

Florida

Department of Highway Safety and Motor Vehicles

Division of Motorist Services

PROCEDURE	SUBJECT:		
TL-12	DUPLICATE AND LOST IN TRANSIT WITH TRANSFER		
DESCRIPTION AND USE:			
<p>THIS PROCEDURE PROVIDES INFORMATION AND INSTRUCTIONS TO ASSIST TAX COLLECTOR EMPLOYEES, LICENSE PLATE AGENCY EMPLOYEES, AND THE DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES IN PROCESSING REQUESTS FOR DUPLICATE TITLES WITH A SIMULTANEOUS TRANSFER, DUPLICATE TITLES WITH A SALVAGE BRAND, AND LOST IN TRANSIT TITLES WITH SIMULTANEOUS TRANSFER.</p>			
<p>I. PROVISIONS OF LAW</p> <p>Sections 319.17(1) and (2) and Section 328.44, Florida Statutes, authorizes the Department to adopt such rules as it deems necessary or proper, and to prescribe all forms required by or deemed necessary for the administration of the Chapter.</p>			
<p>II. DOCUMENTATION REQUIRED AND SPECIAL INSTRUCTIONS</p> <p>NOTE: In order to process an application for title using this procedure, both the seller and purchaser must be present and able to produce picture identification. If both seller and purchaser cannot be present, the seller must obtain a duplicate title certificate prior to transferring ownership to the purchaser. <u>Refer to Procedure TL-11 for transfer of title instructions.</u> A Power of Attorney cannot be used when following this procedure. An exception to this process is when an insurance company is involved and a total loss is being paid. The seller would not have to be present and the appropriate power of attorney could be used. Refer to Section II, C.</p> <p><u>NOTE: When the title record reflects an electronic title status, a Duplicate or Lost In Transit with Transfer can NOT be processed.</u></p>			
<p>A. When the application is based on a Florida certificate of title record and the seller wishes to transfer ownership and cannot locate the certificate of title, the following documentation must accompany the application:</p> <ol style="list-style-type: none"> 1. A form HSMV 82101, Application for Duplicate or Lost In Transit/Reassignment for a Motor Vehicle, Mobile Home or Vessel Title Certificate (Rev. 6/96 or later), accurately completed in the applicable sections, by the seller(s). 			
<p><i>Revision(s) to this Procedure: Merged VSTL-40 with this procedure. Added note stating that a transaction can not be performed on a record an electronic status using this procedure on page 1. Reworded collection of title fees on page 2. Updated Exhibit A to include vessels.</i></p>			
DIVISION DIRECTOR	EFFECTIVE DATE	REVISION DATE	PAGE #
	10/01/89	07/20/07	TL-12-01

STATE OF FLORIDA
Division of Motorist Services

PROCEDURE # TL-12	SUBJECT: DUPLICATE AND LOST IN TRANSIT WITH TRANSFER
	<ol style="list-style-type: none">2. A form HSMV 82101, Application for Duplicate or Lost In Transit/Reassignment for a Motor Vehicle, Mobile Home or Vessel Title Certificate (Rev. 6/96 or later), accurately completed in the applicable sections, by the purchaser(s) as the applicant for the certificate of title.3. Lien satisfaction(s) for any liens shown on the motor vehicle, <u>vessel or mobile home</u> records.4. Florida sales tax or specify sales tax information on an accurately completed form HSMV 82101, Application for Duplicate or Lost In Transit/Reassignment for a Motor Vehicle, Mobile Home or Vessel Title Certificate (Rev. 6/96 or later), under the "Buyer's Application Attestment and Signatures" area or form HSMV 82041, Application for Vehicle/Vessel Certification of Title and/or Vehicle Registration.5. The Florida license plate number transferred to or purchased for the motor vehicle, or a non-use affidavit. The mobile home decal number purchased for or the RP decal transferred to or purchased for the mobile home. If the transaction is for a mobile home, the seller must pay any applicable back tax due. The purchaser(s) must pay current sales tax due. A non-use affidavit is not acceptable for mobile homes. <u>The Florida registration number transferred to or issued for the vessel, or a non-use affidavit.</u>6. <u>Duplicate and Transfer of title fees will be collected. FRVIS will charge a service fee for both transactions.</u> <p>B. When the application is based on a Florida Certificate of Title record, the seller has not received the certificate of title, and if it is less than 180 days since the duplicate certificate of title was issued (Lost in Transit with Transfer), and the seller wishes to transfer ownership. <u>This transaction should be processed as a title transfer so double fees will not be charged.</u></p> <ol style="list-style-type: none">1. A form HSMV 82101, Application for Duplicate or Lost In Transit/Reassignment for a Motor Vehicle, Mobile Home or Vessel Title Certificate (Rev. 6/96 or later), accurately completed in the applicable sections by the seller(s).2. Form HSMV 82101, Application for Duplicate or Lost In Transit/Reassignment for a Motor Vehicle, Mobile Home or Vessel Title Certificate (Rev. 6/96 or later), accurately completed in the applicable sections, by the purchaser(s) as applicant for the certificate of title.3. Lien satisfaction(s) for any liens, shown on the motor vehicle, <u>vessel or mobile home</u> records.
PAGE # TL-12-02	REVISION DATE 07/20/07

