

Process for Making a Golf Cart Street Legal Pending Ordinance Approval

With the anticipated approval of the ordinance authorizing golf cart operation on designated public streets, the following guidance outlines the practical steps required to make a golf cart street legal. This information has been compiled through direct experience working through the process and coordinating with state requirements, with the goal of providing residents a clear and reliable reference. While every effort has been made to ensure accuracy, residents who have questions or need additional clarification may reach out for assistance at any time—Councilmember Rhonda Kelley can be contacted at 225-776-2248, and Councilmember Bliss Bernard at 225-776-1007.

1. Locate the Vehicle Identification Number (VIN) or serial number.

- The VIN is typically found on the frame or manufacturer's plate. If the golf cart does not have a clearly labeled VIN, the owner must work with an authorized entity to verify or assign one as permitted by state regulations.

2. Obtain a bill of sale.

- This document establishes legal ownership of the golf cart and must be signed by both buyer and seller and notarized.
- The bill of sale should include the VIN or serial number, purchase date, purchase price, and identifying information for both parties.
- A template can be found here: <https://esign.com/wp-content/uploads/Golf-Cart-Bill-of-Sale-Form.pdf>

3. Obtain liability insurance for the golf cart.

- Louisiana law mandates proof of insurance consistent with motor vehicle insurance requirements when a golf cart is operated on public roadways. Proof of insurance must be carried while operating the cart.

4. The golf cart must be equipped to meet street-legal requirements under Louisiana Revised Statute (LRS) 32:299.4, as illustrated in the figure below.

- Required equipment includes, but is not limited to, functioning headlamps, tail lamps, brake lamps, turn signals, reflectors, a rear-view mirror, safe tires, reliable steering, efficient brakes, and a visible VIN or serial number.

