

Florida

Department of Highway Safety and Motor Vehicles

Division of Motorist Services

PROCEDURE	SUBJECT:
RS-43	SURRENDER OF A LICENSE PLATE AND REGISTRATION

DESCRIPTION AND USE:

THIS PROCEDURE PROVIDES INFORMATION AND INSTRUCTIONS TO ASSIST TAX COLLECTOR EMPLOYEES, LICENSE PLATE AGENCY EMPLOYEES, AND THE DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES FOR RECEIVING A LICENSE PLATE AND REGISTRATION, WHICH ARE SURRENDERED BY THE OWNER.

I. WHERE TO SURRENDER A LICENSE PLATE AND REGISTRATION:

An individual may surrender his/her license plate and registration to:

A local Florida tax collector's office or license plate agency or a local driver license office in person or by mail.

Check your local phone book government pages or visit the following link for addresses to your local county tax collector office: www.flhsmv.gov/offices

NOTE: If surrendering by mail, include a written statement **which specifies the reason for surrendering the plate** (such as cancelling insurance, etc.).

II. WHEN TO SURRENDER A LICENSE PLATE AND REGISTRATION:

A. When a customer retains ownership of a vehicle or disposes of a vehicle (sells, donates, etc.), he/she must surrender the license plate to remove it from circulation. If the customer does not surrender the license plate, he/she will be responsible for any unauthorized use of his/her metal license plate after it expires.

B. When a customer cancels insurance on his/her vehicle or if the vehicle is towed/repossessed, he/she should make every effort to obtain the current physical license plate. **The license plate must be surrendered to one of the offices listed above in Section I to avoid suspension of the customer's driver license.**

C. **When a towing or repossession company tows a vehicle with a valid/expired license plate, the owner of the vehicle should be allowed to retrieve his/her plate. If the owner does not retrieve the license plate, the company should submit the license plate to one of the offices listed above in Section I to remove it from circulation.**

Revision(s) to this procedure: Revised information and re-lettered items.

EFFECTIVE DATE	REVISION DATE	PAGE #
Immediately	05/01/13	RS-43-01

STATE OF FLORIDA
Division of Motorist Services

PROCEDURE #

RS-43

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- D.** A customer is responsible for reporting their stolen license plate to law enforcement.
- E.** When a license plate is surrendered to a driver license office, the registration must be stamped "cancelled" and returned to the customer.
- F.** When a license plate is surrendered to a county tax collector's office, the record for that license plate must be marked as "cancelled" in FRVIS. This will prevent a suspension.
- G.** When the license plate being surrendered is an authenticated license plate, the owner may remove and return the decal only or the local county tax collector's office may hold the license plate in the office until the plate is expired and then return the plate to the customer.

III. **WHEN A LICENSE PLATE IS PHYSICALLY UNAVAILABLE:**

When the license plate is physically unavailable for surrender, an affidavit is acceptable in lieu of the actual license plate. The registered owner of the license plate must submit the following to have the license plate surrendered/cancelled in FRVIS:

- a.** Proof of identity (as listed in TL-01) so the registered owner may be verified in FRVIS.
- b.** A completed and signed affidavit indicating the license plate number to be surrendered with the following wording:

"The license plate is Lost/Destroyed/Stolen. If found, the license plate will not be affixed to any motor vehicle."

NOTE: The processing agency must retain this affidavit (original or a photocopy) for one year. See Exhibit A for a sample of a suggested affidavit.

- c.** The clerk processing the Surrendered License Plate and registration transaction will:

Choose "Cancelled" and the cancellation reason of "Insurance Purpose." Enter in the comments section "Lost/Destroyed Affidavit Submitted - License Plate Unavailable For Surrender."

NOTE: Proof of the cancelled registration will be issued and given to the customer.

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EXHIBIT A

AFFIDAVIT

"The following license plate number _____ is Lost/Destroyed/Stolen. Therefore, the license plate is not available for surrender. If found, the license plate will not be affixed to any motor vehicle."

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

PRINTED NAME OF REGISTRANT

SIGNATURE OF REGISTRANT

DATE

NOTE: This is a suggested form. This is not a prescribed form; however, it does contain all the information required.