a Lienholder listed. An E-Title is held in the title possessing agency's system until the Lienholder releases the lien. The title is then printed and mailed out to the specified party.
<b>Exceeds Mechanical Limits (EML)</b>	Exceeds Mechanical Limits is an option on most titles that is selected when the vehicle has travelled more miles than the odometer can register. Many older vehicles are limited to 99,999.9 mile odometer reading. When the vehicle exceeds the odometer's mechanical limits traveling past 100,000.0 miles, the vehicle has exceeded its mechanical limit for the odometer. This option is rarely selected on newer vehicles since most odometers now register up to 999,999 miles.
<b>Lien Release</b>	When a lien has been perfected on a vehicle the state requires the lienholder to release the lien indicating that the lien has been satisfied before ownership of the vehicle can be transferred. Lien releases are typically executed by having the lienholder sign and date the face of the title or by providing a separate notarized lien termination statement on the lienholder's letterhead. If a separate statement is used the statement should include a description of the vehicle including; VIN, year, make, model, and the owner's name(s). Lienholder can also add or remove electronic liens by accessing the state's database. A paper title will automatically be mailed to address of the lienholder's discretion if the lien is active or to the vehicle owner if it is a title holding state. Vehicle owner holds the title and the lienholder has filed a lien through the state electronically.
<b>Not Actual Mileage (NAM)</b>	Not Actual Mileage is an option on most titles that allows the owner to indicate that mileage shown on the odometer is not a true representation of the mileage of the vehicle. This can happen on some vehicles when the odometer or the vehicles engine control unit (ECU) is replaced, or when the odometer or its related systems are damaged or inoperable.
<b>Odometer Disclosure</b>	Requirement to disclose vehicle mileage either on title or separate disclosure statement. Requirement linked to vehicle model years and varies by state.
<b>Owner</b>	The name listed on the front of the title. It usually states Owner or Legal Owner.

### Term

### Definition

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## Glossary

<b>Owner Retain</b>	Any vehicle deemed a total loss by the provider that the owner elects to retain ownership of. Most states require that title is converted into some form of salvage title. Rules regarding who is responsible for transferring the title vary by state.
<b>Power of Attorney (PoA)</b>	Legal document that allows the appointed person/Provider to sign title, application, or any other documents related to the vehicle listed on the form on behalf of the owner.
<b>Properly Executed Title</b>	Title that is properly signed by owner and lienholder, which has released lien if applicable.
<b>Provider</b>	Provider, charity, or individual selling the vehicle through IAA
<b>Repair Estimate</b>	Written appraisal detailing estimated repair cost of damage and replacement cost for a vehicle. Also known as a Damage Appraisal
<b>Sale Document</b>	Document that was used to sell the vehicle at an IAA auction. (bill of sale, clear title, salvage title, certificate of destruction, junk title, scrap title etc.)
<b>Salvage Title</b>	Titles are branded Salvage on ANY vehicles that fall into the salvage branding criteria for each specific state. Most states consider a vehicle to be deemed salvage if it is 10 model years of age or newer that has been stolen or has been deemed uneconomical to repair by the Provider. (See Title Branding Guidelines for more details on this state.) These vehicles are issued a salvage title and may be subject to repair and re-inspection.
<b>Title Problems</b>	Title paperwork received by IAA that is not correct or incomplete and requires additional documents or information before the title can be processed and vehicle can be sold.
<b>Title Solutions</b>	A specialized and exceptionally knowledgeable service by IAA that provides innovative and prompt solutions for your toughest title problems.
<b>Total Loss</b>	Any vehicle that has been deemed uneconomical to repair by the Provider.
<b>Un-Recovered Theft</b>	Any vehicle that has been stolen and not recovered.



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