Florida
Department of Highway Safety and Motor Vehicles
Division of Motorist Services

PROCEDURE
VSTL-17

SUBJECT:
APPLICATION FOR CERTIFICATE OF TITLE FOR FEDERALLY-DONATED STATE SURPLUS VESSEL

DESCRIPTION AND USE:
THIS PROCEDURE IS PROVIDED TO ASSIST EMPLOYEES OF TAX COLLECTOR OFFICES AND THE DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES IN ESTABLISHING REQUIREMENTS TO PROPERLY ISSUE A CERTIFICATE OF TITLE FOR FEDERALLY DONATED STATE SURPLUS VESSELS.

I. PROVISIONS OF LAW:

Chapter 328, Florida Statutes, provides for the issuance of certificates of title on previously titled vessels in Florida or in a foreign state. Vessels owned by the federal government that have been donated to the state of Florida, and sold as surplus property by the state, are to be titled to the purchaser under the provisions of that chapter.

II. DOCUMENTATION REQUIRED AND SPECIAL INSTRUCTIONS:

A. The following documentation must be submitted to a tax collector's office to apply for a Florida Certificate of Title:

1. A Standard Form 97, US Government Certificate of Release (US Government Bill of Sale), which contains a description of the vessel including the make, year and vessel 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, Department of Management Services, to the city, county, state agency or individual that purchased the vessel.

or,

2. A "Certificate To Obtain Title To A Vehicle," form LLO 1/97, which contains a description of the vessel including the year, make and vessel identification number, transferred to the city, county, state agency or individual that purchased the vessel.
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).

4. 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.

5. The Florida registration number transferred to or issued for the vessel or a non use affidavit.

6. Title fees.

III. MISCELLANEOUS INFORMATION:

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 vessel identification number for a Florida record.

   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.

2. Standard Form 97 is considered the equivalent of a certificate of title or Manufacturer's Certificate of Origin (MCO). If a dealer purchases a vessel at a U.S. Government sale and is issued a Standard Form 97 the dealer does not have to take title to the vessel. Standard Form 97 can be reassigned from dealer to dealer until it is purchased by an individual using form 82994, Motor Vehicle Dealer Title Reassignment Supplement, until it is purchased by an individual.
3. 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 vessel. 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.

4. A documentation check list is attached to this procedure as Exhibit A.

5. A Standard Form 97 is attached to this procedure as Exhibit B.

6. A bill of sale (affidavit), from the Bureau of Federal Property Assistance is attached to this procedure as Exhibit C.

7. A Sample form LLO 1/97, "Certificate To Obtain Title To A Vehicle," is attached as Exhibit D.

8. See Forms Appendix for a sample of the HSMV forms referred to in this procedure.
## FEDERALLY DONATED STATE SURPLUS VESSEL CHECK LIST

### FORMS

<table>
<thead>
<tr>
<th>FLORIDA RECORD</th>
<th>OUT-OF-STATE RECORD</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>HSMV 82040 or 82041</td>
</tr>
<tr>
<td>______</td>
<td>Bill of sale from the Florida Department of Management Services, Bureau of Federal Property Assistance, to purchaser.</td>
</tr>
<tr>
<td>or,</td>
<td>Certificate To Obtain Title To A Vehicle, form LLO 1/97.</td>
</tr>
<tr>
<td>______</td>
<td>Florida sales tax or specify sales tax information on form HSMV 82040 or form HSMV 82041.</td>
</tr>
<tr>
<td>______</td>
<td>Florida registration number, or a non use affidavit.</td>
</tr>
<tr>
<td>______</td>
<td>Title fees.</td>
</tr>
</tbody>
</table>
EXHIBIT B

The United States Government

Certificate to Obtain Title to a Vehicle

(Must Be Machine Prepared. See Instructions on reverse.) □ Duplicate If Checked

The undersigned Department or Agency of the United States Government certifies that the vehicle described herein, the property of the United States Government, has been transferred this 28th day of August 1994, 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.

Vehicle Identification No. XXXXXXXXXXXXXXXX

<table>
<thead>
<tr>
<th>Certificate No.</th>
<th>4X92FS-94-071</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>Make of Vehicle</th>
<th>Series or Model</th>
<th>Body Style</th>
</tr>
</thead>
<tbody>
<tr>
<td>1988</td>
<td>CHEVROLET</td>
<td>FLT P/UP</td>
<td>PICKUP TRUCK</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fuel</th>
<th>No. of Cylinders</th>
<th>Weight (Gross)</th>
<th>GVWR</th>
<th>Purchase Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>GAS</td>
<td>8</td>
<td></td>
<td></td>
<td>$2,500</td>
</tr>
</tbody>
</table>

Transferee: GSA, FSSE, (469PS)
PERSOINAL PROPERTY CENTER
BUILDING A-1723
KENNEDY SPACE CENTER
FL 32999

Department of Highway Safety
2900 Apalachee Parkway
Tallahassee, FL 32399-0500

Odometer Disclosure Statement

Federal Law (and State law, if applicable) requires that you state the mileage upon transfer of ownership; failure to complete or providing a false statement may result in fines and/or imprisonment.

GSA, FSSE, (469PS)

State that the odometer now reads ____________ miles and to the best of my knowledge that it 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 limits.

☐ (2) I hereby certify that the odometer reading is not the actual mileage.

WARNING - ODOMETER DISCREPANCY.

Transferee's Signature (Bull) ________________

Transferee's Signature (Exe) ________________

A714437

ANY ALTERATION OR ERASURE VOIDS THIS CERTIFICATE
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 ____________________, 2001, the following vessel was donated:

MAKE: __________________;

Hull Identification (Serial) Number: ______________________________________________

Y.O.M.:__________ to ____________________________________________________.

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

______________________________ certified that this is the first transfer of such vessel 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 _______________ 20______.

________________________________________
(NOTARY PUBLIC)
Commission Expires: _______________________

VSTL-17 (04/18/01)
# 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 is the property of the United States Government, has been transferred the day of __________, 20__ 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.

<table>
<thead>
<tr>
<th>Make of Vehicle</th>
<th>Year</th>
<th>Model</th>
<th>Serial VIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Vehicle</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No. of Owners</td>
<td>Fuel</td>
<td>Weight</td>
<td>SWAP</td>
</tr>
</tbody>
</table>

## 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 ____________ (total 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 actual mileage in excess of its mechanical limits.

2. I hereby certify that the odometer reading is NOT the actual mileage; WARNING: ODOMETER DISCREPANCY

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### Transferor - Seller; Transferee - Buyer

<table>
<thead>
<tr>
<th>Transferor (Seller) Name</th>
<th>Florida Bureau of Federal Property Assistance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address</td>
<td>#10-A Lake Bradford Rd.</td>
</tr>
<tr>
<td></td>
<td>Tallahassee, Florida 32304</td>
</tr>
<tr>
<td></td>
<td>Signatur of Deed</td>
</tr>
<tr>
<td></td>
<td>Date of Trans.</td>
</tr>
<tr>
<td></td>
<td>Typist Name of Signer</td>
</tr>
<tr>
<td></td>
<td>Sign</td>
</tr>
</tbody>
</table>

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### Transferor's Signature

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### Transferee's Signature

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ANY ALTERATION OR ERASURE V OIDS THIS CERTIFICATE