



Florida

Department of Highway Safety and Motor Vehicles

Division of Motorist Services

PROCEDURE	SUBJECT:
TL-24	PLACING AND REMOVING ADMINISTRATIVE STOPS
<p>DESCRIPTION:</p> <p>This procedure provides information and instructions to guide employees and agents of the department in requesting an administrative stop to be added or removed from a specific Florida title.</p> <p>DEFINITION:</p> <p>Administrative stop: A computer entry to a specific title record, which prevents further title action from being processed until the stop is removed.</p> <p>SPECIAL INSTRUCTIONS AND RESPONSIBILITES:</p> <p>A. To place or remove an administrative stop:</p> <ol style="list-style-type: none"> 1. A written request must be submitted to the department using ONE of the following methods: <ol style="list-style-type: none"> a. The tax collector office or license plate agency may <u>fax or email</u> the request to the <u>Bureau of Motorist Compliance/MV Stops section</u> on behalf of its <u>requester</u> <u>The fax number is (850) 617-3946</u> <u>The email address is AdminStop@flhsmv.gov</u> b. 1. The <u>requester may fax or email</u> their written request to the fax number or email address provided above, or 2. The <u>requester may mail</u> their written request to the department at the following address: 	
<p><i>Revision(s) to this Procedure: Updated mailing address and additional ways to request an administrative stop, added "business" to timeframe for administrative stops, changed the hold timeframe from 30 to 45 days, and reformatted the procedure.</i></p>	
Effective Date:	Revision Date:
Immediately	01/20/17

STATE OF FLORIDA
Division of Motorist Services

PROCEDURE #
TL-24

SUBJECT:
PLACING AND REMOVING ADMINISTRATIVE STOPS

Division of Motorist Services
ATTN: Administrative Stop Request
2900 Apalachee Parkway, MS # **98**
Tallahassee, FL 32399

2. The written request must contain either the vehicle title number or vehicle identification number and state the reason the requester is requesting to place an administrative stop. The request must also provide the name, mailing address, and telephone number for the **requester**.
 3. Once the request is received, **within 48 hours** the department will place an administrative stop on the record.
 4. The department will generate a letter of acknowledgment to the person requesting the stop. The letter will advise that the stop will remain in effect for **45 business** days from the date of the letter. If the **requester** wants to extend the stop date, the **requester** must obtain a court order, which advises the department to maintain the stop until further notice. If the department does not receive the court order within the **45**-day timeframe, the stop will be removed.
- B. When the **requester** provides a court order in compliance with the administrative stop letter, the department will keep the stop in place until the time requirement specified by the court order expires.
- C. When the **requester** wishes to remove the administrative stop before the stop expires, the **requester** must do so in writing using the same methods as shown above.