STATE OF FLORIDA
Division of Motorist Services

PROCEDURE # TL-12	SUBJECT: DUPLICATE AND LOST IN TRANSIT WITH TRANSFER
<p>4. Florida sales tax or specify sales tax information on an accurately completed form HSMV 82101, Application for Duplicate or Lost In Transit/Reassignment for a Motor Vehicle, Mobile Home or Vessel Title Certificate <u>(Rev. 6/96 or later)</u>, under the "Buyer's Application Attestment and Signatures" area or form HSMV 82041, Application for Vehicle/Vessel Certificate of Title and/or Registration.</p> <p>5. The Florida license plate number transferred to or purchased for the motor vehicle, or a non-use affidavit. The mobile home decal number purchased for or the RP decal transferred to or purchased for the mobile home. If the transaction is for a mobile home, the seller must pay any applicable back tax due. The purchaser(s) must pay current sales tax due. A non-use affidavit is not acceptable for mobile homes. <u>The Florida registration number transferred to or issued for the vessel, or a non-use affidavit.</u></p> <p>6. <u>Transfer of title fees will be collected.</u></p> <p>C. When an insurance company makes a total loss payoff and the owner cannot locate the actual certificate of title to transfer to the insurance company for a Salvage Certificate of Title, the following documentation must accompany the application (also see DMS Procedure TL-36, Total Loss Settlements Involving Insurance Companies):</p> <p><u>NOTE: For vessels, refer to II, A, 1-6, as salvage is not applicable.</u></p> <p>1. A form HSMV 82101, Application for Duplicate or Lost In Transit/Reassignment for a Motor Vehicle, Mobile Home or Vessel Title Certificate <u>(Rev. 6/96 or later)</u>, accurately completed in the applicable sections, by the <u>seller(s)</u>.</p> <p>2. A form HSMV 82101, Application for Duplicate or Lost In Transit/Reassignment for a Motor Vehicle, Mobile Home or Vessel Title Certificate (Rev. 6/96 or later), accurately completed in the applicable sections, by an authorized agent for the insurance company, as applicant for the certificate of title.</p> <p>3. A form HSMV 82363, Application for Salvage Title/Certificate of Destruction, accurately completed by an authorized agent of the insurance company.</p> <p>4. Lien satisfaction(s) for any liens, shown on the motor vehicle <u>or mobile home</u> records.</p> <p>5. A non-use affidavit is required for motor vehicles. A non-use affidavit is acceptable for a mobile home when the application is being made by an insurance company and they state that the certificate of title is for insurance purposes.</p> <p>6. <u>Duplicate and Transfer of Title fees will be collected. FRVIS will charge a service fee for both transactions.</u></p> <p><u>NOTE: If the certificate of title was lost in transit and it has been less than 180 days since the duplicate certificate of title was issued, only Transfer of Title fees will be collected.</u></p>	
PAGE # TL-12-03	REVISION DATE 07/20/07

STATE OF FLORIDA
Division of Motorist Services

PROCEDURE # TL-12	SUBJECT: DUPLICATE AND LOST IN TRANSIT WITH TRANSFER
<p>III. MISCELLANEOUS INFORMATION:</p> <ol style="list-style-type: none">1. When the registered owner is a dealer, a Duplicate with Transfer Transaction will be permitted. It would be the same as any other registered owner applying for Duplicate with Transfer. The form HSMV 82994, Motor Vehicle Dealer Title Reassignment Supplement, must be accurately completed by the dealer, showing sales tax was collected and verifying the odometer reading, <u>if applicable</u>, unless the vehicle is exempt.2. A documentation check list is attached to this procedure as Exhibit A.3. Definitions are attached as Exhibit B.4. See Forms Appendix for a sample of the HSMV forms referred to in this procedure.	
PAGE # TL-12-04	REVISION DATE 07/20/07

EXHIBIT A

DUPLICATE WITH TRANSFER AND LOST IN TRANSIT WITH TRANSFER CHECK LIST

FLORIDA RECORD

- _____ Form HSMV 82101 (Rev. 6/96 or later), accurately completed in the applicable sections, by the seller(s) and the purchaser(s).
- _____ Florida sales tax or specify sales tax information on form HSMV 82101 or form HSMV 82041.
- _____ Lien satisfaction(s).
- _____ Florida license plate number **transferred to** or a non-use affidavit from the purchaser(s). **Mobile home decal purchased for or the RP decal transferred to or purchased for the mobile home. A non-use affidavit is not acceptable for mobile homes. The Florida registration number transferred to or a non-use affidavit from the purchaser(s).**
- _____ **Duplicate and Transfer title fees, as applicable.**

DUPLICATE WITH (SALVAGE TITLE) TRANSFER CHECK LIST

FLORIDA RECORD

- _____ Form HSMV 82101 (Rev. 6/96 or later), accurately completed in the applicable sections, by the seller(s) and an authorized agent of the insurance company.
- _____ Form HSMV 82363.
- _____ Lien satisfaction(s).
- _____ Florida license plate number **transferred to** or a non-use affidavit from the insurance company. A non-use affidavit for a mobile home would be acceptable from the insurance company, if they state that the certificate of title is for insurance purposes.
- _____ **Duplicate and Transfer title fees.**

NOTE: This section does not apply to vessels; see above “Duplicate with Transfer and Lost in Transit with Transfer Check List.”

EXHIBIT B

DEFINITIONS

DUPLICATE WITH TRANSFER

Applying for a Duplicate Certificate of Title and transferring ownership in the same transaction.

LOST IN TRANSIT WITH TRANSFER

Applying for a Lost in Transit Certificate of Title and transferring ownership in the same transaction.

DUPLICATE WITH SALVAGE

Applying for a Duplicate Certificate of Title and transferring ownership to an insurance company in the same transaction.