



**State of Louisiana**  
LOUISIANA MOTOR VEHICLE COMMISSION

**John Bel Edwards**  
Governor

**Lessie A. House**  
Executive Director

January 13, 2023

**BULLETIN #B-2023-001**

**RE: Notarial Fees (LA-R.S. 6:969.18B.)**

Act 343 of the 2022 Regular Session of the Louisiana Legislature removed the requirement for notarization on the MSO, certificate of title, or bill of sale if the sale occurred in Louisiana on or after 01/01/23 and the vehicle is being:

- Transferred **to** a new or used motor vehicle dealer licensed in Louisiana
- Transferred from a Louisiana licensed new or used motor vehicle dealer to a purchaser

Attached to this Bulletin is the Louisiana Department of Public Safety, Office of Motor Vehicle **Policy 2.00 Basic Requirements for Obtaining a Certificate of Title**, Revised 12/22/2022 for easy reference.

As you are aware LA-R.S. 6:969.18B. states: "A seller or extender of credit may charge the consumer a fifteen dollar fee for notarizing acts of sale, applications for license and title, and such other documents that are required to be notarized, which fee is not considered an additional loan finance charge or credit service charge, and which fee is nonrefundable and not subject to rebate. Under no circumstances may the amount of notary fees charged in a single transaction exceed fifteen dollars in the aggregate."

The question has arisen if there are other documents in a transaction that are required to be notarized, can the seller or extender of credit charge the fifteen dollar fee provided by LA-R.S. 6:969.18B. The answer is yes, if you are paying someone to notarize the document(s) in the transaction at the time of the transaction. However, the amount should not be preprinted on document(s) and may not exceed fifteen dollars in a single transaction.

Simply stated, if you don't use notary you may not charge notary.

Yours very truly,

**LOUISIANA MOTOR VEHICLE COMMISSION**

Lessie A. House  
Executive Director



Louisiana Department of Public Safety  
Office of Motor Vehicles  
**Policy 2.00 Basic Requirements for Obtaining a Certificate of Title**

**Section:** 4. Motor Vehicle Registration Requirements

**Effective Date:** 05/04/1996

**Revised Date:** 12/22/2022

**Authority:**

[R.S. 32:707](#)

[R.S. 47:501\(C\)\(1\)\(2\)](#)

[R.S. 47:513.2](#)

To view Louisiana Statutes: <http://www.legis.state.la.us/>

**Definitions:**

- **Certificate of Title** - A legal form issued by the Office of Motor Vehicles that provides proof of ownership for a motor vehicle. A title is also used to execute a transfer of ownership at the time of sale between the buyer and seller.
- **Manufacturer's Certificate of Origin (MCO)** –The original ownership document for a vehicle which is also used to transfer ownership, also referred to as a Manufacturer's Statement of Origin (MSO)
- **Private Sale** – A transfer of vehicle ownership between parties who are not licensed to sell motor vehicles

**General:**

- **Title Alterations**
  - Titles or MSO's with alterations or erasures will **not** be accepted without providing an affidavit of correction.
    - Affidavit of correction must be signed by both seller and purchaser and notarized.
    - An affidavit of correction may **not** be acceptable to correct [odometer errors](#).
- **Notary Requirements**
  - MSO and Certificate of Title must be notarized if the vehicle sale takes place in Louisiana or another state that requires notarization at the time of vehicle transfer.
  - **Exception:** Notarization will **not** be required on the MSO, certificate of title, or bill of sale if the sale occurred in Louisiana on or after 01/01/23 and the vehicle is being:
    - Transferred **to** a new or used motor vehicle dealer licensed in Louisiana
    - Transferred **from** a Louisiana licensed new or used motor vehicle dealer to a purchaser
- Any person who is a new resident of Louisiana who imports a vehicle to Louisiana for use shall apply for a title and/or registration for each motor vehicle he owns and operates on the public streets of Louisiana within thirty (30) days of the date he/she establishes residency. The date a person establishes residency shall be the date he/she is issued a Louisiana driver's license. For additional information, refer to [Out-of-State Transfers and Reciprocity with Other States](#).

