

How to fill out a Louisiana title

Louisiana · 4 of 10 boxes are the seller's · rules as of 2026-08-23

This sheet is not the title. It is the checklist to keep beside one. An alteration or an erasure on a Louisiana title voids it. Not figuratively. The OMV will not accept a certificate carrying one without a notarised affidavit of correction signed by the seller and the purchaser, and on an odometer figure it will not accept the affidavit either — the record has to be put back by issuing a fresh title in the previous owner's name. Get a clean form and start again rather than tidying.

Who has to sign

One name on the face	That person signs the assignment, in front of a notary or in front of two witnesses.
Two names joined by AND	Both sign. Neither can act for the other without a mandate that says so.
Two names joined by OR	Either one signs alone, and the file is accepted.
Two names joined by AND/OR	Both sign, the same as AND. The slash buys nothing at the counter.
A lender on the face	You never had the certificate to sign. It went to the lien holder of first rank when it was issued, and it comes back once the mortgage is terminated.
The owner has died	Nobody signs as the owner. A judgment of possession, a validated small succession affidavit, or an Affidavit of Heirship decides who may, and then that person signs and has it notarised.
The owner cannot be there	A mandate, notarised if it was executed in Louisiana, with the vehicle's make, year and VIN written into it. An agent cannot transfer the vehicle into their own name unless the mandate says so in terms.
A dealer is buying it	Since 1 January 2023 a sale to or from a Louisiana-licensed dealer needs no notarisation at all, which is the one place the state has taken the requirement away.

Every box, in the order you meet it

#	WHO	BOX	WHAT GOES IN IT
1	OTHER	Vehicle description and identification number	Printed on the face by the department: year, make, body style and the VIN it holds on record. Watch out: Check it against the plate on the dashboard before anything else. Every other document in the file is matched to these characters, and a title carrying a VIN that has been retyped anywhere along the way is a file the counter stops on.
2	OTHER	Registered owner, name and address	Your full legal name as the OMV recorded it, which is the name from your driver's licence or ID card. Watch out: If the certificate says R. M. Boudreaux and the licence says Roselle Marie Boudreaux, the file needs an Affidavit of One and the Same completed by the notary. A missing middle name on its own does not; a different first name, surname or suffix does.
3	OTHER	Two owners, and the word between them	AND means both of you sign the assignment. OR means either of you can. AND/OR means both again. Watch out: Read it before you book the notary, not after. Two owners on an AND title and only one available on the day is a wasted appointment unless the absent one has left a mandate behind.
4	LENDER	Security agreement, first and second lienholder	Where a lender is recorded, the certificate was never posted to you. R.S. 32:708(A) sends it to the lien holder of first rank, who holds it until the mortgage is liquidated. Watch out: Do not agree a completion date until you have the paper in your hand. A lender's telephone assurance that the loan is closed is not a lien termination, and the OMV wants the release either noted on the face of the certificate or documented some other way.
5	YOU	Odometer disclosure on a conforming title	Whole miles, no tenths, and one of three notations: actual mileage, in excess of mechanical limits, or not actual. Watch out: If the certificate has this block, it is the only place the mileage may go, and a separate DPSMV 1606 in the same envelope is a rejection rather than a spare. If it has no block, the separate statement becomes the primary document and you need one.
6	YOU	Purchaser, name and address	Written in before the certificate leaves your hands, in full, from the buyer's licence rather than from what they say their name is. Watch out: An assignment handed over with this empty is an open title. It leaves the vehicle registered to you for as long as it takes somebody to fill it in, and if it changes hands twice on the same certificate the OMV bills tax and fees on both transfers.
7	YOU	Date of sale and selling price	Both belong in the assignment. Putting the price there is what removes the need for a separate notarised bill of sale on a private sale. Watch out: Leave either one out and the department wants the notarised bill of sale instead — and if the two documents disagree about the figure, you have handed the counter a discrepancy to resolve rather than a price to tax.

#	WHO	BOX	WHAT GOES IN IT
8	YOU	Seller's signature and printed name	Signed in the presence of a notary, or in the presence of two witnesses. Printed underneath either way. Watch out: In the presence of means at the moment. A certificate signed at home and carried to a notary afterwards has not been endorsed the way R.S. 32:705(B) describes it, and a notary who notices will not take it.
9	OTHER	The two witnesses	Only where you are taking the witness route. Both watch you sign and both subscribe their names. Watch out: Pick two people who can also come back for the acknowledgment, because one of them has to swear it. A witness who signs and then goes home has left you with a title that fails on the block underneath.
10	OTHER	Acknowledgment of Witness	A sworn statement by one of the two witnesses that they signed as a witness and saw the seller sign. The statute prints the wording in full and the certificate carries it. Watch out: Completed by anybody other than one of the two witnesses, the file is not accepted — the department says so in terms. This is the block that makes the two-witness route work, and the reason it is not really cheaper than simply finding a notary.

