

# Florida

## Department of Highway Safety and Motor Vehicles

### *Division of Motorist Services*

<b>PROCEDURE</b>	<b>SUBJECT:</b>
RS-04	"REGISTRATION ONLY" REGISTRATIONS
<b>DESCRIPTION AND USE:</b>	
<p>THIS PROCEDURE <b><u>PROVIDES INFORMATION AND INSTRUCTIONS</u></b> TO ASSIST TAX COLLECTOR EMPLOYEES, LICENSE PLATE AGENCY EMPLOYEES AND THE DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES <b><u>WITH</u></b> ISSUANCE OF "REGISTRATION ONLY" REGISTRATIONS WHEN THE DEPARTMENT IS UNABLE TO PROCESS THE APPLICATION FOR CERTIFICATE OF TITLE.</p>	
<p><b>I. PROVISIONS OF LAW:</b></p> <p>Section 319.21(3), Florida Statutes, requires that no person shall purchase or otherwise acquire or bring into this state a motor vehicle or mobile home, except for temporary use, unless such person obtains a Florida Certificate of Title for it in his or her name.</p> <p><b>NOTE:</b> Exceptions to this law per section 319.20, Florida Statutes, are mopeds, electric motorized bicycles, (see RS-61 for further information), gas motorized bicycles (see RS-68 for further information), or any trailer having a net weight of less than 2,000 pounds, as these are not allowed to be titled.</p> <p>Section 320.02(1), Florida Statutes, requires every owner or person in charge of a motor vehicle, which is operated or driven on the roads of this state to register the vehicle in this state. Section 320.0815 and 320.37, Florida Statutes, require mobile homes, park trailers or travel trailers to be registered when located in this state for six months or more. Therefore, under certain circumstances, the Division of Motorist Services will authorize the registration of motor vehicles or mobile homes, which are not lawfully titled in Florida. These registrations are referred to as "Registration Only" registrations and are processed through the county tax collectors office.</p> <p>Section 320.02(3), Florida Statutes, requires prior to the registration in this state of any vehicle registered outside the state, the application must be accompanied by either a sworn affidavit from the seller and purchaser verifying that the vehicle identification number (VIN) shown on the affidavit is identical to the vehicle identification number shown on the motor vehicle or a copy of the appropriate departmental form evidencing that a physical examination has been made of the motor vehicle by the owner and by a duly constituted police officer of any state, a licensed motor vehicle dealer, a license inspector as provided by s. <u>320.58</u>, or a notary public commissioned by any state and that the vehicle identification number shown on the applicable form and the application is identical to the vehicle identification number shown on the motor vehicle.</p>	
<p><b>II. AUTHORIZED "REGISTRATION ONLY" TRANSACTIONS:</b></p> <p>A "Registration Only" registration may be issued only under the following circumstances when all applicable documents are submitted as required by this procedure:</p>	
<p><b><i>Revision(s) to this procedure: Updated procedure, revised Page 6, H. modular homes and removed information about "Valid in FL Only" driver licenses for nonresident military on Page 5.</i></b></p>	
<b>EFFECTIVE DATE</b>	<b>REVISION DATE</b>
October 1, 2015	09/18/15

