



Louisiana Department of Public Safety  
 Office of Motor Vehicles  
**Policy 35.00 Recording Liens on Vehicles**

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

**Effective Date:** 01/01/1990

**Revised Date:** 06/18/2024

**Authority:**

[R.S. 32:710](#)

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

**Definitions:**

- **Lien** – A filing submitted with vehicle titling paperwork showing a creditor’s interest

**Requirements:**

- If any documents submitted (MSO or invoice) indicate a lien, a lien instrument must be included with the file.

Type of Lien Document	Use	Requirements
<b>UCC-1</b>	Financial statement that a creditor files showing their interest in the property.  A UCC-1 may be used to: <ul style="list-style-type: none"> <li>• Record a lien on a vehicle record</li> <li>• Correct or amend prior filings</li> </ul>	<ul style="list-style-type: none"> <li>• A UCC-1 form does not need to be notarized or witnessed. Legible originals or copies of the UCC-1 are acceptable if they contain the following:               <ul style="list-style-type: none"> <li>○ Name and address of secured party (lienholder)</li> <li>○ Name and address of debtor(s)</li> <li>○ Complete description (year, make, model, body style, and VIN) of vehicle</li> </ul> </li> <li>• For companies with large fleets, an attachment listing the complete description of all vehicles covered by the UCC-1 is acceptable. Reference to the attachment should be made in Item No. 6A on the UCC-1 form.</li> </ul>
<b>UCC-3</b>	Used as a way to edit, move, or terminate the original UCC on file.  A UCC-3 may be used to: <ul style="list-style-type: none"> <li>• Record a lien on a vehicle record</li> <li>• Amend substantial changes (i.e. addition, deletion, or assignments of contract)</li> </ul>	<ul style="list-style-type: none"> <li>• A UCC-3 form does not need to be notarized or witnessed. Legible originals or copies of the UCC-3 are acceptable if they contain the following:               <ul style="list-style-type: none"> <li>○ Name and address of secured party (lienholder)</li> <li>○ Name and address of debtor(s)</li> <li>○ Complete description (year, make, model, body style, and VIN) of vehicle</li> </ul> </li> <li>• For companies with large fleets, an attachment listing the complete description of all vehicles covered by the UCC-3 is acceptable.</li> </ul>
<b>Security Agreement</b>	Shows the interest of property (i.e. vehicles), submitted by a creditor.  A Security Agreement may be used to: <ul style="list-style-type: none"> <li>• Record a lien on a vehicle record</li> </ul>	<ul style="list-style-type: none"> <li>• A security agreement does not need to be notarized or witnessed. Legible originals or copies of the security agreement are acceptable if they contain the following:               <ul style="list-style-type: none"> <li>○ Name and address of secured party (lienholder)</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>○ Name and address of debtor(s)</li> <li>○ Complete description (year, make, model, body style, and VIN) of vehicle</li> </ul>
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- Security agreements or chattel mortgages may be filed in any form, provided the information contained therein conforms to the requirements of the Department
- **Name Usage on Lien Documents:**
  - Name on the UCC or security agreement must be in the same name as all other documents required to obtain title.
  - A lien document should not be rejected if the first name and the last [name match](#) all other required documentation.
  - A lien instrument is acceptable if:
    - Middle name is missing from required documents
    - Documents contain the applicant’s middle initial rather than the full middle name
- **Changes** – The following is required if a change shall be made:
  - **UCC-1** - If submitted for minor corrections (i.e. to correct an address or the name of a creditor), only the signature of the creditor will be required
  - **UCC-3** - If submitted for minor corrections (i.e. to correct an address or the name of a creditor) only the signature of the creditor will be required
  - An affidavit may be used to correct or amend prior security agreement filings. The affidavit must state the correction and always be signed by both debtor(s) and creditor(s)

**Fees:**

- \$15.00 lien fee, when a **UCC instrument** is submitted to record a lien
- \$10.00 lien fee, when any **other lien instrument (including an out of state title)** is submitted
  - This fee will consist of a \$5.00 recordation and a \$5.00 cancellation fee. Since the lien cancellation fee will be paid prior to cancellation, once the lien is released, additional fees **will not** be required to remove the lien from the record.
  - Lien recordation fees will not be collected when processing a foreign title held by lienholder.

**Related Policies:**

Section 4, Policy 35.01 [Acceptable Proof Of Lien Cancellation Prescription](#)

Section 4, Policy 35.03 [Electronic Lien And Title Program](#)