



*Serving Louisiana for Over 50 Years!  
Toll Free (888) 284-8537*

**Louisiana (LA) Department of Public Safety (DPS) Office Motor Vehicles (OMV)  
Electronic Lien and Title Program (ELTP)  
ELT Lien Code Application Instructions**

1. **Lender:** Enter the Lender's (Financial Institution) name as it would appear as a lien on a motor vehicle title (include abbreviations, if applicable). The name that is stated on this application will be the exact spelling of the Lender when the assigned ELT Lien Code is utilized for the recordation of the lienholder on a LA OMV vehicle record. If there is a variation(s) in the spelling of the Lender's name (including abbreviations), a separate ELT Lien Code Application is required. An additional ELT Lien Code will be assigned for each particular spelling.
2. **Federal Identification Number (EIN#):** Enter the Lender's Federal Identification Number.
3. **Mailing Address of Lender:** Enter the Lender's (Financial Institution) mailing address as it would appear as the lien's address on a motor vehicle title (include abbreviations, if applicable). This address is recorded to each motor vehicle record within the LA DPS OMV State System as the Lien holder's address. When a paper motor vehicle title is printed and the lien is remaining on the motor vehicle record, the paper title is mailed to this address. If there is more than one mailing address that is used as the Lien holder's address, a separate ELT Lien Code Application is required. An additional ELT Lien Code will be assigned for each mailing address.
4. **Title Management Solutions CO (TMC):** Enter the name of the Title Management Solutions Company acting as agent on the Lender's behalf who manages the Lender's motor vehicle titles. All ELT Lien Confirmations, requests, notifications, and ELT LA OMV files associated with the Lender (including the ELT Lien Code) will be managed by the TMC.
5. **Lender Contact Information:** Enter the Lender's Key Contact Information of the LA ELTP. The TMC Contact Information can be inserted here acting as the Lender's Key Contact of the LA ELTP.
6. **Requested Activation Date:** Enter the Date of activation within the LA ELTP. Beginning on this date, the Lender's ELT Lien Code is activated and can be utilized for the recordation of liens on LA OMV records.
7. **Lender Authorized Representative:** An Authorized Representative of the Lender signs, prints their name and position. This authorizes Casey & Casey NPS, Inc. d/b/a Auto Title Express (C&C) to enter the Lender's information, as stated on this application, in the LA DPS OMV State Computer System. As a result, the LA OMV State System will assign the Lender an ELT Lien Code.

**Please return the ELT Lien Code Application Form to:**

**Casey & Casey NPS, Inc.  
Attention: Amy Casey  
3939 Veterans Blvd, Suite 204  
Metairie, La 70002**

**Please direct any questions regarding the completion of this application form to Amy Casey, V.P. Business Development: [acasey@autotitle.com](mailto:acasey@autotitle.com) or 504-456-7438.**

**A copy of this application form will be returned to the Lender and TMC stating the assigned ELT Lien Code along with instructions regarding the use of the ELT Lien Code.**

***For more ELTP details please refer to the ELTP Contract endorsed between the Lender and Casey & Casey NPS, Inc d/b/a Auto Title Express.***

CONFIDENTIAL and PROPRIETARY  
Copyright 2009 Casey & Casey NPS, Inc. d/b/a Auto Title Express  
All Literary And Other Rights Reserved



Serving Louisiana for Over 50 Years!  
Toll Free (888) 284-8537

Louisiana Department of Public Safety Office Motor Vehicles  
Electronic Lien and Title Program  
ELT Lien Code Application Form

**Lender (Financial Institution) Name** \_\_\_\_\_

**Federal Identification Number (EIN#):** \_\_\_\_\_

**Mailing Address of Lender:** \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

All ELT Lien Confirmations, Requests, and Notifications associated with this Lender including this assigned LA ELT Lien Code shall be managed by the following acting as agent on their behalf:

**Title Management Solutions CO:** PDP GROUP, INC.

**Lender Contact Information:**

LA ELTP Key Contact: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Facsimile (Fax) Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Requested Activation Date:** The lender requests their ELT Lien Code be activated on:

**\*Begin Date – YYYYMMDD:** \_\_\_\_\_

**Lender Authorized Representative:**

The Lender authorizes C&C to assign, inquire, and modify the 4-Alfa character electronic lien (ELT) code for the lender.

\_\_\_\_\_  
**Authorized Representative (print name and position)**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Authorized Representative (signature)**

To be completed by C&C, an authorized Louisiana licensed public tag agent and ELT service provider:

**Assigned ELT Lien Code:**

\_\_\_\_\_

After being reviewed by C&C, this ELT Lien Code Application Form stating the assigned ELT Lien Code will be returned to the TMC and the Lender along with ELTP instructions.

**Reviewed \ Entered By:** \_\_\_\_\_

**Date:** \_\_\_\_\_