

Florida

Department of Highway Safety and Motor Vehicles

Division of Motorist Services

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| PROCEDURE TL-14 | SUBJECT: APPLICATION FOR CERTIFICATE OF TITLE FOR FEDERALLY-DONATED STATE SURPLUS MOTOR VEHICLE | | |
| 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 WITH ISSUING A CERTIFICATE OF TITLE FOR FEDERALLY-DONATED STATE SURPLUS MOTOR VEHICLES. | | | |
| <p>I. PROVISIONS OF LAW:</p> <p>Section 319.23, Florida Statutes, provides for the issuance of Certificates of Title on motor vehicles previously titled in Florida or in a foreign state. Motor vehicles owned by the federal government that have been donated to the state of Florida, and in turn may be sold as surplus property by the state, are to be titled to the purchaser under the provisions of that section.</p> <p>II. DOCUMENTATION REQUIRED AND SPECIAL INSTRUCTIONS:</p> <p>A. The following documentation must be submitted to a tax collector's office to apply for a Florida Certificate of Title:</p> <ol style="list-style-type: none"> 1. A Standard Form 97, US Government Certificate of Release of a Motor Vehicle (US Government Bill of Sale), which contains a description of the motor vehicle including the make, year and vehicle identification number. The Standard Form 97 serves as the federal government's only proof of ownership. and A bill of sale from the Bureau of Federal Property Assistance, Florida Department of Management Services to the city, county, state agency or individual that purchased the motor vehicle. or, 2. A "Certificate To Obtain Title To A Vehicle," form LLO 1/97, which contains a description of the motor vehicle including the year, make and vehicle identification number, transferred to the city, county, state agency or individual that purchased the motor vehicle. | | | |
| <i>Revision(s) to this Procedure: Added #5 to page 3 concerning what should appear on the Odometer Disclosure Statement of Standard Form 97.</i> | | | |
| DIVISION DIRECTOR | EFFECTIVE DATE | REVISION DATE | PAGE # |
| | 10/01/89 | 08/07/06 | TL-14-01 |

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| <p>3. A 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 purchaser(s).</p> <p>4. If the motor vehicle is not registered in Florida, a form HSMV 82042, Vehicle Identification Number and Odometer Verification, accurately completed by the purchaser(s) with the motor vehicle identification number verified by one of the four officials shown on the lower portion of the form.</p> <p>Form HSMV 82040, Application for Certificate of Title with/without Registration (Rev. 6/98 or later) may be used in lieu of the above listed form HSMV 82042.</p> <p>or,</p> <p>An affidavit from the seller(s) and the purchaser(s) verifying that the motor vehicle identification number shown on the affidavit is identical to the vehicle identification number shown on the motor vehicle.</p> <p>Verification is not required for any mobile home, any 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>5. Florida sales tax or specify the sales tax 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>6. The Florida license plate number transferred to or purchased for the motor vehicle, or a non-use affidavit completed by the purchaser. The mobile home or RP decal number purchased for the mobile home or the RP decal transferred to the mobile home. A non-use affidavit is not acceptable for a mobile home.</p> <p>7. Title fees.</p> | |
| PAGE # TL-14-02 | REVISION DATE 07/30/99 |

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| <p>III. <u>MISCELLANEOUS INFORMATION</u></p> <p>1. When an application for a Certificate of Title is received and Standard Form 97, US Government Certificate of Release of a Motor Vehicle (US Government Bill of Sale) is used as proof of ownership, the Division of Motorist Services database should be checked by the motor vehicle identification number for a Florida record.</p> <p>If there is a Florida record the Certificate of Title number found on the database must be used on the current application. If there is no record on the database the Certificate of Title number assigned by the FRVIS system at the tax collector's office must be used.</p> <p>2. The Non-game Wildlife fee is not required on an application for Certificate of Title supported by a Standard Form 97 or form LLO 1/97.</p> <p>3. Standard Form 97 is considered equivalent of a Certificate of Title or MCO. If a dealer purchases a motor vehicle at a US Government sale and is issued a Standard Form 97 the dealer does not have to take title to the motor vehicle. Standard Form 97 can be reassigned from dealer to dealer using form 82994, Motor Vehicle Dealer Title Reassignment Supplement, until it is purchased by an individual.</p> <p>4. A "Certificate To Obtain Title To A Vehicle," form LLO 1/97, was created by the Bureau of Federal Property Assistance, Florida Department of Management Services. This form was developed because Standard Form 97 is very difficult to obtain from some federal agencies. This caused our customers great difficulty when trying to obtain title to US Government vehicles. When the "Certificate To Obtain Title To A Vehicle" is submitted, Standard Form 97 and the Bill of Sale from the Bureau of Federal Property Assistance is not required.</p> <p><u>5. The Odometer Disclosure Statement on the Standard Form 97 should show the printed name of the governmental agency that is selling the vehicle and not an individual's name. The authorized agent for that agency must sign and print their name in the appropriate area.</u></p> <p><u>6.</u> A documentation check list is attached to this procedure as Exhibit A.</p> <p><u>7.</u> A Standard Form 97 is attached to this procedure as Exhibit B.</p> <p><u>8.</u> A bill of sale (Affidavit), from the Bureau of Federal Property Assistance, Florida Department of Management Services, is attached to this procedure as Exhibit C.</p> <p><u>9.</u> A Sample form LLO 1/97, "Certificate To Obtain Title To A Vehicle," is attached as Exhibit D.</p> <p><u>10.</u> See Forms Appendix for a sample of the HSMV forms referred to in this procedure.</p> | |
| PAGE # TL-14-03 | REVISION DATE 08/07/06 |

