

TECHNICAL ADVISORY

DIVISION OF MOTORIST SERVICES



To:	Tax Collectors and License Plate Agents	
Subject:	Military Registration Renewal and Insurance Requirement Procedures	
Advisory Date:	06/19/12	Implementation Date: Immediately
Advisory Number:	R12-05	

Recently, when an active duty military member renewed his registration, a clerk entered out-of-state insurance information in FRVIS as if it were a Florida insurance policy. This set off a chain of unfortunate events. The customer's insurance was denied, which resulted in the immediate suspension of his license and registrations. This could have been catastrophic if he was pulled over and found to be driving while his license was suspended.

Florida residents (and their spouses) on military assignment outside of Florida are not required to submit proof of Florida insurance coverage. The Department will accept insurance from an out-of-state insurance company in these cases; however, that insurance information **should not be entered in FRVIS in the input field.** Additionally, it is very important that all fields be completed in order to prevent an unnecessary suspension of their driving privilege.

It is imperative that you follow the procedures below to ensure this does not occur in the future. You can find current requirements in the DMV Procedures Manual, RS-36, IV, E, as follows:

1. An out-of-state mailing address (which will be shown on the Florida Vehicle Registration Certificate) for the military member.
2. The military member's Florida address of residence, which will be shown in the FRVIS database.
3. One of the following must be submitted as proof of current military assignment out-of-state:
 - a. A copy of the military orders.
 - or
 - b. An affidavit from the military member's commanding officer that confirms the member's military orders and the date of assignment.
4. An affidavit stating the motor vehicle is being maintained in the member's state of military assignment and will not be driven in the state of Florida, except in a transient visitor status.

Effective immediately, we have added a 5th requirement in order to comply fully with 324.021 (8). In addition to the military orders and affidavit,

5. A letter on letterhead stationery from the out-of-state insurance company/agent stating that the military member is currently insured in the state where he/she is actively stationed, providing insurance coverage for liability purposes. This letter should contain all policy information including name of insured, effective date of insurance, insurance company name, policy number, and vehicles covered.

FRVIS Input:

To indicate proof of exemptions on the current FRVIS programming first, **enter the letter "M" for military affidavit in the insurance type field and second, the wording "Out of State" (with no spaces) in the policy number field. IF THIS INFORMATION IS NOT ENTERED AS DESCRIBED, A SUSPENSION WILL OCCUR ON THE DRIVER LICENSE.** See example below.

It is still important that we capture the insurance information for liability purposes. In the comment field, enter the out-of-state insurance company name, policy number, and effective date. See example below.

This procedure will need to be followed every year upon registration renewal until we have active Florida insurance on the database.

Explanation:

It is imperative that we follow these procedures each time, as failure to will cause undue burden on our military customers.

This information will be updated in the DMV Procedures Manual (RS-36), as well as our military title and registration packet found at <http://www.flhsmv.gov/dmv/forms/miltitle.html>.

INSURANCE TYPE	<input type="text" value="M"/>	>>	<input type="text" value="MILITARY AFFIDAVIT"/>
INSURANCE COMPANY	<input type="text" value="99999"/>	>>	<input type="text" value="NO INSURANCE COMPANY"/>
INSURANCE NUMBER	<input type="text" value="OUTOFSTATE"/>		
VEH ID NUMBER	<input type="text" value="REDACTED"/>		
AGENCY NAME	<input type="text"/>		
INSURANCE STATUS	<input type="text" value="VERIFIED"/>		
CREATE DATE	<input type="text" value="06/13/2012"/>		

MTRFM106 - Renew Regular Regis

VEH ID NUM [REDACTED] MAIL TO CUST REG ONLY FLAG
 CUSTOMER [REDACTED] >> REG ONLY [REDACTED] >>
 MOBILE HOME LOCATION
 COUNTY [REDACTED]
 CITY [REDACTED]
 TMP ISS RSN [REDACTED] >>

REG USE PK >> PICKUP
 LIC PLATE CODE RGS >> SUNSHINE STATE
 VEH CLASS 031 TRUCK
 LIAB INS TYP >>
 TEMP. DAYS [REDACTED] UNIT NBR [REDACTED]

BIENNIAL LEGISLATIVE INDICATOR
 EFF. DATE 06/13/2012 EXP. DATE 11/22/2012 CANC. DATE [REDACTED]
 TAX MONTHS 12 BACK TAX MONTHS [REDACTED]
 REPLACE LP ? LIC PLT NUM [REDACTED] DECAL NUM [REDACTED]
 FLEET [REDACTED]
 REPL REASON >> [REDACTED] Est. Fees FEES
 COMMENT DESC. **INSURANCE CO INC #123456789-ABC EFF. 06/01**

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