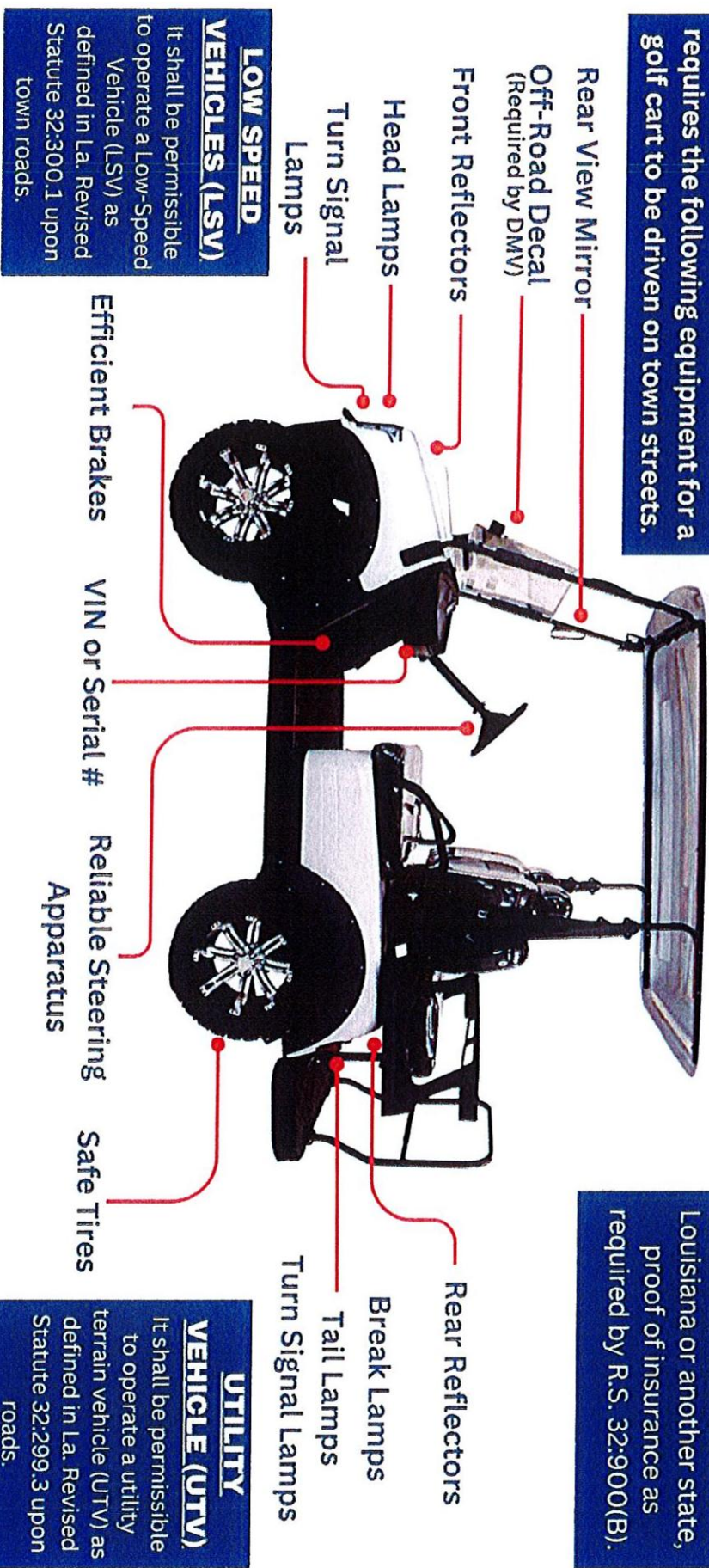


5. Once the required equipment is installed, the golf cart must be inspected by a certified peace officer.
6. Complete the Statement of Golf Cart form issued by the Louisiana DMV.
<https://public.powerdms.com/LADPSC/documents/357217>
7. Complete the Vehicle Application Form from the DMV.
<https://public.powerdms.com/LADPSC/documents/355820>
 - a. If there is no lien on the golf cart, only the top portion of the form needs to be filled out.
8. Schedule an appointment with the DMV under "Vehicle Registration."
 - a. At the Port Allen DMV, request Tara York, who is knowledgeable in golf cart registration requirements. After booking the appointment, owners are encouraged to email her at Tara.York@la.gov with the appointment date.
 - b. In Baton Rouge, assistance is also available at the Independence location through Latasha Anderson at Latasha.Anderson@la.gov.
9. At the DMV, you may choose between a **registration decal valid for four years** or a **license plate valid for two years**.

STREET LEGAL GOLF CART

The LA Department of Motor Vehicles requires the following equipment for a golf cart to be driven on town streets.

LA STATE LAW
Any person operating a golf cart on town streets must have in his or her possession a valid driver's license from Louisiana or another state, proof of insurance as required by R.S. 32:900(B).



GOLF CART BILL OF SALE

Date: _____

I, the undersigned Seller, _____ (Seller name) for the sum of
\$_____ sell to the undersigned Buyer, _____
(Buyer name) the following Golf Cart:

Make: _____	Model: _____	Year: _____	☐ Gas ☐ Electric
Serial Number: _____		Battery Voltage / CCs: _____	

The undersigned Seller affirms that the above information regarding the Golf Cart is accurate to the best his/her knowledge.

The undersigned Buyer accepts receipt of this Bill of Sale and understands that the above Golf Cart is sold in "as is" condition with no guarantees or warranties, either expressed or implied, for the item.

Seller's Signature: _____

Seller's Printed Name: _____

Street Address: _____

Phone #: _____ Email: _____

Buyer's Signature: _____

Buyer's Printed Name: _____

Street Address: _____

Phone #: _____ Email: _____

PROOF OF INSURANCE

Louisiana Department of Public Safety and Corrections



PUBLIC SAFETY SERVICES
OFFICE OF MOTOR VEHICLES

STATEMENT OF GOLF CARTS

This statement must be completed in its entirety and signed by the registered owner.

This statement declares that I, _____, _____,
(Registered Owner's Full Name) (Driver's License Number)

_____, _____,
(Address) (City, State, Zip Code)

am the registered owner of a vehicle identified as _____,
(Year) (Make)

and _____,
(VIN)

By my signature, I acknowledge that:

- 1) The above statement is true and correct.
- 2) The golf cart contains all required equipment and meets all specifications as defined in R.S. 32:299.4.
- 3) The owner is aware that the vehicle shall be operated only by a licensed driver.
- 4) The golf cart may be operated only upon a parish road that has been designated by a parish or a municipal street that has been designated by a municipality for use by a golf cart. A golf cart may be used to cross a part of a state highway where a golf course is constructed on both sides of the state highway if the Department of Transportation and Development has issued a permit for the crossing.