**STATE OF FLORIDA**  
***Division of Motorist Services***

PROCEDURE	SUBJECT:
RS-04	"REGISTRATION ONLY" REGISTRATIONS
<p>A. A title is not allowed on a trailer less than 2,000 pounds or on mopeds. The REG ONLY reason code is TN (Title Not Required).</p> <p>B. <b><u>When a motor vehicle</u></b> title is being held by an out-of-state lienholder or lessor; <b><u>a</u></b> regular license plate will be issued unless a specialty license plate is requested or the owner is eligible for a special license plate. Refer to the appropriate procedure by the name of the specialty or special license plate for additional requirements. Specialty and special license plates are defined below:</p> <ol style="list-style-type: none"><li>1. Specialty Plates are plates where an additional fee is paid but no specific qualifications must be met to obtain one. These are often referred to as trust-fund plates and personalized plates. Example: Collegiate license plates.</li><li>2. Special Plates are plates where the <b><u>customer</u></b> or vehicle must meet specific qualifications in order to obtain the plate. These include but are not limited to: Amateur Radio, National Guard, US Reserve, Ex-POW, Pearl Harbor Survivor, Purple Heart, Fleet, Paralyzed Vets, International Wheelchair, Honorary Consul, Disabled Veterans, DV Wheelchair, and all permanent Governmental License Plates.</li></ol> <p style="padding-left: 40px;">The REG ONLY reason code is OL (Out-of-State Lienholder).</p> <p>C. <b><u>When the customer</u></b> is temporarily employed in this state; <b><u>a</u></b> 90-day Temporarily Employed license plate must be issued. Refer to Procedure RS-41. The REG ONLY reason code is TE (Temporarily Employed).</p> <p>D. <b><u>When a</u></b> nonresident military member is temporarily assigned to this state and requests a license plate, but does not apply for a Florida title; <b><u>a</u></b> regular license plate will be issued, unless a specialty license plate is requested. Refer to the definition of specialty plates under section II, B, 1, in this procedure. The REG ONLY reason code is NR (Non-Resident Military).</p> <p><b>NOTE:</b> If a nonresident military member purchases a motor vehicle out of the country and brings it to Florida, requesting a Florida "registration only", they must first obtain a title for the motor vehicle in their home state. If the nonresident military member applies for a Florida title, this procedure would not be applicable.</p> <p>E. <b><u>When a</u></b> vehicle is loaned to a governmental agency. The appropriate series permanent government license plate must be issued. The REG ONLY reason code is VL (Vehicles Loaned or Leased).</p> <p>F. A heavy truck, truck tractor or bus under lease to a Florida based corporation or any other business entity engaged in intrastate operation will be issued a regular license plate. Two truck plates are required to be displayed when the heavy truck has a gross vehicle weight of 26,001 pounds or more. The REG ONLY reason code is IO (Intrastate Operation).</p>	
PAGE #	RS-04-02

**STATE OF FLORIDA**  
***Division of Motorist Services***

PROCEDURE	SUBJECT:
RS-04	"REGISTRATION ONLY" REGISTRATIONS
<p>G. A mobile home, park trailer or travel trailer is permanently affixed to the land; is located in Florida for over six consecutive months; the vehicle identification number cannot be determined and is not visible in any manner, and ownership cannot be determined or substantiated. A trailer identification number (TIN) will be generated by the system and a regular mobile home decal will be issued. The TIN number is NOT to be die cut or affixed to the mobile home or trailer.</p> <p>When a "registration only" registration is issued under these circumstances, the registration information and documentation may not be used as proof of ownership to support the issuance of a Florida Certificate of Title. A court order or valid certificate of title properly endorsed by the owner transferring ownership to the individual to whom the mobile home or trailer is registered is required in order to obtain a Florida Certificate of Title. The REG ONLY reason code is TN (Title Not Required).</p> <p><b>H.</b> A NON-US Military member can obtain a "registration only" if the proof of ownership from out-of-country is in the NON-US Military member's name. Proof of out-of-country military status will be reviewed by the department on a case by case basis.</p> <p><b>NOTE:</b> Any vehicle not in the "Registration Only" category as outlined in this procedure is required to be titled in this state, unless otherwise authorized by the Division of Motorist Services, Bureau of Issuance Oversight, Bureau Chief or Authorized Staff.</p> <p>III. PROOF OF ELIGIBILITY REQUIRED FOR ORIGINAL TRANSACTION:</p> <p>Requirements for each type of "Registration Only" registration are provided below. These requirements apply to <b>the original transaction</b> only.</p> <p>A. A copy of the MCO and/or a bill of sale, showing chain of ownership, is required for a moped or any trailer having a net weight of less than 2,000 pounds. The bill of sale must show at least the make and year. Dealer or manufacturer license plates require the dealer license number and the check digit number.</p> <p><b>NOTE:</b> When the vehicle is a used trailer (homemade or manufactured) having a net weight of less than 2,000 pounds, a bill of sale and the previous owner's license plate number is required. If the used trailer (homemade or manufactured) has never been registered in Florida, a certified weight slip is also required. When processing a registration to a trailer with no vehicle identification number (VIN), the FRVIS system will generate a trailer identification number (TIN) and a license plate will be issued. The TIN number is NOT a VIN number and <b><u>is not required to be die cut or affixed to the trailer; however, it is recommended.</u></b></p> <p>B. When the title is being held by an out-of-state lienholder or lessor, verify the following, when applicable:</p>	

