

Florida

Department of Highway Safety and Motor Vehicles

Division of Motorist Services

PROCEDURE TL-07	SUBJECT: APPLICATION FOR CERTIFICATE OF TITLE ON A MOTOR VEHICLE WITH ALTERNATE PROOF OF OWNERSHIP AND PROCEDURE FOR SECURING A FLORIDA COURT ORDER AWARDING OWNERSHIP
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 TO DETERMINE WHEN OWNERSHIP DIRECTED BY A FLORIDA COURT IS REQUIRED IN ORDER TO ISSUE A FLORIDA CERTIFICATE OF TITLE.	
<p>I. PROVISIONS OF LAW:</p> <p>Section 319.21(3), Florida Statutes, reads: “Except as provided in s. 320.27(7), no person shall sell or otherwise dispose of a motor vehicle or mobile home without delivering to the purchaser or transferee thereof a certificate of title with such assignment thereon as may be necessary to show title in the name of the purchaser.”</p> <p>Section 319.23(3)(a)(2)(c), Florida Statutes, reads: “If the vehicle is an ancient or antique vehicle as defined in s. 320.086, F.S., the application shall be accompanied by a certificate of title; a bill of sale and a registration; or a bill of sale and an affidavit by the owner defending the title from all claims. The bill of sale must contain a complete vehicle description to include the vehicle identification or engine number, year make, color, selling price, and signatures of the seller and purchaser.”</p> <p>Section 319.23(3), Florida Statutes, reads: “If a certificate of title has not previously been issued for a motor vehicle or mobile home in this state, the application, unless otherwise provided for in this chapter, shall be accompanied by a proper bill of sale or sworn statement of ownership, or a duly certified copy thereof, or by a certificate of title, bill of sale, or other evidence of ownership required by the law of the state or county from which the motor vehicle or mobile home was brought into this state.”</p> <p>Section 319.23(5), Florida Statutes, reads: “The certificate of title issued by the department for a motor vehicle or mobile home previously registered outside this state shall give the name of the state or country in which the vehicle was last registered outside this state. The department shall use reasonable diligence in ascertaining whether or not the facts in the application are true; and, if satisfied that the applicant is the owner of the motor vehicle or mobile home and that the application is in the proper form, it shall issue a certificate of title.”</p>	
<i>Revision(s) to this procedure: Added additional statutes on page 2 and added vessel on pages 4 & 6.</i>	
EFFECTIVE DATE Immediately	REVISION DATE 11/21/13
PAGE # TL-07-01	

STATE OF FLORIDA
Division of Motorist Services

PROCEDURE TL-07	SUBJECT: APPLICATION FOR CERTIFICATE OF TITLE ON A MOTOR VEHICLE WITH ALTERNATE PROOF OF OWNERSHIP AND PROCEDURE FOR SECURING A COURT ORDER AWARDING OWNERSHIP
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Section 328.01(2)(a), (b)(1) & (2), Florida Statutes, provides that the owner of a manufactured vessel that was initially sold in this state for which vessel an application for an initial title is made shall establish proof of ownership by submitting with the application the original copy of the manufacturer's statement of origin for that vessel. The owner of a manufactured vessel that was initially sold in another state or country for which vessel an application for an initial title is made shall establish proof of ownership by submitting with the application; 1. The original copy of the manufacturer's statement of origin if the vessel was initially sold or manufactured in a state or county requiring the issuance of such a statement or the original copy of the executed bill of sale if the vessel was initially sold or manufactured in a state or country not requiring the issuance of a manufacturer's statement of origin; and 2. The most recent certificate of registration for the vessel, if such a certificate was issued.

Section 328.72 (2)(a), Florida Statutes, reads, "A vessel that is at least 30 years old, used only for recreational purposes, and powered by the vessel's original-type power plant may be registered as an antique vessel. When applying for registration as an antique vessel, the owner of such a vessel shall submit certification, as prescribed by the Department of Highway Safety and Motor Vehicles or from a marine surveyor that the vessel meets the requirements of this paragraph."