_____, _____
(Registered Owner's Signature) (Date)

DPSMV1809 (R0418)

"YOU DRINK & DRIVE, YOU LOSE"

P.O. BOX 64886, BATON ROUGE, LOUISIANA 70896-4886

225-925-6146 | www.expresslane.org

Louisiana Department of Public Safety and Corrections

Office of Motor Vehicles

P.O. Box 64886, Baton Rouge, LA 70896-4886

TO AVOID REJECTION:

Complete all required information

Data Prepared		Type of Plate		VEHICLE APPLICATION		ELECTRONIC FUND TRANSFER CODE	
VIN		Make		License No		DEALER CODE	
Body		Color		Year		Mileage	
Model/Weight		Name of Owner		Driver's License or EIN		Exp. Date	
Name of Joint Owner (if applicable)		Driver's License or EIN					
Owner's Principal Residence Address (or Business Location if Vehicle is Used for Commercial Purposes)				I affirm that the information provided is in compliance with R.S. 47:303.			
City		Parish		State		Zip	
☐ Lessee ☐ Mail To ☐ Domicile ☐ Renter		☐ Owner ☐ Lessee, renter, or domicile address		Domicile Code			
Name		Driver's License or EIN of Lessee or Renter					
Street		Trade VIN					
City		Parish		State		Zip	
Trade License No							

VEHICLE IS SUBJECT TO SECURITY AGREEMENT AS FOLLOWS:

ELECTRONIC LIEN TRANSFER CODE		First Lienholder's Name		Second Lienholder's Name	
Street		Street		Street	
City/State/Zip		City/State/Zip		City/State/Zip	
☐ New ☐ Used	Date Acquired	Tax Date	Previous Title No.	State	Cost of Vehicle
Title Fee	Lic Pen Credit	Handling Fee	Rebate	Tax Value	Less Trade
Mortgage Fee	Tax	Tow Fee			
License Fee	*Tax Penalty	Miscellaneous Fee			
Lic Transfer Fee	*Interest	Total Fees			
License Credit	Vendor's Comp	Total Taxes			
License Penalty	Tax Credit	Grand Total			

BE SURE TO SIGN AND DATE

I do swear or affirm that the information contained in this document is true and correct to the best of my knowledge.

I have and will maintain, during this registration period, vehicle liability insurance (security) required by LRS Title 32:861-865. Failure to maintain as agreed will be a violation of law which may result in criminal prosecution and/or suspension of registration privileges.

If the vehicle being registered is defined as a commercial motor vehicle by the Federal Motor Carrier Safety Regulations and/or Federal Hazardous Material Regulations, by signature below registrant declares knowledge of those federal regulations.

Applicant's Signature

Date

Co-Applicant's Signature

Date

PROOF OF LIABILITY INSURANCE MUST BE FURNISHED AS PROVIDED FOR BY LAW BEFORE THIS FILE CAN BE PROCESSED.

TO AVOID PENALTY AND INTEREST:

File must be submitted within 40 days from the date of purchase. For manufactured houses (mobile homes), file must be submitted by the 20th of the month following the month of delivery.

For additional information on penalty and interest, refer to Section 4, Policy 55.00, *Penalty and Interest* on Expresslane.org.

DUPLICATE TITLE AFFIDAVIT (Must be signed by owner and notarized.)

The certificate of title issued to me was
☐ lost ☐ mutilated ☐ never received

I make application for a duplicate copy of said certificate and agree to hold the Commissioner harmless if the previous title is obtained by another person.

☐ I give the Commissioner permission to mail the title to the address on this application.

Owner(s)'s Signature(s) for Duplicate Title

Witness

Witness

Sworn and subscribed before me this _____ day of _____, _____

Notary Public Signature, Printed Name

ID Number

AFFIDAVIT OF NON-POSSESSION OF TITLE BY LIENHOLDER
Must be signed by lienholder and notarized.

I hereby swear or affirm that title of above described vehicle showing lien in our favor was ☐ never received ☐ received and surrendered to the owner.

