

Florida

Department of Highway Safety and Motor Vehicles

Division of Motorist Services

PROCEDURE TL-46	SUBJECT: FAST TITLE ISSUANCE OF CERTIFICATES OF TITLE AND TITLE ACCOUNTING GUIDELINES
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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 IN ESTABLISHING REQUIREMENTS FOR CERTIFICATE OF TITLE APPLICATIONS FOR MOTOR VEHICLES, MOBILE HOMES, FAST TITLE ISSUANCE AND ACCOUNTING.

I. PROVISIONS OF LAW:

Section 319, Florida Statutes, provides for the issuance of certificates of titles for new and used motor vehicles and mobile homes, including operation of law.

II. DOCUMENTATION AND SPECIAL INSTRUCTIONS:

Documentation for all title transactions must be in order and accurately completed prior to a certificate of title being issued.

III. APPROVAL AND PRINTING OF CERTIFICATE OF TITLE:

When the application is in order and accurately completed showing all information, the title clerk will enter the data into the FRVIS system. A certificate of title and a computer form HSMV 82041, Application for Vehicle/Vessel Certificate of Title and/or Registration, will be generated.

The form HSMV 82041 will print after the title is issued. The title control number will print on the form 82041 in the left hand corner.

IV. DATA VERIFICATION:

Form HSMV 82041, Application for Vehicle/Vessel Certificate of Title and/or Registration, must be verified for accuracy. This must be done prior to the certificate of title being mailed or delivered to the customer. Verification is extremely important and should be done on the vehicle identification number, lien information, owner's name, address, etc.

A. A transaction with incorrect information should be voided that same day.

Revision(s) to this Procedure: Corrected the name, phone number and address on pages 2 and 3. Updated the paper title process information on page 2.

DIVISION DIRECTOR	EFFECTIVE DATE Immediately	REVISION DATE 10/02/12	PAGE # TL-46-01
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STATE OF FLORIDA
Division of Motorist Services

PROCEDURE # TL-46	SUBJECT: FAST TITLE ISSUANCE OF CERTIFICATES OF TITLE AND TITLE ACCOUNTING GUIDELINES
<p>B. If an error is found the following day, process as follows:</p> <ol style="list-style-type: none">1. If the certificate of title has not been mailed or delivered to the customer, it may be reissued correctly. <p>NOTE: This transaction must be processed on the title correction screen.</p> <ol style="list-style-type: none">2. If the certificate of title has been mailed or delivered to the customer, submit photocopies of the transaction, along with a letterhead letter indicating the error and requesting a recall letter to be written to the customer. This information must be submitted to the following address: <p style="text-align:center">Division of Motorist Services Attn: Motor Vehicle Stop Unit 2900 Apalachee Parkway, MS #98 Tallahassee, Florida 32399</p> <p>V. SECURITY, STORAGE AND INVENTORY FOR BLANK CERTIFICATES OF TITLE:</p> <ol style="list-style-type: none">A. Blank certificate of title documents may only be stored at a designated location which has been inspected and approved by the Florida Highway Patrol and authorized by the Division of Motorist Services (DMS).B. Requests for blank certificates of title to supply stock for tax collector/DMS Regional offices <u>must be faxed or emailed directly to the Inventory Control Unit:</u> <u>FAX# (850) 617-5145</u> <u>Email:</u> philshelton@flhsmv.gov <u>Cc:</u> alvinspeights@flhsmv.gov <u>Cc:</u> jenniferkilpatrick@flhsmv.govC. <u>The request must include the name of the county and agency, name of the requestor and their position title, a contact telephone number, an appropriate fax number and the amount of paper being requested. The request must be in increments of 2,000 as there are 2,000 titles per box. You should use your agency's six (6) month average use to determine the amount of title paper you request.</u> <u>EXAMPLE: Your agency issues 500 titles a month and you want to order a 6-month supply which would total 3,000. You would request 4,000, since you must order in increments of 2,000.</u>D. <u>The blank title paper will be shipped via FedEx to the main county agency for distribution to their requesting branch agency. If a DMS Regional office requests the paper, it is shipped directly to that office.</u>E. <u>Upon receipt of the title paper, and before signing to accept the shipment, the agency must inspect the order to ensure all inventory is accounted for and is not damaged.</u><ul style="list-style-type: none">• <u>If your agency did not receive the entire order or if the order is damaged, the shipment/partial shipment should be refused. You should then advise the Inventory Control Unit of the issue. Their contact number is: (850) 617-2807.</u>• <u>If you accept the order, you must sign the form HSMV 93002, Title Issue Requisition Report, and fax directly to (850) 617-5145 within five (5) working days.</u>	
PAGE#	TL-46-02

STATE OF FLORIDA
Division of Motorist Services

PROCEDURE # TL-46	SUBJECT: FAST TITLE ISSUANCE OF CERTIFICATES OF TITLE AND TITLE ACCOUNTING GUIDELINES
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F. When the requesting agency receives its title paper, it must enter the applicable control numbers (audit numbers) into FRVIS.