Section 328.72 (4)(b), Florida Statutes, reads, "If a vessel is an antique as defined in subsection (2), the application shall be accompanied by either a certificate of title, a bill of sale and a registration, or a bill of sale and an affidavit by the owner defending the title from all claims. The bill of sale must contain a complete vessel description to include the hull identification number and engine number, if appropriate; the year, make, and color of the vessel; the selling price; and the signatures of the seller and purchaser."

II. DOCUMENTATION REQUIRED AND SPECIAL INSTRUCTIONS:

- A. The seller of a motor vehicle, vessel, or mobile home titled in the state of Florida is required to provide the purchaser with a certificate of title transferring ownership of the motor vehicle, vessel, or mobile home. The department is authorized to accept other evidence of ownership when the applicant/owner of a motor vehicle, vessel, or mobile home is unable to submit the usual required proof of ownership or right of possession for a motor vehicle, vessel, or mobile home, which was previously titled in another state or country. If that evidence is deemed sufficient, the department may issue a Florida Certificate of Title. The types of documentary evidence, which the applicant may submit are provided below. An applicant should submit all documentary evidence in support of his/her claim of ownership.

STATE OF FLORIDA
Division of Motorist Services

PROCEDURE TL-07	SUBJECT: APPLICATION FOR CERTIFICATE OF TITLE ON A MOTOR VEHICLE WITH ALTERNATE PROOF OF OWNERSHIP AND PROCEDURE FOR SECURING A COURT ORDER AWARDING OWNERSHIP
<p>1. If the motor vehicle, vessel, or mobile home was PREVIOUSLY TITLED OUT OF STATE and the applicant for a Florida Certificate of Title does not have sufficient proof of ownership for the department to issue a certificate of title in the applicant's name, the following must be provided:</p> <ul style="list-style-type: none">a. A form HSMV 82040, Application for Certificate of Title with/without Registration, or 82041, Application for Vehicle/Vessel Certificate of Title and/or Registration, accurately completed by the applicant.b. Verification of title and lien status issued by the Division of Motorist Services in the state where the motor vehicle, vessel or mobile home was last registered. The verification must contain a description of the motor vehicle, vessel, or mobile home including year, make, and vehicle/hull identification number. Verification may be one of the following:<ul style="list-style-type: none">(1) A computer generated printout from the out-of-state motor vehicle division.(2) A letter on letterhead stationery from the out-of-state motor vehicle division.(3) A copy of the dated teletype printout or a statement, which shows the ownership information, the name of the law enforcement agency and the official's name who provided the verification information.(4) Photocopy of the out-of-state certificate of title.c. A form HSMV 82042, Vehicle Identification Number and Odometer Verification, accurately completed by the purchaser(s) with the vehicle identification number verified by one of the four officials shown in Part B of form HSMV 82042. Form HSMV 82040, Application for Certificate of Title with/without Registration, may be used in lieu of the above listed form. Verification is not required for any mobile home, vessel, trailer, or semi-trailer with a net weight of less than 2,000 pounds; or any travel trailer, camping trailer, truck camper, or fifth-wheel recreation trailer.d. Lien satisfactions, if applicable, for any liens, as shown on the motor vehicle, vessel or mobile home records of this or any other state. If the applicant cannot obtain the lien satisfaction(s), they must comply with section II, A, 2 of this procedure.e. A bill of sale from the registered owner to the applicant. The bill of sale must include the sale price, the date of sale, and a description of the motor vehicle, vessel or mobile home, including the year, make and vehicle/hull identification number. The bill of sale must be marked paid-in-full or the applicant must provide other proof that any balance due has been paid.	
PAGE #	TL-07-03