Before the pen, and what the OMV does about ink

- **Black ink or a typewriter** — The instruction is printed on the OMV's own notice of transfer, directly under the heading. Blue is not refused anywhere in writing, but black is what the department asks for and there is nothing to gain by testing it.
- **Never correction fluid, never an erasure** — A title carrying an alteration or an erasure is not accepted at all without a notarised affidavit of correction signed by both seller and purchaser — and on an odometer figure, even that will not do.
- **A strike-through is sometimes survivable** — The OMV lists the alterations it will take with a properly endorsed supporting document behind them: a misspelled name corrected with a strike over, an error in the address, an error in the date of sale that changes no fee. Everything else needs the affidavit.
- **Full first names, no initials** — The notary is required to insert the full first and last names of the parties. Initials, nicknames and pet names cannot be used for first names, and no title or rank goes in front of one.
- **Nothing gets signed until the notary is watching** — An assignment signed the night before and taken to a notary in the morning is not what R.S. 32:705(B) describes. The statute says in the presence of, and it means at the moment.

LOUISIANA CERTIFICATE OF TITLE

the face — printed by the department, and none of it written by you

THE OFFICE OF MOTOR VEHICLES PUBLISHES NO PICTURE OF ITS OWN CERTIFICATE, SO WHAT FOLLOWS IS NAMED FROM THE STATUTE AND THE DEPARTMENT'S OWN POLICY MANUAL. THE SOURCES NAME THE BLOCKS AND NOT WHERE THEY SIT, SO THIS IS A READING ORDER RATHER THAN A LAYOUT.

CERTIFICATE NUMBER	TITLE ISSUE DATE	COMMISSIONER'S SIGNATURE
1 VEHICLE DESCRIPTION AND IDENTIFICATION NUMBER Year, make, body style and the VIN the department holds. Every other document in a Louisiana title file is matched against these characters, and a single wrong one sends the whole file back.		2 REGISTERED OWNER — NAME AND ADDRESS Your full legal name as the department recorded it. Not an initial, not a nickname: where the name on the title and the name on your licence differ at all, the file needs an Affidavit of One and the Same.
3 TWO OWNERS — JOINED BY AND, BY OR, OR BY AND/OR The word between two names decides how many signatures the assignment needs. AND: both owners sign. OR: either may sign alone. AND/OR: both sign. That is the department's own rule, and it is the one line on the face of a Louisiana title that can stop a sale on the day.		
4 SECURITY AGREEMENT — FIRST AND SECOND LIENHOLDER Where a lender is recorded, the paper certificate is not posted to you at all: the statute sends it to the lien holder of first rank, who keeps it until the loan is met. Until then there is nothing in your drawer to sign.		CANCELLATION OF THE LIEN NOTATION When the loan is paid, the lien is cancelled by a notation made on the face of the certificate itself. A lender that has satisfied the lien somewhere other than on the face leaves the buyer needing further documentation, which is a rejection waiting to happen.
BRANDS STAMPED OR WRITTEN ACROSS THE FACE SALVAGE TITLE · RECONSTRUCTED · WATER DAMAGED · HAIL-DAMAGED A brand goes across the face of the certificate, not into a tidy box. Transferring a branded vehicle without disclosing the brand in writing before the sale closes lets the buyer demand the sale be undone, and carries a fine of five hundred to five thousand dollars.		
A TITLE OR MSO WITH AN ALTERATION OR AN ERASURE ON IT IS NOT ACCEPTED WITHOUT A NOTARISED AFFIDAVIT OF CORRECTION — AND AN AFFIDAVIT OF CORRECTION MAY NOT BE ACCEPTED TO CORRECT AN ODOMETER ERROR AT ALL.		

THE SALE AND ASSIGNMENT

the back — and the only part of the document a private seller writes on

AN APPLICATION MUST BE ACCOMPANIED BY THE CERTIFICATE OF TITLE DULY ENDORSED WITH THE SALE AND ASSIGNMENT, OR DULY ENDORSED WITH SALE AND ASSIGNMENT AND RESALE AND REASSIGNMENT. THE SECOND BLOCK IS A DEALER'S. THE FIRST IS YOURS.

