

# Florida

## Department of Highway Safety and Motor Vehicles

### *Division of Motorist Services*

PROCEDURE  RS-37	SUBJECT:  PARKING TICKET AND TOLL VIOLATION STOPS ON REGISTRATIONS
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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 FOR PROCESSING AND CLEARING STOPS PLACED ON MOTOR VEHICLE REGISTRATIONS DUE TO UNPAID PARKING TICKETS AND TOLL VIOLATIONS.

**I. PROVISIONS OF LAW:**

Section 316.1967(6), Florida Statutes, provides that any county or city by ordinance may authorize the clerk of the court or the traffic bureau to supply the department with an **electronic file**, which is machine readable by the department's computer system. The **file** will list persons who have three or more outstanding parking tickets, and/or persons who have any outstanding violations of sections 316.1955, Florida Statutes, or any similar local ordinances regulating parking in spaces designated for use by disabled persons. The department shall mark the appropriate registration records of persons so reported.

Section 316.1001(4), Florida Statutes, provides that any governmental entity, including, without limitation, a clerk of court, may provide the department with data that is machine readable by the department's computer system, listing persons who have one or more outstanding toll violations, with reference to the person's driver's license number or vehicle registration number in the case of a business entity.

Section 320.03(8), Florida Statutes, provides that if the applicant's name appears on the list referred to in section 316.1001(4), section 316.1967(6), or section 713.78(13), Florida Statutes, a license plate or revalidation decal may not be issued until that person's name no longer appears on the list or until the person presents a receipt from the governmental entity or the clerk of court that provided the data showing that the outstanding fines have been paid. This does not apply to the owner of a leased vehicle if the vehicle is registered in the name of the lessee of the vehicle. The tax collector and the clerk of the court are each entitled to receive monthly, as costs for implementing and administering this subsection, 10 percent of the civil penalties and fines recovered from such persons. If the tax collector has private tag agents, such tag agents are entitled to receive a pro rata share of the amount paid to the tax collector, based upon the percentage of license plates and revalidation decals issued by the tag agent compared to the total issued within the county.

***Revision(s) to this procedure: Updated section name, mailstop, and phone number throughout procedure.***

DIVISION DIRECTOR	EFFECTIVE DATE  Immediately	REVISION DATE  05/18/12	PAGE #  RS-37-01
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The authority of any private agent to issue license plates shall be revoked after notice and a hearing as provided in chapter 120, F.S., if an agent issues a license plate or revalidation decal contrary to the provisions of this subsection.

**II. ORIGINAL REQUIREMENTS FOR QUALIFICATIONS:**

- A. Traffic violation bureaus reporting persons with three or more unpaid parking violations or any outstanding violation for parking in a space designated for use by disabled persons must provide a complete copy of their local ordinance, which the appropriate city or county government has adopted. Mail the ordinance to:

Department of Highway Safety and Motor Vehicles  
**Data Listing Unit, MS-91**  
2900 Apalachee Parkway, Neil Kirkman Building  
Tallahassee, Fl 32399-0500

Once the department receives the ordinance, our legal staff will review it. If the ordinance is approved, we will notify the city or county. If the ordinance is not approved, we will notify the city or county of any discrepancies. Questions about the ordinance must be referred to the legal staff of the appropriate city or county government.

- B. Traffic violation bureaus, toll authorities, and any governmental entity, including, without limitation, a clerk of court, reporting persons with one or more outstanding toll violations must submit a letter (ordinance not required) stating that in compliance with Florida Statutes they are submitting data to place registration stops for one or more outstanding toll violations. Mail the letter to:

Department of Highway Safety and Motor Vehicles  
**Data Listing Unit, MS-91**  
2900 Apalachee Parkway, Neil Kirkman Building  
Tallahassee, Fl 32399-0500

Once the department receives the letter, our legal staff will review it. If the letter is approved, we will notify the traffic violation bureau, toll authority, clerk of the court, or the governmental entity that submitted the letter. If the letter is not approved, we will notify the requesting authority of any discrepancies. Questions about discrepancies must be referred to the legal staff of the appropriate city or county government.

**III. SUBMITTING REGISTRATION STOP DATA:**

Once the department's legal staff has approved the ordinance or letter, the traffic bureau, toll authority, clerk of the court, or the governmental entity must electronically submit the data to the department's **Data Listing Unit**. For technical questions about data format or file submissions, call the **Data Listing Unit at (850) 617-2805**.

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IV. GENERAL INFORMATION:

- A. When the department or the county tax collector is processing a registration transaction with a registration stop, the system will show a "Registration Stop" message. The registration transaction cannot be processed without proof of payment for all fines.

**NOTE:** Mobile home, vessel and parking permit transactions are exempt from parking ticket and toll violation stops.

- B. An application for a title and original registration or transfer of an existing license plate may be processed. However, an extension of the registration period on an existing license plate cannot be processed until the suspension has been satisfied (upon proof of payment of fines or verification of error) or deleted (by the reporting agency).

**NOTE:** When a Tax Collector office is removing or satisfying a stop, the user must create a scan coversheet with either proof of payment of fines documentation or verification of error documentation and submit this to the Department with your Transaction Summary Report to be imaged.

- C. Stops are electronically added and deleted periodically by the governmental agency.
- D. All registration stops are purged from motor vehicle records every year in July. Annually each reporting agency electronically resubmits outstanding parking or toll violations to be added to motor vehicle files as registration stops.

V. REGISTRATION RENEWAL NOTICES:

Registration renewal notices issued for records that have been stopped will inform the registrant of the stop and direct the individual to contact the county license plate agency for instructions to clear the stop.

The county license plate agency will instruct the individual to contact the reporting agency and obtain proof of payment of the parking or toll violations. The reporting agency can be identified by the four-digit location code (same as mobile home location codes) on the record. When the fine has been satisfied, parking violation bureaus must issue a uniform receipt, so the registrant can present it at the time of renewal.