STATE OF FLORIDA
Division of Motorist Services

PROCEDURE TL-07	SUBJECT: APPLICATION FOR CERTIFICATE OF TITLE ON A MOTOR VEHICLE WITH ALTERNATE PROOF OF OWNERSHIP AND PROCEDURE FOR SECURING A COURT ORDER AWARDING OWNERSHIP
<p style="margin-left: 40px;">f. Other proofs of purchase may include canceled checks or signed receipts, either of which shows a total sale price and indicates that the sale price for the motor vehicle, vessel, or mobile home has been paid-in-full by the applicant. Such canceled checks or signed receipts must provide a description of the motor vehicle, vessel or mobile home or at least the vehicle/hull identification number. Items that the department may take into account when making a decision are insurance policies, license plate registrations from prior years, a company's accounting records or inventory records which identify the motor vehicle, vessel or mobile home.</p> <p style="margin-left: 40px;">g. Florida sales tax or specify the sales tax exemption information on an accurately completed form HSMV 82040, Application for Certificate of Title with/without Registration, or form HSMV 82041, Application for Vehicle/Vessel Certificate of Title and/or Registration.</p> <p style="margin-left: 40px;">h. The Florida license plate number transferred to or purchased for the motor vehicle, or a non-use affidavit. The mobile home decal or RP decal purchased for the mobile home. A non-use affidavit is not acceptable for a mobile home. The Florida registration number transferred to or purchased for the vessel, or a non-use affidavit.</p> <p style="margin-left: 40px;">i. Title fees.</p> <p>NOTE: : If the motor vehicle <u>or vessel</u> is an ancient or antique, the application shall be accompanied either by a certificate of title; a bill of sale and a registration; or a bill of sale and an affidavit by the owner defending the title from all claims. The bill of sale for a vehicle/<u>vessel</u> must contain a complete description to include the vehicle identification or engine number (<u>for a vehicle</u>), <u>Hull identification number and engine number, if appropriate (for a vessel)</u>, year, make, color, selling price, and signatures of the seller and purchaser.</p> <p>2. When an applicant for a Florida Certificate of Title is unable to provide the documentation provided in A, 1, a-i for a motor vehicle, vessel or mobile home that was previously titled Out-of-State, the applicant must submit a FLORIDA court order awarding them ownership. The following must be provided:</p> <p style="margin-left: 40px;">a. A form HSMV 82040, Application for Certificate of Title with/without Registration, or 82041, Application for Vehicle/Vessel Certificate of Title and/or Registration, accurately completed by the applicant.</p> <p style="margin-left: 40px;">b. The FLORIDA court order directing the department to issue a certificate of title to the person named in the court order for the described motor vehicle, vessel, or mobile home. The Florida court order should indicate the year, make and vehicle/hull identification number and include any additional instructions for the department, such as: the certificate of title is to be issued free and clear of all liens, etc.</p>	
PAGE #	TL-07-04