G. Any agency authorized to issue Florida Certificates of Title must securely store and account for all title paper from receipt to distribution.

VI. ACCOUNTING/BALANCING OF TITLE PAPER:

A. The voided certificates of title and the Title Audit Report must balance, when the report is generated.

B. If any of the voided titles are not listed as a void on the Title Audit Report, you would need to manually "X" the void column next to the title audit number. Also, manually list the title audit number on the Voided Transaction Detail Report.

1. Verify actual voided certificates of title on hand with the Title Audit Report (Exhibit A). Be sure all voided certificates of title listed on the Title Audit Report (Exhibit A) are accounted for and stamped "VOID" with a large red stamp.

2. Check the beginning and ending audit numbers listed as unused title paper on the Title Audit Report (Exhibit A). The numbers must be consecutive following the previous day's balance. All certificates of title must be accounted for by the License Plate Manager. If a discrepancy is discovered in the unused title paper, it must be reported immediately to the Inventory Control Unit, Bureau of Issuance Oversight, Division of Motorist Services, telephone (850) 617-2807. Instructions will be given on how to verify the discrepancy.

3. The agency representative signs the Title Audit Report (Exhibit A) after verifying and accounting for all voided certificates of title. A copy of the report must be held in the office of the tax collector for their record.

4. Voided certificates of title must be cut in half and stamped "VOID" on each half (see Exhibit B) prior to being mailed to the department with the report. The voided certificates of title should be mailed with the report to:

Division of Motorist Services
Inventory Control Unit, MS# 74, Room A326
2900 Apalachee Parkway
Tallahassee, FL 32399

5. In the event, all certificates of title cannot be accounted for; the tax collector must immediately notify DMS. If it is believed that titles cannot be accounted for due to theft or burglary, local law enforcement and DMS must be contacted and a crime offense report must be filed by the tax collector.

6. For more information regarding the Title Audit Reports and their submission to the department, refer to DMS Procedure TL-62.

STATE OF FLORIDA
Division of Motorist Services

PROCEDURE # TL-46	SUBJECT: FAST TITLE ISSUANCE OF CERTIFICATES OF TITLE AND TITLE ACCOUNTING GUIDELINES
<p>VII. RELEASE OF TITLE:</p> <p>Mail: The issued certificates of title should be mailed to the lienholder or individual. Certificates of title showing a lien should be mailed to the lienholder, unless the lienholder has requested the certificate of title be mailed to the owner. When there is no lienholder, the certificate of title will be mailed to the owner.</p> <p>Walk-In: Each county will be accountable for the distribution of all titles issued. All walk-in customers must sign a ledger which shows the title number, batch number, the name (printed and signed by the person) receiving the title, their address, telephone number and identification or driver license number. A photo ID is required in order to verify that the recipient of the title is the owner of record. If the person receiving the title is not the owner of record, the Authorization/Release Affidavit, a power of attorney or notarized/perjury clause affidavit signed by the owner allowing the recipient to pick up the title must be submitted. The recipient must also provide photo ID before the title certificate can be released to them. An example of a "Fast Title Service Walk-In Ledger For a Title" (Exhibit C, page 1), "Fast Title Service Walk-In Ledger For Multiple Titles" (Exhibit C, page 2), and an "Authorization/Release Affidavit" (Exhibit D) are attached.</p> <p>EXCEPTION: Licensed Florida dealers are NOT required to have authorization or a power of attorney from their customer to pick up a fast title on behalf of the customer. However, the dealer must provide the license plate agency with a letter (on letterhead stationary) which names all persons authorized to pick up fast titles on the dealer's behalf. This letter should be filed/maintained by the appropriate agency.</p>	
PAGE #	TL-46-04