**STATE OF FLORIDA**  
***Division of Motorist Services***

PROCEDURE  RS-04	SUBJECT:  "REGISTRATION ONLY" REGISTRATIONS
<p>1. The following must be submitted for verification from an out-of-state lienholder:</p> <ul style="list-style-type: none"><li>a. A letter on letterhead stationery from the lienholder, which indicates there is an outstanding lien on the described vehicle. The year, make and vehicle identification number (VIN) of the vehicle must also be included in the letter. A fax copy of the letter is acceptable.</li></ul> <p><b>NOTE:</b> The letter does not have to state the lienholder will not surrender the title. Since they continue to hold the title, this is implied.</p> <ul style="list-style-type: none"><li>b. A copy of the out-of-state title that shows the out-of-state lien information, unless the out-of-state certificate of title is electronic. In this case, the letter on letterhead stationery from the lienholder must state that fact.</li></ul> <p><b>NOTE:</b> If the out-of-state title has not been issued, a copy of the title receipt (the out-of-state equivalent to the HSMV 82041) is acceptable.</p> <p><b>NOTE:</b> The tax collector's office may generate a correspondence letter to the lienholder, for the customer, requesting the out of state title, by using the "Correspondence Reason Code (TOS08)."</p> <p>2. The following must be submitted for verification from an out-of-state lessor:</p> <ul style="list-style-type: none"><li>a. A letter on letterhead stationery from the lessor that indicates they do not want to apply for a Florida Certificate of Title and authorizing the lessee to register the vehicle in Florida on a "Registration Only" basis. If the letter does not indicate the lessee is authorized to register the vehicle in Florida, a copy of the lease agreement is required. The year, make and vehicle identification number (VIN) of the vehicle must be included in the letter.</li><li>b. A copy of the out-of-state title that shows the out-of-state lessor information, unless the out-of-state certificate of title is electronic. In this case, the letter on letterhead stationery from the lessor must state that fact.</li></ul> <p><b>NOTE:</b> If the title has not been issued, a copy of the title receipt (the out-of-state equivalent to the HSMV 82041) is acceptable.</p> <ul style="list-style-type: none"><li><u>c.</u> If the vehicle also has an outstanding lien, a letter on letterhead stationery from the out-of-state lienholder, which indicates there is still an outstanding lien on the described vehicle, and a statement authorizing the vehicle to be registered in Florida on a "Registration Only" basis.</li></ul> <p>3. Refer to IV, A, B, and C of this procedure for additional documentation and instructions.</p> <p>C. When the <b><u>customer</u></b> is temporarily employed in the State of Florida, verify the following:</p>	
PAGE #	RS-04-04

**STATE OF FLORIDA**  
***Division of Motorist Services***

PROCEDURE

RS-04

SUBJECT:

"REGISTRATION ONLY" REGISTRATIONS

1. A copy of the current or valid out-of-state registration.
2. An affidavit from the employer or the **customer** stating that the **customer** is temporarily employed in Florida.

**NOTE:** Refer to DMS Procedure RS-41 for additional information.

**D. When a nonresident military member applies for an original registration, he/she must provide the following:**

1. **A copy of his/her military orders assigning them to a Florida military duty station AND a copy of his/her out of state driver license.**
2. A copy of the current or valid out-of-state registration.
3. **Refer to DMS Procedure RS-07 for Nonresident Renewal Exemption Requirements.**

**E. On vehicles loaned to a governmental agency, verify by looking at the following:**

1. Proof of Ownership as indicated below:
  - a. If the vehicle is new and loaned by the manufacturer or dealer, a copy of the Manufacturer's Certificate of Origin.
  - b. If the vehicle is titled, verify the title in the owner's name.
2. Verify the signed loan agreement with the governmental agency.
3. Enter the sales tax exemption number.
4. Refer to IV, A, B, and C of this procedure for additional documentation and information.

**F. If the **customer** is registering a heavy truck, truck tractor or bus leased to a Florida corporation or business entity, verify by visibly checking the following:**

1. A copy of the out-of-state title or a copy of a receipt evidencing that an out-of-state title has been applied for and if there is an outstanding lien, a statement on letterhead stationery from the lienholder stating there is an outstanding lien on the described vehicle.
2. A copy of the lease agreement with the Florida corporation or business entity.
3. Refer to IV, A, B, and C of this procedure for additional documentation and information.