STATE OF FLORIDA
Division of Motorist Services

PROCEDURE TL-07	SUBJECT: APPLICATION FOR CERTIFICATE OF TITLE ON A MOTOR VEHICLE WITH ALTERNATE PROOF OF OWNERSHIP AND PROCEDURE FOR SECURING A COURT ORDER AWARDING OWNERSHIP
<p style="margin-left: 40px;">c. A form HSMV 82042, Vehicle Identification Number and Odometer Verification, accurately completed by the purchaser(s) with the vehicle identification number verified by one of the four officials shown in Part B of form HSMV 82042.</p> <p style="margin-left: 40px;">Form HSMV 82040, Application for Certificate of Title with/without Registration, may be used in lieu of the above listed form.</p> <p style="margin-left: 40px;">Verification is not required for any mobile home, vessel, trailer, or semi-trailer with a net weight of less than 2,000 pounds; or any travel trailer, camping trailer, truck camper, or fifth-wheel recreation trailer.</p> <p style="margin-left: 40px;">d. Lien satisfactions, for any liens, as shown on the motor vehicle, vessel, or mobile home records of this or any other state, if applicable, unless the court order states the certificate of title is to be issued free and clear of all liens.</p> <p style="margin-left: 40px;">e. Florida sales tax or specify the sales tax exemption information on an accurately completed form HSMV 82040, Application for Certificate of Title with/without Registration, or form HSMV 82041, Application for Vehicle/Vessel Certificate of Title and/or Registration.</p> <p style="margin-left: 40px;">f. The Florida license plate number transferred to or purchased for the motor vehicle, or a non-use affidavit. The mobile home decal or RP decal purchased for the mobile home. A non-use affidavit is not acceptable for a mobile home. The Florida registration number transferred to or purchased for the vessel, or a non-use affidavit.</p> <p style="margin-left: 40px;">g. Title fees.</p> <p>3. If the motor vehicle or vessel is CURRENTLY TITLED IN FLORIDA and the applicant is unable to obtain the standard proof of ownership (Florida Certificate of Title) the following must be provided:</p> <p style="margin-left: 40px;">a. A Florida court order directing the department to issue a certificate of title to the person named in the court order for the described motor vehicle or vessel. The Florida court order should indicate the year, make and vehicle/hull identification number and include any additional instructions for the department, such as: the certificate of title is to be free and clear of all liens, etc.</p> <p style="margin-left: 40px;">b. A form HSMV 82040, Application for Certificate of Title with/without Registration, or 82041, Application for Vehicle/Vessel Certificate of Title and/or Registration, accurately completed by the applicant.</p> <p style="margin-left: 40px;">c. Lien satisfactions, for any liens, as shown on the motor vehicle or vessel records of this state, if applicable, unless the court order states the certificate of title is to be issued free and clear of all liens.</p> <p style="margin-left: 40px;">d. Florida sales tax or specify the sales tax exemption information on an accurately completed form HSMV 82040, Application for Certificate of Title with/without Registration, or form HSMV 82041, Application for Vehicle/Vessel Certificate of Title and/or Registration.</p>	
PAGE #	TL-07-05

STATE OF FLORIDA
Division of Motorist Services

PROCEDURE TL-07	SUBJECT: APPLICATION FOR CERTIFICATE OF TITLE ON A MOTOR VEHICLE WITH ALTERNATE PROOF OF OWNERSHIP AND PROCEDURE FOR SECURING A COURT ORDER AWARDING OWNERSHIP
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- e. The Florida license plate number transferred to or purchased for the motor vehicle, or a non-use affidavit. The Florida registration number transferred to or purchased for the vessel, or a non-use affidavit.
- f. Title fees.

NOTE: If the motor vehicle or vessel is an ancient or antique, the application shall be accompanied either by a certificate of title; a bill of sale and a registration; or a bill of sale and an affidavit by the owner defending the title from all claims. The bill of sale for a vehicle/vessel must contain a complete description to include the vehicle identification or engine number (**for a vehicle**), **Hull identification number and engine number, if appropriate (for a vessel)**, year, make, color, selling price, and signatures of the seller and purchaser.

- 4. If the motor vehicle or vessel is currently titled in Florida and the applicant is unable to obtain standard proof of ownership (Florida Certificate of Title), the applicant may attempt to contact the owner prior to getting a court order. The following procedures apply:
 - a. The applicant may complete a “Request to Release Personal Information to Vehicle Owner” form. (Exhibit B)
 - b. The “Letter to Vehicle Owner” (Exhibit C), along with the “Request to Release Personal Information to Vehicle Owner” and form HSMV 82050, Notice of Sale should be forwarded to the current owner of record by the tax collector’s office. The letter advises them that Florida law requires the seller of a motor vehicle or vessel to deliver the certificate of title assigned to the purchaser at the time of sale. This letter should be generated on Tax Collector/License Plate Agency letterhead.

NOTE: The “Letter to Vehicle Owner” is NOT required to be sent certified mail. An example of the “Letter to Vehicle Owner” is provided as Exhibit C.

- c. If the owner does not contact the purchaser and provide them with the certificate of title, a Florida court order will be required to transfer the certificate of title into the applicant’s name.