## Requirements:

- **New, Previously Unregistered Vehicles**

- **Vehicle Application Form ([DPSMV1799](#))**
- **Manufacturer's Statement of Origin (MSO)**
  - New vehicle sales completed in Louisiana by a licensed dealer will not require notarization, if the sale occurred on or after 01/01/2023.
  - Vehicle sales that occur in Louisiana may be witnessed by an authorized agent of a federally insured financial institution in lieu of notarization when:
    - The seller is present
    - A lien is being recorded at the time ownership is transferred
    - A designation of authorized officers on letterhead of the federally insured financial institution is provided as either an original document or a photocopy
      - Designation must state the named person has the ability to witness the endorsement of a seller, on behalf of a federally insured financial institution, for the purpose of executing the transfer of a titled motor vehicle or titled vehicle
- **Original, Itemized Invoice** (from dealer to purchaser) - Must include the complete description of the vehicle sold, sales price of the vehicle, vehicle trade (if any), and the dealer's current permit number. Complete vehicle description includes the vehicle year, make, model and vehicle identification number (VIN).
  - Original itemized invoice must be provided if the sale occurred in Louisiana prior to 01/01/2023 or another state that requires notarization. If the original notarized bill of sale or invoice is lost, a certified true copy can be accepted.
  - A copy of an itemized invoice will be accepted if the sale occurred in Louisiana on or after 01/01/2023 or in a state that does not require notarization.
- **Odometer Disclosure Statement ([DPSMV1606](#))**, properly completed and signed
- **UCC-1 form** (financing statement) or other security agreement, if a lien is to be recorded (must be original or copy of properly completed)
- **Current driver's license or identification card for each vehicle owner**
  - The driver's license or identification card must be issued by Louisiana, another state, or a US Territory.
    - **Louisiana Driver's License or Identification Card** - A copy of the front of the credential must be provided.
    - **Out-of-State or US Territory Driver's License or Identification Card** - A copy of the front and back of the credential must be provided.
  - **Active Duty Military ID** – The original Active Duty Military ID must be presented to the dealership employee, employee of a PTA, or an OMV employee for verification. **Do not** make a photocopy of the Active Duty Military ID.
    - A notation must be made by the employee on the Vehicle Application Form ([DPSMV1799](#)), stating the Active Duty Military ID was verified and the date the ID was verified.
  - If an acceptable form of identification cannot be provided, a title will be issued; however, a plate will not be issued until identification is shown.

- **Transfer of a Used Vehicle/Louisiana Title**
  - **Vehicle Application Form ([DPSMV1799](#))** is required on all transactions in which a title will be generated, including Electronic Lien Title transactions.
  - **["Current" Certificate of Title](#)**
    - **Private Sale** (not sold by a licensed motor vehicle dealer)
      - The Certificate of Title must be signed by the seller in the presence of a notary or in the presence of two (2) witnesses, if the sale is between private entities.
      - Title assignments completed in the presence of two (2) witnesses will **not** be accepted, unless the *Acknowledgement of Witness* section of the title is completed.
        - If the *Acknowledgement of Witness* section is completed by someone other than one of the two witnesses to the seller's signature, the file will **not** be accepted.
    - **Sale to or from New or Used Louisiana Motor Vehicle Dealer** - Sales on or after 01/01/2023 will not require notarization
    - **Title Assignment Completed by a Federally Insured Financial Institution** - Vehicle sales that occur in Louisiana may be witnessed by an authorized agent of a federally insured financial institution when:
      - The seller is present
      - A lien is being recorded at the time ownership is transferred
      - A designation of authorized officers on letterhead of the federally insured financial institution is provided, as either an original document or a photocopy
        - Designation must state the named person has the ability to witness the endorsement of a seller, on behalf of a federally insured financial institution, for the purpose of executing the transfer of a titled motor vehicle or titled vehicle.
  - **[Act of Donation](#)** - A vehicle transferred by act of donation must be signed in the presence of two witnesses and a notary or it will **not** be accepted.
  - **Lien Release** – If a lien has been released and is not recorded on the face of the title, [additional documentation](#) may be required.
  - **Odometer Disclosure Statement ([DPSMV1606](#))** is required for [applicable vehicle](#) types that are **not exempt** from odometer reporting requirements.
  - **Original Bill of Sale or Itemized Invoice** - Must include the complete description of the vehicle (vehicle year, make model and VIN) and sales price. If an invoice from a dealer is submitted, the full description of the trade-in vehicle (if any), and the dealer's current permit number must be included as well.
    - **Vehicle Sales from a Louisiana New or Used Dealer**
      - **Vehicle sale prior to 01/01/23** - Bill of sale must be notarized if tax credit is being given for a trade vehicle.
      - Vehicle sales on or after 01/01/23 will not require notarization
    - **Private Sale** (not sold by a licensed motor vehicle dealer)
      - A separate bill of sale is not required for private sales, if the sales price is included as part of the title assignment to the purchaser.
    - **Out-of-State Motor Vehicle Dealer**
      - If the vehicle sale occurs in a state with a notarial requirement, the itemized invoice submitted must be original and notarized.
    - If the original is lost, a certified true copy can be accepted.

