



Motor Vehicle Title Packet/Checklist

This packet is intended to walk you through the required documents for titling a vehicle in Florida. Please ensure you have all the required documents prior to mailing in the completed packet or dropping in an office dropbox. This will ensure we are able to complete your transaction in a timely manner.

NAME:

MAILING ADDRESS:

CITY, STATE:

ZIP:

DAYTIME PHONE NUMBER:

EMAIL ADDRESS:

To obtain a Florida Certificate of title, the following documents must be submitted:

1 IDENTIFICATION REQUIREMENTS

1. **Transfer to Individual(s):** All individual(s) to be listed on the title must submit a copy of one of the following with the application for title:

- Photo Driver License or ID Card issued by any US State or territory
- A Canadian driver license or ID Card
- US Passport
- Out-of Country Passport
- If transaction is being completed by Power of Attorney (Form HSMV 82053), a copy of the driver license for both the applicant and the person appointed power of attorney is required.

2. **Transferring Title to A Business Name:** Proof of the validity of the Florida registered business must be submitted and may be a copy of one of the following:

- Active corporation or fictitious name documents filed with the Secretary of State
- Department of Business and Professional Regulation License or Department of State License
- Proof of registration with the Department of Agriculture and Consumer Services
- Department of Revenue Sales Tax Registration or Exemption Certificate
- IRS Heavy Use Tax Form 2290 (For Heavy Trucks)

The following are unacceptable types of verification for businesses.

- A bank or checking account with the business name on it
- A bill in the name of the business
- Mail addressed to the business

Please note: Proof of authorization of an agent is required for all vehicles going into a business name.

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APPLICATION FOR CERTIFICATE OF TITLE (FORM HSMV 82040)

1. Complete sections 1 thru 6.

- Section 1: Please note it is mandatory for a Florida address to be provided in the "Owner's or Lessee's Physical Street Address in Florida (Mandatory)" field.
- Out-of- State Title: Section 8 MUST be completed but only by a law enforcement officer, Military Police or a Florida Certified Notary.
(Please note: An out-of-state motor vehicle dealer may verify the VIN number on their letterhead signing and attesting to the fact they have physically verified the VIN to be correct with a full description of the vehicle year, make and VIN; the letter must state the dealer physically verified the VIN number. The out-of-state motor vehicle dealer may NOT complete section 8 of Form HSMV 82040)

2. All Applicants MUST sign section 12. (If signing as an agent of a business, the agent's position with the business must be noted.)

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PROOF OF OWNERSHIP (Submit one of the following, copies cannot be accepted)

- **New Cars: Manufacturer's Statement of Origin (MSO)**
 - Odometer Disclosure Statement must be completed on the back of the MSO or the Original Odometer Disclosure Statement completed by Dealer and Purchaser must be submitted.
- **Used Cars: Florida Title or Out-of-State Certificate of Title**
 - Used cars 10 years or newer require the odometer and the date read to be disclosed on the title assignment per Federal Odometer Laws.
 - The title must be signed over on the purchaser and seller lines and the odometer disclosure statement and applicable date must be completed when:
 - Ownership is changing
 - Adding/removing a name
 - Transferring to/from a trust
 - Name change

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BILL OF SALE OR COPY OF DEALER INVOICE

- Required for purchases and vehicles already titled in the proper owner's name for less than 6 months.
- Not required on vehicles titled or registered in the owner's name for 6 months or longer.

5 CURRENT REGISTRATION

If you are transferring a current Florida license plate registered to the owner(s) of this vehicle, please provide:

- A copy of the current registration OR
- Please provide the Florida license plate number to be transferred:

6 PROOF OF FLORIDA INSURANCE

Insurance in Florida by an out-of-state insurer is not sufficient; insurance must be furnished from a company licensed in Florida.

Please note: Insurance Affidavit (Form HSMV 83330) may only be completed if you have a current Florida insurance policy.

7 CALCULATION OF FEES

Please reference License Plate Rate Chart (Form HSMV 83140) to calculate your fees.

8 PAYMENT

You can provide payment by check, money order or credit card.

- Check/Money Order: Please make payable in US funds to **Chuck Perdue, Tax Collector**
- Check must include: Full Name, Street Address, along with two telephone numbers with area code
- Please note: If your check is returned, it may be re-presented electronically. By submitting your payment by check, you are authorizing service charges and processing fees, as permitted by F.S. 832, to be debited from the same account by paper draft or electronically, at the option of the Tax Collector (for the returned check).
- Credit Cards (a 2.5% convenience fee applies) payable with American Express, Discover, MasterCard & Visa. Complete the Credit Card Authorization Form.

9 SUBMIT PAPERWORK BY MAIL OR DROP BOX

Mailing Address:	Overnight Physical Mailing Address
Chuck Perdue, Tax Collector	Chuck Perdue, Tax Collector
PO Box 2285	850 W. 11th Street
Panama City, FL 32402	Panama City, FL 32401

Drop boxes are located at all four service center locations.

Note: Please allow 5 -7 business days for processing and mail time. If you would like expedited mail services, a prepaid overnight envelope must be supplied with your transaction. *Fast titles require additional signatures by mail and additional fees.

We highly recommend you mail title work overnight mail or certified mail so that it may be tracked by the sender. The sender is responsible to confirm delivery of title work to our office with mail provider (i.e. Fed Ex, UPS, and USPS). There is a 10 business day turn around time upon receipt of title work.



TITLE PACKET CHECKLIST

Please verify you have all of the required documents included in your packet.

- Front cover page of the Title Packet has been completed with your contact information
- Proof of identification for all applicants (copy of driver license, etc.)
- Proof of Business Identification (if applicable)
- Application for Title (Form HSMV 82040) 2 pages
 - All applicable sections completed and section 12 signed by all applicants
 - Provided the mandatory physical Florida address in section 1
- Original Certificate of Origin (if purchased brand new) or Original Certificate of Title (if purchased used). Photocopies will not be accepted.
- Separate odometer disclosure (On new purchases and vehicles 10 years and newer)
- Power of Attorney (if applicable)
- Current registration (if transferring a valid Florida license plate) and write the plate information on page one of the mail packet cover page
- Proof of Florida Insurance- Complete Florida Insurance Affidavit in its entirety

***Note:** The affidavit can only be completed if you have a Florida policy/agent. If you do not have a Florida policy/agent, you must contact your insurance company to have your policy changed to Florida before you can be issued a Florida license plate/registration.*
- Please ensure you enclosed a check or money order in US funds made payable to Chuck Perdue, Tax Collector or credit card agreement. If including a check, please ensure it includes your full name, street address, and phone number with area code.

