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## INFORMATION ON APPLYING FOR A FLORIDA TITLE AND PURCHASING OR TRANSFERRING A FLORIDA LICENSE PLATE

To Whom It May Concern:

In response to your request, enclosed are application forms for a certificate of title and purchasing or transferring a license plate.

The application must be completed in full detail using first name, middle/maiden name and last name (name on application must correspond with name of the proof of ownership). A residency or business street address in Florida must be provided. Postal Box addresses alone are not acceptable.

Enter the date and sex of the registered owner in the spaces provided on the application. In cases of joint ownership, use the date of birth and sex of the person listed first.

The Florida driver license number, Florida identification card number, or federal employer identification number of the owner listed first must be entered in the space provided on the application. A driver's license number is not required for vehicles not owned by a natural person.

The vehicle identification number (VIN) on all used vehicles brought in from out-of-state must be verified. The VIN verification portion on form HSMV 82040 must be completed.

Application for title must be accompanied by acceptable proof of ownership. For acceptable proofs, see item 12 on the enclosed License Plate Rate Instruction sheet, form HSMV 83140. Proof of ownership must be in the name of the applicant or properly assigned to the applicant. The proof of ownership will be retained.

License plates for private passenger cars and lightweight trucks (under 5000 pounds) are transferable to similar and lesser weight vehicles without additional tax, transfer fee or refund, provided a service fee and application for transfer are submitted.

Florida sales tax on the purchase of the vehicle may be due. Refer to the enclosed materials. Use the enclosed rate sheet to calculate remittance due. All declaration and/or exemption regarding sales tax on a vehicle must be recorded on the reverse side of form HSMV 82040. An exemption from the payment of sales tax may apply when a member of the United States military, who is a permanent Florida resident, stationed outside Florida, purchases a motor vehicle or vessel outside of Florida and titles and registers the motor vehicle or vessel in Florida. A notarized affidavit from the military member must be submitted. A sample affidavit is enclosed.

In addition to the Florida Sales Tax, there may be a discretionary sales surtax imposed by the counties to residents of that county. The discretionary sales surtax is based on the first \$5,000 of the purchase price. Refer to the enclosed material for participating counties.

Proof of purchase or required Personal Injury Protection (PIP) insurance and Liability insurance must accompany the application. Refer to the enclosed form HSMV 83330. You must submit an approved identification card, policy, binder or affidavit. Florida military members stationed outside of Florida should refer to the Military Exemption Information.

Applications must be submitted to the Tax Collector in your Florida County of residence. Refer to the enclosed directory for the appropriate address.

The personnel at the county level have all the necessary forms, knowledge and experience so that your application may be processed without unnecessary delays. You may also obtain additional information from the department's web site: <http://www.flhsmv.gov/>.

For further information or assistance, you may call the Customer Service Center at (850 617-2000).

Enclosures