Lienholder's Signature

Witness

Witness

Sworn and subscribed before me this _____ day of _____, _____

Notary Public Signature, Printed Name

ID Number

RECEIVED/REJECTION DATE(S)

NOTICE:

If a title, license plate, or validation sticker is not received within thirty (30) days after submitting application and fees for such, contact your nearest Office of Motor Vehicles. Departmental policy provides for the issuance of a free replacement within sixty (60) days from the date of issuance. Failure to notify this office timely could result in additional fees being charged.

A. CONVERSION

Old License Plate Number _____

New License Plate Number _____

Use _____

Use _____

Weight _____

Weight _____

B. TRANSFER OF PLATE

License plate _____ has been removed from a _____

YEAR MAKE VIN

and transferred to the vehicle described on the first page of this form. License plate returned is _____

C. LOST, STOLEN, OR REPLACEMENT☐ PLATE☐ STICKER

License Plate Number _____

D. TITLE CORRECTION

Error: _____

Correct To: _____

E. FARM USE STATEMENT

I do declare that I am a bona fide farmer and am in the business of farming; that the vehicle described on the first page of this form is used primarily, but not exclusively, in hauling farm produce raised on my farm, from such farm to market and return therefrom; hauling merchandise to my farm and that this vehicle will not be used to haul another person's farm produce or other products for a fee or compensation. Said farm is located at:

RFD _____

Box _____

City _____

Parish _____

Zip _____

Owner's Signature _____

F. OUT OF STATE DECLARATION

I, _____ declare that the

(Printed name of owner)

MAKE _____

MODEL _____

VIN _____

was domiciled in Louisiana on _____.

G. DISCLOSURE OF SALVAGE / RECONSTRUCTED / WATER DAMAGED / HAIL-DAMAGED

I, _____ swear under penalties of perjury that:

(Printed name of owner)

the title covering the vehicle, _____, in accordance with

MAKE _____

MODEL _____

VIN _____

Louisiana R.S. 32:706.1, has been branded:

☐

Salvaged Vehicle

☐

Reconstructed Vehicle

In accordance with Louisiana R.S. 32:789, the undersigned confirm that the above referenced vehicle has sustained water damage to the following extent: _____

In accordance with Louisiana R.S. 32:781, the undersigned confirm that the above referenced vehicle has sustained water damage to the following components:

☐

Power Train

☐

Computer

☐

Electrical System

In accordance with Louisiana R.S. 32:702(13), the undersigned confirm that the above referenced vehicle has sustained only cosmetic damage caused by hail, equivalent to seventy-five percent or more of its market value as a result of costs or repairs to items such as windshield, windows, and rear glass; exterior paint and paint materials; and body damage such as dents.

☐

Hail-Damaged

Signed by _____ under penalties of perjury this day of

(Signature of vehicle owner)

, 20 _____

False statements are punishable by fine, imprisonment or both under R.S. 32:730.



LOUISIANA DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS
OFFICE OF STATE POLICE
P. O. BOX 66614
BATON ROUGE, LA 70806

Sample

AFFIDAVIT OF PHYSICAL INSPECTION FOR VEHICLE IDENTITY VERIFICATION

To be completed by authorized Louisiana State Police, or other post certified law enforcement officers, in accordance with L.R.S. 32.706.2

INSPECTION INFORMATION

ID: 43392

DATE / TIME	INSPECTOR	DEPARTMENT
BADGE #	RANK	CERT #
REQUESTOR	EMAIL	
DRIVER'S LICENSE	STATE	
ADDRESS	CITY	STATE
		ZIP

VEHICLE INFORMATION

REJECTED STATUS: NO

MAKE	MODEL	YEAR	FUEL	TYPE	AXLES
STYLE	COLOR	ODOMETER			
ODOMETER COMMENTS	GOLF CART / NO ODOMETER				
CONDITION(S)					

VIN INFORMATION

VIN	N.C.I.C.	TYPE
LOCATIONS		
ATTACHED BY		

Sample

MISCELLANEOUS INFORMATION

SUPPORTING DOCUMENTS

SUPPORTING DOCUMENTS PRESENTED

FEDERAL CERTIFICATION LABEL

NOTES / COMMENTS / REMARKS