

Florida

Department of Highway Safety and Motor Vehicles

Division of Motorist Services

PROCEDURE RS-57	SUBJECT: CERTIFIED COPIES FOR U.S. CUSTOMS	
<p>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 THE ISSUANCE OF CERTIFIED COPIES OF COMPUTER-GENERATED PRINTOUTS OF MOTOR VEHICLE RECORDS ON MOTOR VEHICLES BEING EXPORTED OUT OF THE UNITED STATES.</p>		
<p>I. PROVISIONS OF LAW:</p> <p>Section 319.23 (12), Florida Statutes, provides that all titles, manufacturers' statements of origin, applications, and supporting documents submitted with the application, including, but not limited to, odometer statements, vehicle identification number verifications, bills of sale, indicia of ownership, dealer reassignments, photographs, and any personal identification, affidavits, or documents required by or submitted to the department, shall be retained by the department for not less than 10 years.</p> <p>Section 320.05(3)(a) and (b), Florida Statutes, provides for issuance of certified computer-generated printouts of motor vehicle records and for the collection of fees.</p> <p>This procedure generally applies to leased vehicles and vehicles when the lienholder physically has the title or when the owner needs to have an indication of ownership until the shipped vehicle and title are reunited with the owner.</p> <p>II. APPLICATION REQUIREMENTS:</p> <p>The customer must submit a request for certified copies in one of the following formats to the following address:</p> <p style="text-align: center;">Department of Highway Safety and Motor Vehicles Division of Motorist Services Bureau of Records, Mail Stop # 91 2900 Apalachee Parkway Tallahassee, Florida 32399-0500</p> <p>A. A letter specifying the customer's request. The request must include the vehicle identification number for the motor vehicle.</p> <p>B. An accurately completed form HSMV 90510.</p> <p>NOTE: For information on obtaining an apostille seal, see IV, E of this procedure.</p>		
<p><i>Revision(s) to this procedure: Changed form number on page one.</i></p>		
EFFECTIVE DATE Immediately	REVISION DATE 01/28/14	PAGE # RS-57-01

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III. FEES REQUIRED:

- A. The fee for a certified copy of the original title is \$3.00.
- B. The fee for a certified copy of a computer-generated printout is \$.50 for the printout, plus \$3.00 for the certification.

IV. GENERAL INFORMATION:

- A. If a request is submitted without required fees, a letter will be mailed to the customer indicating the fees required.
- B. Requests received in the wrong office will be forwarded to the correct office for processing; however, the request may be delayed.
- C. Phone calls received in the department will be forwarded to the appropriate office for handling; however, a verbal request will not be acceptable in lieu of the written request and submission of fees.
- D. A request for a certified computer-generated printout is processed within one or two days of receipt of the request and mailed to the customer.
- E. When a customer needs an *apostille on their certified documents, he/she must send their request to the Department of State, Division of Notaries. The fee to have the apostille placed on their certified document(s) is \$20.00 per page. The fees (check or money order) for the apostille must be made payable to: Department of State.

Go to the following link for complete instructions, which includes their mailing address:

<http://notaries.dos.state.fl.us/notproc7.html>

*An apostille is a simplified certification issued by the Secretary of State that can be attached to public documents that are to be used in any country which has signed the 1961 Hague convention. This seal is entitled to recognition in the country of intended use with no further authentication or legalization by the embassy or consulate of the foreign country where the document is to be used.