B. When an applicant purchases a motor vehicle or mobile home from a Florida licensed dealer or a vessel from a Florida vessel dealer WHO SUBSEQUENTLY IS NO LONGER IN BUSINESS and a certificate of title application was never previously submitted in the name of the purchaser, the following must be submitted:

- 1. When there is a FLORIDA RECORD for the motor vehicle or mobile home.
 - a. A form HSMV 82040, Application for Certificate of Title with/without Registration, or 82041, Application for Vehicle/Vessel Certificate of Title and/or Registration, accurately completed by the applicant.
 - b. A form HSMV 86030, Authorization to Title and Register a Motor Vehicle, Mobile Home or Recreational Vehicle, from the Division of Motorist Services (DMS) Regional Office which indicates that an inspection of the dealer’s location was made and that the dealer is no longer in business.

STATE OF FLORIDA
Division of Motorist Services

PROCEDURE TL-07	SUBJECT: APPLICATION FOR CERTIFICATE OF TITLE ON A MOTOR VEHICLE WITH ALTERNATE PROOF OF OWNERSHIP AND PROCEDURE FOR SECURING A COURT ORDER AWARDING OWNERSHIP
-------------------------------	--

NOTE: If the applicant purchased a vessel from a Florida vessel dealer, the applicant must attempt to make contact with the Florida vessel dealer. The original returned, unopened registered or certified letter, addressed to the dealer along with the original or certified copy of the green receipt must be submitted. Because vessel dealers are not licensed or regulated by the department, the DMS Regional Office will not provide a completed form HSMV 86030 for vessels. All other requirements listed in this section of the procedure apply.

- c. A copy of the purchase order or copy of the contract which includes a complete description of the motor vehicle or mobile home, including the year, make and vehicle identification number. If the purchase order or contract does not reflect that sales tax was paid to the dealer, sales tax must be paid by the applicant upon making application.
- d. Other proofs of purchase, such as canceled checks or signed receipts, should be submitted as evidence that the motor vehicle or mobile home was paid for in full by the applicant.
- e. If the copy of the contract indicates that a down payment was made and there is a lienholder, the lien must be shown on the application for certificate of title or a lien satisfaction must be submitted. This lien will also be reflected on the form HSMV 86030.

NOTE: The form HSMV 86030 will reflect whether a lien exists against the purchaser (the consumer named on the form). This lien should be brought forward onto the title.

Any other liens reflected in FRVIS should be against the previous owner and a lien satisfaction will be required before the title can be issued.

- f. 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. A non-use affidavit is not acceptable for a mobile home.
- g. Lien satisfactions, for any liens, as shown on the motor vehicle or mobile home records of this or any other state, if applicable. If the applicant cannot obtain the lien satisfactions, section II, A, 2 of this procedure must be complied with.
- h. Title fees.

NOTE: A Florida certificate of title may be issued to an out of state resident, if they purchased a motor vehicle in Florida from a Florida dealer who is currently out of business. This is a courtesy to the consumer, as most states will not accept a completed form HSMV 86030 from the state of Florida as proof of ownership.

