

LOUISIANA DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS OFFICE OF MOTOR
VEHICLES
P.O. BOX 64886
BATON ROUGE, LA 70896-4886

Request for Refund

Complete Form Fully
Refund Type
Drop Down -must select

Office # (Refunding)

000

1	Mail Refund To: Name	Amount of Refund \$68.50	Refund Amount Reflects That the Handling Fee Was: ☒ Charged ☐ Waived	If VR Office Error, Check Here ☐	Re: Customer's Name
2	Address 3427 Government St City, State, Zip Code Baton Rouge, LA 70806				Roselle M. Boudreaux
License # (Required DMB or DL use only)		DL Issuance Audit #	DMB Fee Receipt #	DMB Case # and Case Type	
0000000000					
Date Accepted 09/02/2026	Payment Type (cash, check, credit card, money order) Credit card		Remit Code (from DMB Record)	Refund From: ☐ Overage ☐ Other	
Make of Vehicle Nissan	Year 2015	Vehicle Identification Number # (Required for VRB) 1N6AD0EVXFN718435		Vehicle Plate # XKV 480	Issuing Office
I.R.P. USE ONLY		Unit #		Batch/Sequence Number (HQ Use Only)	
Account #		Supplement #			

Reason for Refund (in detail):

Title fee collected twice on one transfer. The applicant paid the \$68.50 title fee at this office on 14 August 2026 and the same fee was collected again when the file was re-keyed on 21 August 2026. Copy of both receipts attached.

Name of Employee Initiating Report	Date 09/02/2026
	Date 09/02/2026

Instructions After Completing This Form

1. Attach proper documentation of monies received initially (example: copy of receipt, copy of registration certificate, supporting documents, etc.).
2. Scan with appropriate documentation to the available Refunds batch class.
3. Office of Management and Finance will request transfer of monies from the State Treasurer's Office weekly. Refund check will be mailed to applicant within 4 to 6 weeks from date of request.
4. This form shall be completed to its entirety and typed.

How to fill out DPSMV 1955 — Request for Refund

Louisiana · written against DPSMV 1955 (R08/20/2025), issued under R.S. 47:1621, refunds of overpayments

[sellmycarhub.com](https://sellmycarhub.com/forms/louisiana/dpsmv-1955-request-for-refund/)
[/forms/louisiana/dpsmv-1955-request-for-refund/](https://sellmycarhub.com/forms/louisiana/dpsmv-1955-request-for-refund/)

The form for getting money back out of the Office of Motor Vehicles, and the thing to know about it is that you do not fill it in. Read down to the bottom: Name of Employee Initiating Report, and an instruction to scan it with supporting documentation to the available Refunds batch class. It is completed at the counter by the person taking your claim. It is on this list because a seller searching for a Louisiana refund form will find it, and would otherwise spend an evening filling in an internal document.

This sheet is not the form. Download the blank DPSMV 1955 from the Louisiana Office of Motor Vehicles at <https://public.powerdms.com/LADPSC/documents/352583?f=DPSMV-1955.pdf> — always take the current revision from the agency rather than a copy. Print this and keep it beside you while you complete theirs.

Every line, in the order you meet it

1	OTHER	Amount of Refund	Top of the sheet, with two ticks beside it for whether the handling fee was charged or waived. Watch out: Worked out by the employee from the receipts you hand over. If your own arithmetic differs from theirs, the reason box lower down is where the difference gets explained.
2	OTHER	Mail Refund To: Name	The left-hand column of the middle block, with address, city, state and zip under it. Watch out: This is the one part of the form worth checking over somebody's shoulder. It is the address the Treasury cheque goes to, and it is not automatically the address on your registration.
3	OTHER	Vehicle Identification Number	The vehicle row, and the form marks it required for VRB. Watch out: Bring the registration certificate or the receipt with you. A refund claim about a vehicle transaction with no vehicle identified on it has nothing for the department to match against its own record of what you paid.
4	OTHER	Reason for Refund (in detail)	The deep box occupying the lower third of the page. Watch out: Say what you paid, when, at which office, and why it was too much - and hand over the receipts that show it. This paragraph and the attachments are the whole of the claim; everything above it is routing.
5	OTHER	Name of Employee Initiating Report and Date	Two rows at the foot, with a second signature row beneath. Watch out: If you find yourself signing here, you are filling in the wrong form. These lines are what tell you the document belongs to the department rather than to the person owed the money.

What gets this one rejected

- Filled in by a member of the public and posted in. There is no route on the sheet for that - the instructions after completing it are addressed to an employee with access to a scanning workflow.
- Submitted with no documentation of what was originally paid. The first instruction asks for a copy of the receipt, the registration certificate or other supporting documents.
- Handwritten. The fourth instruction says the form shall be completed to its entirety and typed.
- A vehicle refund with the VIN left out, which the form itself marks as required.
- A reason box with a phrase in it rather than an explanation. It is the largest box on the sheet for a reason.

☒ Amber is what you write ☐ Grey is a block somebody else completes The filled-in example is at the start of this sheet.

Read off DPSMV 1955 (R08/20/2025) and the Louisiana Office of Motor Vehicles's own pages, current as of 2026-08-23. Plain-language help with a form, not legal advice — where this and the agency differ, the agency governs. sellmycarhub.com