EXHIBIT A

TITLE AUDIT REPORT

MLOFQ127
 REPORT DATE/NO: 08/14/2012-3679
 REPORT STATUS: CLOSED

FLORIDA DEPARTMENT OF HIGHWAY SAFETY
 TITLE AUDIT REPORT
 COUNTY/AGENCY: 68/03

PAGE: 1
 RUN DATE: 08/16/2012
 RUN TIME: 081903

TITLE AUDIT NUMBER	TITLE NUMBER	TRANSACTION ID	REPORT DATE	VOID	REPLACED
101718774	109569987	719916190	08/14/2012		
101718775	48543001	719916748	08/14/2012		
101718776	109570271	719923826	08/14/2012		
101718777	89173169	719979743	08/14/2012		
101718778	98656935	719981531	08/14/2012		
101718779	102620127	719997015	08/14/2012		
101718780	102620155	719998373	08/14/2012		
101718781	107448303	719998719	08/14/2012		
101718782	107448331	719999088	08/14/2012		
101718783	93397640	719999434	08/14/2012		
101718784	93397690	719999751	08/14/2012		
101718785	93397729	720000100	08/14/2012		
101718786	93398334	720001216	08/14/2012		
101718787	96174046	720001941	08/14/2012		
101718788	98789211	720002521	08/14/2012		
101718789	98388253	720002977	08/14/2012		
101718790	98507411	720004282	08/14/2012		
101718791	98599469	720004772	08/14/2012		
101718792	98599546	720005037	08/14/2012		
101718793	98599591	720005301	08/14/2012		

TOTAL NUMBER OF VOIDS: 0
 TOTAL NUMBER REPLACED: 0
 TOTAL NUMBER INVALID: 0
 TOTAL NUMBER OF ENTRIES: 20

AGENCY REPRESENTATIVE SIGNATURE: _____
 DMV REPRESENTATIVE SIGNATURE: SDC 9/4/12

TITLE PRINTER NUMBER	PRIMARY RANGE		SECONDARY RANGE	
	BEG. AUDIT NUMBER	END AUDIT NUMBER	BEG. AUDIT NUMBER	END AUDIT NUMBER
4	101718805	101719100		
98	984724101	984724599		

**EXHIBIT B
VOIDED CERTIFICATE OF TITLE**

CERTIFICATE OF TITLE							
Identification Number 1234567891234567	Year 2012	Make CHEV	Body UT	WT-L-BHP 3515	Vessel Regis. No.	Title Number 100021710	Lien Release Interest in the described vehicle is hereby released.
Color RED	Primary Brand	Secondary Brand	No of Brands	Use PRIVATE	Prev Issue Date	By	Title
Manufacturer or Vessel Manufacturer or OH		Hull Material	Prop	Date of Issue 10/04/2012	Date		
SAMPLE							
VOID							
Registered Owner SAMMY D SAMPLE TESTSEQUENCE TALLHASSEE, FL 32							
1st Lienholder NONE							
Division of Motorist Services TALLHASSEE <i>Clayton B. Walden</i> Boyd Walden Director							
Control Number 68 /70 80010396							
TRANSFER OF TITLE BY SELLER (This section is voided)							
Seller Must Enter Purchaser's Name: _____ Address: _____							
Seller Must Enter Selling Price: _____ Seller Must Enter Date Sold: _____							
I/We state that this <input type="checkbox"/> 5 or <input type="checkbox"/> 6 digit odometer now reads _____ and I hereby certify that to the best of my knowledge the odometer reading is NOT THE ACTUAL MILEAGE.							
UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.							
SELLER Must Sign Here: _____ CO-SELLER Must Sign Here: _____							
Print Here: _____ Print Here: _____							
Selling Dealer's License Number: _____ Tax No: _____ Tax Collected: _____							
Auction Name: _____ License Number: _____							
PURCHASER Must Sign Here: _____ CO-PURCHASER Must Sign Here: _____							
Print Here: _____ Print Here: _____							
NOTICE: PENALTY IS REQUIRED BY LAW IF NOT SUBMITTED FOR TRANSFER WITHIN 30 DAYS AFTER DATE OF PURCHASE.							
STATE OF FLORIDA							

EXHIBIT C (page 1, cont.)

FAST TITLE SERVICE WALK-IN LEDGER FOR A TITLE

Date	
Title Number	
Audit Control #	
Batch Number	
Printed Name	
Signature	
Address	
Phone Number	
DL Number	
Verified Name By ID/DL #	

EXHIBIT D

AUTHORIZATION/RELEASE AFFIDAVIT

Owner Information:

Vehicle Description

Name of Registered Owner(s)

Title Number

Address

Year

Make

City State Zip

Vehicle Identification Number

Phone Number-Including area code

I _____ authorize _____
(Owner's Name) (Person Appointed)

to receive my title certificate or registration for the above described vehicle.

Under Penalties of perjury I declare that I have read the foregoing document and certify that the statement is true.

Signature of Owner

(Date)

Signature of Co-Owner