EXHIBIT A

FEDERALLY-DONATED STATE SURPLUS MOTOR VEHICLE CHECK LIST

FORMS

FLORIDA RECORD

OUT-OF-STATE RECORD

_____ HSMV 82040

_____ HSMV 82040

_____ HSMV 82042, or form HSMV 82040 (Rev. 6/98 or later)

_____ Standard Form 97, US Government Certificate of Release of a Motor Vehicle (US Government Bill of Sale).

and

_____ Bill of sale from the Florida Department of Management Services, Bureau of Federal Property Assistance, to purchaser.

or,

_____ Certificate To Obtain Title To A Vehicle, form LLO 1/97.

_____ Florida sales tax or specify sales tax information on form HSMV 82040 or form HSMV 82041.

_____ Florida license plate number, a non-use affidavit or the mobile home or RP decal

_____ Title fees

EXHIBIT C
AFFIDAVIT
TRANSFER OF MOTOR VEHICLE

Personally appeared before me and known personally to me, Sybil M. Dempsey, Department of Management Services, Bureau of Federal Property Assistance, Route 4, Box 1515, Starke, Florida, who being duly sworn, deposes and says that on the _____ day of _____, 1995, the following vehicle was donated:

MAKE: _____; Odometer: _____

Identification (Serial) Number: _____

Y.O.M.: _____ to _____.

Further states that there are no liens or encumbrances on the said vehicle except as listed: N/A. The Standard Form 97 received from: _____

_____ certified that this is the first transfer of such vehicle in ordinary trade and commerce subsequent to acquisition thereof by the United States Government.

Authorized Representative for the
Bureau of Federal Property Assistance

PERSONALLY KNOWN TO ME AND
SWORN TO AND SUBSCRIBED BEFORE ME
at Starke, Florida, County of Bradford
this _____ day of _____ 19____.

(NOTARY PUBLIC)
Commission Expires: _____

EXHIBIT D



Department of Management Services, Bureau of Federal Property Assistance

**THE FLORIDA BUREAU OF FEDERAL PROPERTY ASSISTANCE
CERTIFICATE TO OBTAIN TITLE TO A VEHICLE**

State Serial # _____ Certificate # _____

The undersigned agency certifies that the motor vehicle described herein the property of the United States Government, has been transferred this _____ day of _____, 19__ to the transferee designated herein; and that this is the first transfer of such vehicle in ordinary trade and commerce subsequent to acquisition thereof by the United States Government. This certificate and bill of sale are to be presented to the Florida Department of Highway Safety and Motor Vehicles for registration and/or license.

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|------------------|------|--------|--------------|----------------|
| Make of Vehicle | Year | Model | Serial (VIN) | |
| Type of Vehicle | | | Body Style | |
| No. of Cylinders | F.W. | Weight | GVWP | Purchase Price |

Odometer Disclosure Statement

Federal/State law requires you state the mileage upon transfer of ownership. Failure to complete this statement or providing a false statement may result in fines and/or imprisonment.

The Florida Bureau of Federal Property Assistance, acting as the Florida State Agency for Federal Surplus Property, states that the odometer now reads _____ (no tenths) miles and, to the best of its knowledge, reflects the actual mileage of the vehicle described above, unless one of the following statements is checked.

_____ (1) I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limit.

_____ (2) I hereby certify that the odometer reading is NOT the actual mileage: **WARNING - ODOMETER DISCREPANCY**

***** Transferor - Seller; Transferee - Buyer *****

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|--|---------------------|-------------------|--------------|
| Transferor (Printed Name) Florida Bureau of Federal Property Assistance | | | |
| Mailing Address 813-A Lake Bradford Rd. | City Tallahassee | State Florida | Zip 32304 |
| Signature of Official | | Date of Statement | |
| Typed Name of Signer | | Title | |

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|-------------------------------------|------|-------|-----|
| Transferee's (Driver's) Signature | | | |
| Transferee's Name (General Printed) | | | |
| Street Address | City | State | Zip |

ANY ALTERATION OR ERASURE VOIDS THIS CERTIFICATE