5 ODOMETER DISCLOSURE ON A CONFORMING TITLE ACTUAL MILEAGE · IN EXCESS OF MECHANICAL LIMITS · NOT ACTUAL A conforming title is one with the federally mandated disclosure printed on it, and where the certificate has that block the certificate is the primary document — a separate DPSMV 1606 handed in beside it is not acceptable and the file comes back. Write the reading in whole miles. If you get it wrong and correct it, the department will not take an affidavit for it; a new title has to be issued in your own name first.		YOU
6 PURCHASER — NAME AND ADDRESS Filled in before the certificate leaves your hands. An assignment signed with the buyer's side empty is an open title, and every later transfer on it is charged tax and fees of its own as a multiple transfer.	YOU	7 DATE OF SALE AND SELLING PRICE Both belong in the assignment, and putting the price there is what removes the need for a separate notarised bill of sale on a private sale. Leave either out and the department wants the bill of sale instead.
8 SELLER'S SIGNATURE AND PRINTED NAME Signed in the presence of a notary, or in the presence of two witnesses. Those are the only two endorsements the statute recognises for a private sale, and there is a third route open only where a lien is being recorded at the same moment: an authorised officer of a federally insured financial institution may witness it, with the seller present and a designation of authorised officers on the institution's letterhead in the file. X _____		YOU
9 TWO WITNESSES — SIGNATURE AND PRINTED NAME Only if you are taking the witness route rather than the notary route. Both watch you sign. One of the two then completes the acknowledgment below — and if anybody else completes it, the file is not accepted. X _____	NOTARY — SIGNATURE, PRINTED NAME AND IDENTIFICATION NUMBER The number is not optional. A document notarised after 1 January 2005 without the notary's Louisiana identification number or a Louisiana bar roll number cannot be accepted and must be rejected. X _____	
10 ACKNOWLEDGMENT OF WITNESS STATE OF LOUISIANA · PARISH OF _____ "Before me, personally came and appeared the undersigned, who, after being duly sworn, said that he subscribed his name to the certificate of title as a witness to the signature(s) of seller(s) and he saw seller(s) sign his name as his voluntary act and deed." — the statute prints this wording out in full, and it is the block that makes a two-witness assignment work. It is signed by one of the two witnesses in front of a notary, which is why the witness route does not actually escape the notary; it only changes what the notary is swearing.		
RESALE AND REASSIGNMENT The dealer's block. A licensed dealer reselling a vehicle bought for stock may reassign the existing certificate here rather than titling it in the dealership's own name. A private seller who signs in this block instead of the first one has altered a document that alteration voids.		

 You write it, in pen Not yours to fill The order a seller meets each block

Block names and quoted wording transcribed from R.S. 32:705(B), R.S. 32:706.1, R.S. 32:707(B), R.S. 32:708, R.S. 32:709 and from the Office of Motor Vehicles' own policy manual — Section 4, policies 2.00, 4.00, 7.00, 42.00, 80.00 and 114.00 · the acknowledgment of witness is reproduced word for word because R.S. 32:705(B)(2) prints it word for word · the sources name what a certificate contains and never where any of it is printed, so this is a reading order and not a reproduction of the layout · the OMV publishes no specimen of its certificate of title, so none of its colour, proportion or security printing is reproduced here



Louisiana Department of Public Safety
Office of Motor Vehicles
Bill of Sale of a Movable

State of Louisiana

Parish of East Baton Rouge

1

Before me, the undersigned Notary Public, duly commissioned and qualified in and for the parish and state aforesaid, personally came and appeared:

2

Roselle M. Boudreaux

Seller, of legal age, who hereby sells and delivers with full and general warranty of title unto:

Delmar J. Thibodeaux

Buyer, of legal age, the following movable property:

Make: Nissan

Model: Frontier SV

Year : 2015

Vehicle Identification Number (VIN): 1N6AD0EVXFN718435

3

4

Vehicle Sale Price: \$9,750.00

Date of Sale: 08/14/2026

Seller warrants that there are no mortgages, liens or encumbrances of any kind against the movable property sold or any accessories attached thereon.

5

Signed on this 14th day of August, year of 2026.

Seller

Buyer

Notary Public

Revised 04/06/2026