

Florida

Department of Highway Safety and Motor Vehicles

Division of Motorist Services

PROCEDURE VSTL-15	SUBJECT: <b style="text-align: center;"><u>CORRESPONDENCE LETTERS</u>		
DESCRIPTION AND USE: THIS PROCEDURE IS PROVIDED TO ASSIST EMPLOYEES OF TAX COLLECTORS' OFFICES AND THE DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES IN ESTABLISHING REQUIREMENTS FOR <u>CORRESPONDENCE LETTERS</u> .			
<p>I. PROVISIONS OF LAW:</p> <p>Section 328.01(6), Florida Statutes, authorizes the department to prescribe the forms to be used in applying for a Florida Certificate of Title. This law and other sections of Chapter 328, Florida Statutes, prescribe certain fees, documentation, verification, notarization and attestments which must accompany the application.</p> <p>Applications that are not accurately completed in form or content or are not accompanied by required documentation will not be processed. <u>A Correspondence Letter may be issued by a tax collector's office or the Division of Motorist Services</u> requesting that the appropriate party provide the items necessary to successfully complete the application.</p> <p>II. DOCUMENTATION REQUIRED AND SPECIAL INSTRUCTIONS:</p> <p>A. The proof of ownership and submitted documents are examined for completeness and accuracy. Each application for a vessel title is checked against established standards to ensure that titles are issued properly.</p> <p><u>If an application does not meet these standards, a Correspondence Letter may be issued by the tax collector's office receiving the documentation. When a Correspondence Letter is necessary, it will be attached to all the documentation that was originally submitted with the application and returned to the customer/applicant. The contents of the Correspondence Letter will consist of:</u></p> <ul style="list-style-type: none"> * <u>The name and address of the "mail to" customer</u> * <u>The name of the applicant</u> * <u>The correspondence number</u> * The <u>vessel identification</u> number 			
DIVISION DIRECTOR	EFFECTIVE DATE 01/01/97	REVISION DATE 04/12/01	PAGE # VSTL-15-01

STATE OF FLORIDA
Division of Motorist Services

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<p style="margin-left: 100px;">* <u>The transaction identification and batch number</u></p> <p style="margin-left: 100px;">* <u>The amount of money being held by the tax collector's office</u></p> <p style="margin-left: 100px;">* <u>Current date</u></p> <p style="margin-left: 100px;">* <u>Actions and information necessary to correct and complete the application</u></p> <p style="margin-left: 100px;">* <u>Directions for the customer to contact the tax collector's office for assistance</u></p> <p style="margin-left: 40px;">B. <u>To avoid further delays in the issuance of a certificate of title, the Correspondence Letter, all returned documents and any required additional documentation should be returned to the tax collector's office, shown on the Correspondence Letter, promptly.</u></p> <p>III. MISCELLANEOUS INFORMATION:</p> <p style="margin-left: 40px;"><u>1. Upon receipt of a response to their office's Correspondence Letter, the tax collector's office employee, must verify that all required documents are attached.</u></p> <p style="margin-left: 40px;"><u>2. When requesting a refund on a title application, a request must be submitted in writing to the tax collector's office on the Correspondence Letter. All fees are refunded except the service fee.</u></p> <p style="margin-left: 40px;"><u>3. All inquiries must be directed to the tax collector's office telephone number shown on the Correspondence Letter.</u></p>	
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