PAGE #

RS-04-05

**STATE OF FLORIDA**  
***Division of Motorist Services***

PROCEDURE RS-04	SUBJECT: "REGISTRATION ONLY" REGISTRATIONS
<p>4. Proof of Heavy Vehicle Use Tax is required listing the vehicle identification number. Refer to RS-34.</p> <p>G. On Mobile Homes, Park Trailers and Travel Trailers collect and submit the following:</p> <ol style="list-style-type: none"><li>1. If the <b>customer</b> is registering a mobile home, park trailer or travel trailer eligible for "registration only," verify and maintain on file an affidavit signed by the <b>customer</b> and co-signed by the County Tax Collector's Mobile Home Inspector or the Division of Motorist Services Compliance Examiner or Inspector, including the following statements:<ol style="list-style-type: none"><li>a. The <b>customer</b> is the person in charge of the mobile home, park trailer or travel trailer.</li><li>b. The previous owner is unknown.</li><li>c. The vehicle identification number is unknown.</li><li>d. A description including as much information as possible such as length, width, etc.</li><li>e. The year and make or a statement that the year and/or make are unknown.</li><li>f. The physical location of the mobile home.</li></ol></li><li>2. On mobile homes, park trailers or travel trailers registered under this procedure on a "Registration Only" basis, the following information must be entered in FRVIS when applicable:<ol style="list-style-type: none"><li>a. When the make is unknown, enter "UNKN" in the In-House Make space.</li><li>b. When the year of the make is unknown, enter 1900 in the Year Make space.</li><li>c. Since the vehicle identification number is unknown, issue a TIN number (Trailer Identification Number).</li><li>d. Since ownership cannot be determined, enter "Person In Charge of Registration-ownership cannot be substantiated" in the Comments space.</li></ol></li></ol> <p><b>NOTE:</b> When back tax is due for registration purposes on a mobile home, park trailer or travel trailer registered on a "registration only" basis under these conditions, only the current year and up to two years back tax can be collected. This is an exception to DMS Procedure RS-11.</p> <p>H. <b><u>Effective 10/01/15, "registration only" no longer applies to a modular home located on a mobile home lot unless the modular home was located on the lot prior to 10/01/15. Those modular homes registered as "registration only" may continue to renew the registration, or the owner may choose to title and register the modular home.</u></b></p>	
PAGE #	RS-04-06

**STATE OF FLORIDA**  
***Division of Motorist Services***

PROCEDURE

RS-04

SUBJECT:

"REGISTRATION ONLY" REGISTRATIONS

IV. ADDITIONAL DOCUMENTATION AND INSTRUCTIONS:

A. FORM HSMV 82042 REQUIRED:

When an out-of-state title is being held by an out-of-state lienholder or lessor and a "Registration Only" transaction is being processed, the upper portion of a Form HSMV 82042 must be completed by the **customer**. The lower portion of the form must be completed by one of the following:

1. A licensed Florida or out of state motor vehicle dealer.
2. A law enforcement officer from any state.
3. A Florida DMS Compliance Examiner/Inspector.
4. A Notary Public from any state.

**NOTE:** This applies to "registration only" transactions pursuant to Section 320.02(3), Florida Statutes. This would NOT be applicable to a title transaction.

5. A Florida DMS or county tax collector employee.

B. PROOF OF SALES AND USE TAX:

The following sales and use tax information applies to sections A, B, D, and F under number III of this procedure. If the vehicle was purchased within six months preceding the application, Florida sales tax may be due. If the **customer** can provide proof that the out-of-state sales tax was paid and is equal to or greater than Florida sales tax, no additional tax is due. If the **customer** provides proof that less than six-percent out-of-state sales tax was paid, the difference between the out-of-state sales tax paid and the Florida sales tax is due and must be collected and remitted. If sales tax is paid directly to the Florida Department of Revenue, enter the sales tax exemption number on form HSMV 82041.

C. PROOF OF INSURANCE:

Proof of Florida insurance is required. Refer to DMS Procedure RS-36 for additional insurance requirements.

Proof of insurance is not required on mopeds, motorcycles, trailers or federally owned vehicles.

PAGE #

RS-04-07

**STATE OF FLORIDA**  
*Division of Motorist Services*

<b>PROCEDURE</b>	<b>SUBJECT:</b>
RS-04	"REGISTRATION ONLY" REGISTRATIONS

V. REGISTRATION RENEWAL NOTICES:

Registration renewal notices are not required by state or federal law. Some county tax collectors provide a renewal notice that reminds the customer to renew his or her registration each year. The following information concerns the issuance of a registration renewal notice for "registration only" transactions for those counties that produce renewal notices.

- A. When a title is not required, a registration renewal notice will be printed.
- B. When an out-of-state lienholder or lessor is holding the title, a registration renewal notice will be printed with the following message:  

R/O OUT-OF-STATE LIEN HOLDER
- C. When a temporarily employed license plate is issued, a registration renewal notice will not be printed.
- D. When the owner is nonresident military, a registration renewal notice will be printed.  

R/O NON RESIDENT MILITARY
- E. When the vehicle is loaned to a governmental agency, the license plate is permanent. A registration renewal notice will not be printed.
- F. When a heavy truck, truck tractor or bus is under lease to a Florida based corporation or any other business entity engaged in intrastate operation, a registration renewal notice will be printed.
- G. When a mobile home, park trailer or travel trailer is registered as a "registration only," a registration renewal notice will be printed.