STATE OF FLORIDA
Division of Motorist Services

PROCEDURE TL-07	SUBJECT: APPLICATION FOR CERTIFICATE OF TITLE ON A MOTOR VEHICLE WITH ALTERNATE PROOF OF OWNERSHIP AND PROCEDURE FOR SECURING A COURT ORDER AWARDING OWNERSHIP
<p style="margin-left: 40px;">2. When there is NO FLORIDA RECORD for the motor vehicle, vessel or mobile home:</p> <ul style="list-style-type: none">a. Documentation as listed under B., 1, a-h., is also required.b. A form HSMV 82042, Vehicle Identification Number and Odometer Verification, accurately completed by the purchaser(s) with the vehicle identification number verified by one of the four officials shown in Part B of form HSMV 82042. (If applicable.) <p style="margin-left: 40px;">Form HSMV 82040, Application for Certificate of Title with/without Registration, may be used in lieu of the above listed form.</p> <p style="margin-left: 40px;">Verification is not required for any vessel, mobile home, trailer, or semi trailer with a net weight of less than 2,000 pounds, travel trailer, camping trailer, truck camper, or fifth-wheel recreation trailer.</p> <p>C. When a MOBILE HOME IS titled in the State of Florida OR is purchased by a Florida resident and never titled, and the applicant is unable to submit the required standard proof of ownership or right of possession for the mobile home, comply with the following:</p> <p><u>Florida Certificates of Title have been issued for mobile homes by the state of Florida since they were added to the legal definition of “trailer.” There was a period during 1967-1968 when mobile homes were not titled because they were considered real property when permanently affixed to the land.</u></p> <p>When there IS/IS NOT a FLORIDA RECORD for the Mobile Home:</p> <ul style="list-style-type: none">1. Submit as many of the following documents that are available (as alternate proof of ownership):<ul style="list-style-type: none">a. A bill of sale, which contains a complete description of the mobile home including the year, make, model and vehicle identification number.b. A copy of the insurance policy in the name of the applicant with the mobile home's vehicle identification number, make, model and year.c. The canceled checks for the purchase of the mobile home and insurance payments.d. All copies of the assessments by the county property appraiser showing the mobile home. <p>NOTE: A mobile home listed on the property appraiser's tax roll is considered to be “alternate proof.”</p>	
PAGE #	TL-07-08

STATE OF FLORIDA
Division of Motorist Services

PROCEDURE TL-07	SUBJECT: APPLICATION FOR CERTIFICATE OF TITLE ON A MOTOR VEHICLE WITH ALTERNATE PROOF OF OWNERSHIP AND PROCEDURE FOR SECURING A COURT ORDER AWARDING OWNERSHIP
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- e. A copy of the warranty deed disclosing the legal description of the land and the mobile home's vehicle identification number, make, model and year.

NOTE: When a description of the mobile home is not shown on the warranty deed, the purchaser must provide some other proof of ownership.

- f. Submit lienholder information such as a copy of the note, mortgage, or other legal document denoting the lien, which shows the mobile home's identification number, make, model, and year.
2. A form HSMV 82040, Application for Certificate of Title with/without Registration, or 82041, Application for Vehicle/Vessel Certificate of Title and/or Registration, accurately completed by the applicant.
 3. Lien satisfactions, for any liens, as shown on the motor vehicle or mobile home records of this or any other state, if applicable.

NOTE: A copy of a "Satisfaction of Mortgage," recorded on official records at the county clerk's office, may be accepted in lieu of a completed form HSMV 82260, Lien satisfaction, as a satisfaction of lien for the mobile home, providing the document ties the mobile home to the land. An example would be a complete description (year, serial number, etc.) of the mobile home being shown on the "Satisfaction of Mortgage," or the mobile home deemed as real property, with an address matching the address on the satisfaction of mortgage. See Exhibit "D" for a sample.

4. Florida sales tax or specify the sales tax exemption information on an accurately completed form HSMV 82040, Application for Certificate of Title with/without Registration, or form HSMV 82041, Application for Vehicle/Vessel Certificate of Title and/or Registration.
5. The mobile home decal number purchased for or the RP decal transferred to or purchased for the mobile home. A non-use affidavit is not acceptable for a mobile home.
6. Title fees.

STATE OF FLORIDA
Division of Motorist Services

PROCEDURE TL-07	SUBJECT: APPLICATION FOR CERTIFICATE OF TITLE ON A MOTOR VEHICLE WITH ALTERNATE PROOF OF OWNERSHIP AND PROCEDURE FOR SECURING A COURT ORDER AWARDING OWNERSHIP
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D. To apply for an original Florida Certificate of Title for a NEW or USED motorcycle with a displacement of 50 cubic centimeters or less, which was not required to be titled prior to 05-28-04, the following documentation must be submitted to the tax collector's office:

1. ONE of the following:
 - a. A Manufacturer's Certificate of Origin (MCO), showing a complete chain of ownership to the applicant.
 - b. The Florida Registration Certificate (for the motorcycle) in the owner's name.
 - c. A bill of sale (must include the year, make and vehicle identification number of the motorcycle).
 - d. A notarized/perjury clause affidavit of ownership (must include the year, make and vehicle identification number of the motorcycle).
2. Form HSMV 82040, Application for Certificate of Title with/without Registration, or HSMV 82041, Application for Vehicle/Vessel Certificate of Title and/or Registration, accurately completed by the applicant.
3. Lien satisfaction, if applicable.

