

# Florida

## Department of Highway Safety and Motor Vehicles

### *Division of Motorist Services*

PROCEDURE  TL-24	SUBJECT:  ADMINISTRATIVE STOPS
DESCRIPTION AND USE: THIS PROCEDURE PROVIDES <b><u>INFORMATION AND INSTRUCTIONS</u></b> TO ASSIST TAX COLLECTOR EMPLOYEES, <b><u>LICENSE PLATE AGENCY EMPLOYEES</u></b> , AND THE <b><u>DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES</u></b> IN ESTABLISHING REQUIREMENTS FOR PLACING AND REMOVING ADMINISTRATIVE STOPS.	
<p>I. DEFINITION:</p> <p>Administrative Stop:</p> <p>A computer entry to a <b><u>specific title</u></b> record, which prevents further title action from being processed until the stop is removed.</p> <p>II. <b><u>SPECIAL INSTRUCTIONS AND RESPONSIBILITIES:</u></b></p> <p>A. <b><u>To place or remove an administrative stop:</u></b></p> <p style="margin-left: 40px;">1. <b><u>A written request must be submitted to the department using ONE of the following methods:</u></b></p> <p style="margin-left: 80px;">a. <b><u>The Tax collector's office or license plate agency may fax the request to the Field Support Center on behalf of its customer.</u></b></p> <p style="margin-left: 80px;">b. <b><u>The customer may mail the written request to the department at the following address:</u></b></p> <p style="margin-left: 120px;"><b><u>Division of Motorist Services</u></b> <b><u>ATTN: Administrative Stop Request</u></b> <b><u>2900 Apalachee Parkway, MS # 68</u></b> <b><u>Tallahassee, FL 32399</u></b></p> <p style="margin-left: 40px;">2. <b><u>The written request must contain either the vehicle title number or identification number and state the reason the customer is requesting to place an administrative stop. The request must also provide the name, mailing address and telephone number for the customer.</u></b></p> <p style="margin-left: 40px;">3. <b><u>Once the request is received, the department will place an administrative stop on the record.</u></b></p>	
<i>Revision(s) to this procedure: Updated the entire procedure removing obsolete, unnecessary information.</i>	
DIVISION DIRECTOR	EFFECTIVE DATE  Immediately
REVISION DATE  01/07/11	PAGE #  TL-24-01

**STATE OF FLORIDA**  
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<p><b><u>4.</u></b> <b><u>The department will generate a letter of acknowledgment to the person requesting the stop. The letter will advise that the stop will remain in effect for 30 days from the date of the letter. If the customer wants to extend the stop date, they must obtain a court order which advises the department to maintain the stop until further notice. If the department does not receive the court order within the 30 day timeframe, the stop will be removed.</u></b></p> <p><b><u>B.</u></b> When <b><u>the</u></b> customer provides a court order in compliance with the administrative stop letter, <b><u>the department will keep the stop in place</u></b> until the time requirement <b><u>specified by the court</u></b> order expires.</p> <p><b><u>C.</u></b> <b><u>When the customer wishes to remove the administrative stop before the stop expires, he/she must do so in writing using the same methods as shown in II, A, 1.</u></b></p>	
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