

# Florida

## Department of Highway Safety and Motor Vehicles

### *Division of Motorist Services*

<b>PROCEDURE</b>	<b>SUBJECT:</b>		
RS-62 and TL-54	OFF-LINE TITLE AND REGISTRATION TRANSACTIONS		
<b>DESCRIPTION AND USE:</b>			
THIS PROCEDURE PROVIDES INFORMATION AND INSTRUCTIONS TO ASSIST TAX COLLECTOR EMPLOYEES, LICENSE PLATE AGENCY EMPLOYEES, AND THE DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES WHEN OFF-LINE TRANSACTIONS ARE PROCESSED BY TAX COLLECTORS ON MOTOR VEHICLES OR VESSELS.			
<p style="margin-left: 40px;">I.     DEFINITION OF OFF-LINE:</p> <p style="margin-left: 80px;">Off-line transactions are those processed independently through a local server with no communication to the main Oracle database.</p> <p style="margin-left: 40px;">II.    PURPOSE OF OFF LINE-TRANSACTIONS:</p> <p style="margin-left: 80px;">The purpose of allowing transactions to be processed off-line on FRVIS is to enable you to continue to serve your customers when there is a loss of communication with the Oracle database.</p> <p style="margin-left: 40px;">**** TRANSACTIONS MUST NEVER BE PROCESSED OFF-LINE FOR ANY OTHER REASON. ****</p> <p style="margin-left: 40px;"><b>NOTE:</b> A title will not be issued and a personalized license plate cannot be ordered from an off-line transaction.</p> <p style="margin-left: 40px;">III.   GENERAL INFORMATION:</p> <p style="margin-left: 80px;">A.     For any work processed off-line subsequent transactions cannot be processed for a customer until the off-line transaction has been reconciled and the database updated.</p>			
<b>DIVISION DIRECTOR</b>	<b>EFFECTIVE DATE</b>	<b>REVISION DATE</b>	<b>PAGE #</b>
	11/28/99	11/28/99	RS-62 and TL-54-01

**STATE OF FLORIDA**  
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<b>PROCEDURE #</b>  RS-62 and TL-54	<b>SUBJECT:</b>  OFF-LINE TRANSACTIONS
<p style="text-align:center">IV. RESPONSIBILITY OF THE TAX COLLECTOR:</p> <ol style="list-style-type: none"><li>1. An off-line transaction is not complete and the customer has not been served until this transaction has been reconciled. The only visible record is the HSMV 82041 given to the customer in the county tax collector's office that processed the transaction. Therefore, it is urgent that the tax collector or supervisor monitor reconciliation of all off-line transactions daily.  Reconciliation cannot occur until the processor again has contact with Oracle. When reconciliation has been completed the database is updated. A title may be issued at this point, if applicable.</li><li>2. Extreme care should be taken when entering information to process an off-line transaction. Any errors in entry will cause the reconciliation to fail. If this happens, the transaction must be voided and reprocessed.</li><li>3. When the transaction is reconciled and the fee is not the same as collected on the off-line transaction, the tax collector is responsible for submitting the amount required on the reconciliation to the department. The department is not responsible for contacting the customer.</li><li>4. If a license plate or decal is issued off-line and the transaction must be voided resulting from a failed reconciliation, the tax collector must contact the customer in a timely manner and retrieve the voided item. The tax collector would also be required to issue a refund to the customer.  Records with Administrative, Parking Ticket, Child Support, D6, or any other type stop, will not be evident until the transaction is reconciled.</li></ol> <p style="text-align:center"><b>REFER TO THE FRVIS 2000 USER'S GUIDE FOR DETAILED INSTRUCTIONS ON OFF-LINE PROCESSING.</b></p>	
<b>PAGE #</b>  RS-62 and TL-54-02	<b>REVISION DATE</b>  11/18/99