

## Checklist: Ordering a Duplicate Title (**Next-day** title service is also available!)

[Louisiana OMV Vehicle Application \(form VEH1799\)](#)

The Duplicate Title Affidavit section must be completed and signed before a notary and two witnesses.\*

A signed letter from the lien holder on record, if applicable. (This letter may faxed if on a lien holder's company letterhead. Please note, the lien holder may still be on the vehicle record even if the lien was released on the face of the previous/lost title. If the lien is electronic (ELT) a duplicate title cannot be issued; the lien holder must release it electronically.)

Current Louisiana Registration Certificate, if available\*\*

Proof of current Louisiana auto insurance (proof shown on a mobile device is acceptable)

Current state-issued driver's license or identification card

Cash, check or money order payable to LA DPS for title and handling fees

Cash, check or money order payable to Dealertrack RTS-LA for convenience fee(s) and notary fees if applicable

\* Auto Title Express has notaries on staff to assist with preparation of this document in our office. Documents notarized outside our office are also acceptable.

\*\* Duplicate titles may only be ordered by the registered owner(s) of the vehicle.