- **UCC-1 form** (financing statement) or other security agreement, if a lien is to be recorded (must be original or copy of properly completed)
- **Proof of liability insurance coverage**, if a license plate is being requested, unless the vehicle was purchased from a dealer.
- **Current driver's license or identification card for each vehicle owner**
  - The driver's license or identification card must be issued by Louisiana, another state or a US Territory.
    - **Louisiana Driver's License or Identification Card** - A copy of the front of the credential must be provided.
    - **Out-of-State or US Territory Driver's License or Identification Card** - A copy of the front and back of the credential must be provided.
  - **Active Duty Military ID** – The original Active Duty Military ID must be presented to the dealership employee, employee of a PTA, or an OMV employee for verification. **Do not** make a photocopy of the Active Duty Military ID.
    - A notation must be made by the employee on the Vehicle Application Form ([DPSMV1799](#)), stating the Active Duty Military ID was verified and the date the ID was verified.
  - If an acceptable form of identification cannot be provided, a title will be issued. However, a plate will not be issued until identification is shown.
- **Transfer of a Used Vehicle/Out-of-State Title** - Same requirements as listed above, in addition to the following documentation:
  - A non-notarized title, invoice, or bill of sale will be accepted if the sale occurred in a state that does not require notarization.
- **Verifying Residency / Taxability** - See Section 4, Policy 47.00, [Sales Tax On Vehicle Transfers](#) for assessment of sales tax on vehicles sold by private transfer in another state or when the sale occurs in Louisiana and the seller is a resident of another state.
- **Resale Purposes** - If a dealer acquires a vehicle with an out-of-state title and is requesting a Louisiana title be issued for "resale purposes", an affidavit to that effect is required from the dealer. A license plate shall **not** be issued to a vehicle being titled "for resale purposes", until such time sales tax has been paid.
- **Multiple Ownership** - Titles from another state indicating multiple owners being titled in Louisiana by the new purchaser:
  - Must be signed by **both** owners in the space provided for sellers signature if the owners names on the front of the title are joined by the word "AND"
  - May be signed by **one** owner in the space provide for sellers signature I the owners names on the front of the title are joined by the word "OR"
  - Must be signed by **both** owners in the space provided for seller's signature if the owner's names on the front of the title are joined by the words "AND/OR".
  - **TOD (Transfer on Death) Title** - Louisiana will **not** accept a TOD title for issuance of a Louisiana title, unless applicable [succession](#) or [heirship](#) paperwork is submitted with the title.
- **Bonded Title** - An out-of-state title with the brand of "Bonded Title" or "Bonded Vehicle Title" cannot be accepted for any type of title in this state.

**Fees:**

- [Title fee](#)
- [Handling fee](#)
- [License plate fee](#)
- [Mortgage recordation fee, if applicable](#)
- [Sales/use tax](#)

**Related Policies:**

Section 4, Policy 2.03, [Completion Of Vehicle Application](#)

Section 4, Policy 7.00, [Open Titles](#)

Section 4, Policy 47.00, [Sales Tax On Vehicle Transfers](#)

Section 4, Policy 52.00, [Act Of Donation /Manual Gift](#)

Section 4, Policy 69.00, [Fees](#)

Section 4, Policy 80.00, [Required Odometer Statements](#)