NOTE: If a lien is shown on the MCO or bill of sale, submit the proper lien satisfaction or if the lien has not been satisfied, place the lien information on the accurately completed form 82040, Application for Certificate of Title with/without Registration, or HSMV 82041, Application for Vehicle/Vessel Certificate of Title and/or Registration.

4. Florida sales tax or specify the sales tax exemption information on an accurately completed form HSMV 82040, Application for Certificate of Title with/without Registration, or form HSMV 82041, Application for Vehicle/Vessel Certificate of Title and/or Registration.
5. The Florida license plate number transferred to or purchased for the motorcycle, or a non-use affidavit.
6. Title fees.

STATE OF FLORIDA
Division of Motorist Services

PROCEDURE TL-07	SUBJECT: APPLICATION FOR CERTIFICATE OF TITLE ON A MOTOR VEHICLE WITH ALTERNATE PROOF OF OWNERSHIP AND PROCEDURE FOR SECURING A COURT ORDER AWARDING OWNERSHIP
<p>E. When a title clerk with a tax collector office or license plate agency processed a transaction(s) for a customer and discovers the agency has lost the documentation, the following steps must be taken:</p> <ol style="list-style-type: none">1. Contact your HSMV Field Support representative. Advise the representative that your agency inadvertently lost the supporting documents for a specific transaction(s).2. Re-print the form HSMV 82041 for the transaction(s).3. Complete a letterhead affidavit signed by the clerk who processed the transaction and the manager of the agency (see Exhibit A). This letterhead affidavit must be submitted with the computer generated form HSMV 82041 and the title report. When there are multiple vehicles listed on the letterhead affidavit, a photocopy of that affidavit must be submitted with each form HSMV 82041. <p>NOTE: If the documentation is lost by the agency before it has been processed in the system, the documents must be re-created. (For example, applying for a duplicate title in the previous owner's name to be signed over to the new purchaser, etc). However, if the documentation was originally brought into the agency by a dealership for processing, the agency may wish to contact that dealership to try and obtain photocopies of the documentation. If photocopies are available, you would not need to recreate the documents.</p> <p>III. MISCELLANEOUS INFORMATION:</p> <ol style="list-style-type: none">A. For additional information, see DMS Procedure TL-33, for alternate methods for removing recorded liens.B. See Forms Appendix for a sample of the HSMV forms referred to in this procedure.C. An "Affidavit" is attached as Exhibit A.D. A "Request to Release Personal Information" is attached as Exhibit B.E. A sample "Letter to Vehicle Owner" is attached as Exhibit C.F. A Satisfaction of Mortgage is attached as Exhibit D.	
PAGE #	TL-07-11

EXHIBIT A

(LETTERHEAD STATIONERY OF THE AGENCY)

AFFIDAVIT

I, _____ hereby certify that I processed a title transaction,
(Name of Clerk who processed the transaction)

for the following motor vehicle, mobile home or vessel, after verifying that the required documents submitted to our agency for this transaction were accurately completed and in order:

(Year) (Make) (Body Type) (Title Number) (Vehicle/Vessel Identification Number)

The documentation for the above described motor vehicle, mobile home or vessel was lost by our agency prior to being submitted to the Department of Highway Safety and Motor Vehicles with the following title report:

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

(County) (Agency) (Report #) (Report Date) (Type of Report)

(Signature of Clerk) (Date)

MANAGER'S STATEMENT

I, _____, am the Manager of the above named agency. I
(Name of Manager)

declare a thorough search was conducted in our agency in an attempt to locate the missing documentation described in the above affidavit.

