

INFORMATION NOTICE

DIVISION OF MOTORIST SERVICES

DATE: 08/11/25	Information Notice (INFO) INFO 25-014
SUBJECT: Process for Submitting Title Transactions and HSMV 93011 Forms to High-Speed Scanning Unit	

Overview:

This information notice provides instructions for submitting title transactions and HSMV 93011 forms to the High-Speed Scanning Unit for imaging.

Details:

Documents to Send (package in the order listed below):

- First page of the Transaction Summary Report (barcode page only) on top.
- All **HSMV 82041 & 93011** barcoded coversheets, along with the supporting documents (Bill of sale, title, letters, etc.) behind each coversheet.
- **Do not send checks or payments.**
- See attached Title Transaction Example.

Mailing Instructions:

- Send documents within **10 business days** of the transaction date and mail documents to:
 - Florida Department of Highway Safety and Motor Vehicles, Division of Motorist Services, High-Speed Scanning Unit, Clara H. Adams Building, 2928 Apalachee Parkway, MS 71, Tallahassee, FL 32399

Packaging Guidelines:

- Separate Orion – Motor Vehicle Issuance (MVI) transactions and documents from FRVIS transactions.
- Arrange **numerically** by transaction ID (T# on 82041, SCAN NUM on 93011).
- Ensure barcodes are **crisp, dark, and legible, and do not obstruct barcodes with staples, sticky notes, stray marks, or tape. Reprint the coversheet if needed and send the original and reprinted versions.**
- Do not use more than one standard-size staple in the upper left corner.
- Repair torn paperwork with tape, and ensure all documents are **flat and unfolded**.
- Organize paperwork in batches with rubber bands (**no more than 4 inches tall**).
- Package the documents snugly to prevent shifting during transit, clearly label multiple packages for the same report (e.g., 1 of 3, 2 of 3, etc.), and ship all report documents together simultaneously.

Conclusion:

Follow TL-62 for additional guidance and information about where to send other documents the unit does not image. If you need additional information, please contact your next level of management or the Field Support Center.

Package title transactions with the Transaction Summary on top, followed by the 82041 form and supporting documents.

MICHIGAN
 COUNTY (NAME) 13 35
 REPORT DATE MO 04/7/2025 5:02
 REPORT STATUS 00000
 FLORIDA DEPARTMENT OF HIGHWAY SAFETY
 TRANSACTIONS REPORT SYSTEM
 IN COMPLIANCE WITH F.S. 318.33
 FILE NO. 14111000
 RUN DATE 04/11/2025
 RUN TIME 00:01

DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES
 P.O. BOX 17776
 TALLAHASSEE, FLORIDA 32314

CHECK NUMBER/DATE TRANSFER NO.
 AMOUNT

UNPAID TOTAL					
RIGHTS 40.00	ADULTS 115.00	REGUL. CTRY FEE 5.00	RETAINED VEHICLE 5.75	COUNTY ON DATE 5.00	
ECONOMIC BANKRU 15.00	ECONOMIC DEATHS 50.00	ECONOMIC VEHICLE CTRY FEE 5.00	ECONOMIC RETAINED VEHICLE 5.00	BAG CHECK PENALTY 5.00	
VEHICLE RENT 0000.00	VEHICLE RENT 25.75	REG. 5.00	DRUG ADR 5.00	DRUG FTL 01.00	
FEES 101	DRUG COURT 0	ADULTS FEE 000.00	ADULT TOTAL 0000.00	TRANSACTION TOTAL 0000.00	
* OTHER TRANS	OTHER TOTAL				

DRY USE ONLY

CHECK NO.

TAX COLLECTOR

PAYMENT DATE

[illegible]

FD-35 (Rev. 10-17-95)

STATE OF FLORIDA
DEPARTMENT OF HIGHWAYS AND MOTOR VEHICLES
DIVISION OF MOTORIST SERVICES
2900 Northwest Parkway • Tallahassee, 32309-3010
MOTOR VEHICLE POWER OF ATTORNEY-COMPLETION DISCLOSURE

(Instructions on Reverse Side)

This form may be used after this is physically filed to determine or where the title has been sold. This form must be submitted to the state by the person executing Powers of Attorney. Failure to do so will result in fines or imprisonment.

