

Batch # _____ Deal # _____

OFFICE OF MOTOR VEHICLES
VEHICLE APPLICATION SUPPLEMENTAL COMPLIANCE NOTICE
1-225-925-6146 OR www.dps.state.la.us/omv/home.html

This file must be resubmitted within **30 days** from the date this notice is received by you to avoid penalty and interest. No other extension will be allowed. The file must be submitted in its entirety with the additional documentation listed below.

Name _____ VIN _____ Date _____

- ___ Original Manufacturer's Statement of Origin must be properly assigned and notarized.
- ___ Original certificate of title or a photostatic copy from the out-of-state lienholder is required.
- ___ Assignment of title must be completed, signed by all parties and notarized.
- ___ Notarized bill of sale/act of donation must show full description of vehicle including selling price or value of vehicle. **Donation must have two witnesses.**
- ___ Submit a notarized invoice containing dealer number, code, salesman name and number. Description of trade-in, including VIN, must be listed on the invoice.
- ___ Submit proof of ownership of trade-in or trade credit cannot be given.
- ___ Federal Odometer Statement must be completed, signed by both buyer and seller and names printed.
- ___ Odometer Statement on Title Assignment must be completed by both buyer and seller with printed names.
- ___ Submit lien document: UCC1/security agreement/chattel mortgage. Must contain full description of vehicle, SSN or EIN of borrower.
- ___ Lien on title must be released by lienholder or submit a notarized affidavit of satisfaction of lien on lienholder letterhead with a full description of the vehicle.
- ___ Notarized affidavit of lien satisfaction must contain full description of vehicle.
- ___ Submit documentation showing bank merger or lien acquisition.
- ___ Notarized affidavit of correction. **Description of vehicle required on the affidavit and all documents must be corrected.**
- ___ Name(s) must read the same on all documents.
- ___ Notarized affidavit of on and same signed by that person.
- ___ Affidavit of heirship completed by all heirs and notarized. (Submit with a copy of death certificate or published obituary.)
- ___ Submit certified copy of the judgment of possession.
- ___ Submit proof of payment of sales or use taxes in previous state.
- ___ Submit proof of current military status in the form of military I.D. or orders from commanding officer.
- ___ Submit tax exemption form.
- ___ Submit physical inspection by a full time P.O.S.T. certified law enforcement officer.
- ___ Submit physical inspection by Motor Vehicle Compliance Analyst.
- ___ Submit notarized affidavit vehicle has been repaired, containing VIN and list of parts replaces and where purchased.
- ___ Submit copy of proof of loss/salvage retention from insurance company.
- ___ Submit proof of current liability insurance or return license plate for cancellation.
- ___ Submit DPSMV1799 – Vehicle Application signed by owner, indicating Louisiana address, city and parish domicile and indicating if address is inside or outside city limits. Must also indicate driver's license # or EIN, if company.
- ___ Return completed Permission Slip, signed by owner.
- ___ Duplicate title application must be signed by registered owner and notarized.
- ___ Affidavit of non-possession of title by lienholder must be completed and signed by lienholder representative.
- ___ Authorization to mail title to dealer must be submitted.
- ___ Submit fees totaling \$ _____. Penalty and interest, if due, are included.
- ___ Submit certified fees in the amount of \$ _____.
- ___ Other

Office Name and # _____ Operator and Badge # _____