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

(Signature of Manager) (Date)

EXHIBIT B

REQUEST TO RELEASE PERSONAL INFORMATION

Please release my personal information indicated on this form to the owner of record for the vehicle described below.

Year _____ Make _____ Vehicle Identification Number _____

Florida Certificate of Title Number _____

Mr/Mrs/Ms: _____

First Name

Last Name

Street Address

City

State

Zip

I may be reached by telephone at the following numbers or email address:

Home: () _____ Office: () _____ Cell: () _____

Email Address: _____

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

Signature

Date

By filing this form, you are requesting that your address be released. This form will ONLY be forwarded to the owner of record in order for him/her to provide you with the certificate of title for the vehicle, vessel or mobile home you purchased. Be sure to sign and date this form in the appropriate area.

Exhibit C

Letter to Vehicle Owner

Date:

Name:

Address:

City, State, Zip:

John Q. Smith has applied for a Florida certificate of title on a 1994 CHEV, bearing vehicle identification number 1J4FX58S1RC348811 and title number 12345678. Our records indicate this vehicle, vessel or mobile home is currently titled in your name.

Florida law requires the seller of a motor vehicle, vessel or mobile home to deliver a certificate of title assigned to the purchaser at the time of sale.

If the vehicle, vessel or mobile home referenced above was not sold to Mr. Smith, you should complete the enclosed form HSMV 82050, Notice of Sale of a Motor Vehicle, indicating to whom the vehicle, vessel or mobile home was sold and return to:

**Division of Motorist Services
Attn: Title and Registration Issuance
2900 Apalachee Pkwy, MS 72
Tallahassee, FL 32399-0620**

If this vehicle, vessel or mobile home was sold to Mr. Smith, please contact him and make arrangements to assist him in obtaining a certificate of title for transfer. Contact information for Mr. Smith is enclosed. If you do not provide the purchaser with a certificate of title, properly assigned, the purchaser will be required to obtain a court order directing the department to transfer the title into their name(s).

If you have any questions or need further clarification, please contact our Customer Service Center at (850) 617-2000.

EXHIBIT D

This could be a Barcode or Stamp
Stating: **"Official Records"**
Name of the County:
Name of the Clerk of the Court:
Book # and Page #
Recording Fee, Date, and Time.

This Instrument Prepared BY
Sunny R. Dayz, P.A.
101 Title Way
Lucky, Florida 10000

SATISFACTION OF MORTGAGE

KNOW ALL MEN BY THESE PRESENTS:

That Sammy Sample, whose address is 1111 Happy Lane, Little Town, Florida 00000, the holder of a certain mortgage bearing the date of 6th day of March, 1999, recorded in Official Records Book 1111, page 1111, in the office of the Clerk of the Circuit Court of Leon County, State of Florida, given to secure the sum of Twenty Thousand and 00/100 (\$20,000) Dollars, evidenced by that certain note, upon the following described property, Year 1988 Belleview mobile home with serial number BV11111111 and BV22222222, situate lying and being in Leon County, State of Florida, to-wit:

AS MORE FULLY DESCRIBED IN SAID MORTGAGE

Has received full payment of said indebtedness, and does hereby acknowledge satisfaction of said mortgage and hereby directs the Clerk of the said Court to cancel same of record.

WITNESS my hand and seal this 1st day of October 25, 2013.

Susie Que
Witness signature

Susie Que
Witness printed name

Howie Doodle
Witness Signature

Howie Doodle
Witness printed name

Sammy Sample
Sammy Sample

State of Florida
County of Leon

The forgoing instrument was acknowledged before me this 25st day of October, 2013, by Sammy Sample who is personally known to me or who produced Florida Driver License as identification.

Notary Seal
Commission expires:

Poppy English
Signature of Notary Public

Poppy English
Printed Name of Notary Public