VEHICLE DESCRIPTION

Year	Make	Model	Body	Tag No.
2019	GMC	SIERRA 150	DEL CAB 2WD	

PART A - TRANSFERRED OWNERSHIP TO POWER OF ATTORNEY TO DISCLOSE DISBURSE

Title _____
Date _____
Place Date Is Being _____
Signature _____
Print Name of Owner(s) - Business _____
as of _____
I hereby authorize in fact with full authority to transfer title, to satisfy any lien and to disclose the mileage for the vehicle described above, exactly as stated in the following disclosure:

WARNING: Federal law and State law require that you state the mileage in connection with transfer of ownership. Providing a false statement may result in fines or imprisonment.
I HAVE STATE THAT THIS IS: ☐ A DIGIT OR ☒ A DIGIT ODOMETER NOW READS: 20,318 MILE. NO TENTH MILES.
DATE READ: 01-21-20 AND I HEREBY CERTIFY THAT TO THE BEST OF MY/CUR KNOWLEDGE THE ODOMETER READINGS:
☐ IS REPLICATE ACTUAL MILEAGE ☐ IS IN EXCESS OF ITS MECHANICAL LIMITS ☐ IS NOT THE ACTUAL MILEAGE
WARNING: ODOMETER DISCREPANCY PENALTY: \$1,000 PER YEAR

UNDER PENALTY OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

Seller's Signature _____ Seller's Print Name _____
On Seller's Signature _____ On Seller's Printed Name _____
Seller's Address _____ City ST AUGUSTINE State FL Zip 32092
Purchase's Signature _____ Purchase's Printed Name _____
Purchase's Distinguishing Name JACKSONVILLE CJB FIAT Sales License No. V110016651
Purchase's Address _____ City JACKSONVILLE State FL Zip 32256
Business Address 11101 NURSERY FIELDS DR

PART B - TRANSFERRED PURCHASE'S POWER OF ATTORNEY TO REVIEW TITLE DOCUMENTS AND ACKNOWLEDGE DISBURSE (PART B IS VOID UNLESS PART A HAS BEEN COMPLETED)

Title _____
Date _____
Place Purchase's Name _____
as of _____
I hereby authorize in fact for the purpose of and with full authority to accept for title another signature, to file a lien and to sign the mileage disclosure on the title for the vehicle described above, only if the disclosure is exactly as the disclosure completed below.

WARNING: Federal law and State law require that you state the mileage in connection with transfer of ownership. Providing a false statement may result in fines or imprisonment.
I HAVE STATE THAT THIS IS: ☐ A DIGIT OR ☒ A DIGIT ODOMETER NOW READS: 20,318 MILE. NO TENTH MILES.
DATE READ: _____ AND I HEREBY CERTIFY THAT TO THE BEST OF MY/CUR KNOWLEDGE THE ODOMETER READINGS:
☐ IS REPLICATE ACTUAL MILEAGE ☐ IS IN EXCESS OF ITS MECHANICAL LIMITS ☐ IS NOT THE ACTUAL MILEAGE
WARNING: ODOMETER DISCREPANCY PENALTY: \$1,000 PER YEAR

UNDER PENALTY OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

Seller's Signature _____ Seller's Print Name _____
On Seller's Signature _____ On Seller's Printed Name _____
Seller's Address _____ City _____ State _____ Zip _____
Purchase's Signature _____ Purchase's Printed Name _____
Purchase's Distinguishing Name _____ Sales License No. _____
Purchase's Address _____ Street Address _____
City _____ State _____ Zip _____

PART C - CERTIFYING THAT INFORMATION IN EACH OF THE foregoing Part C must be the same person transferring information and signing the title.)

I hereby certify that the mileage I have disclosed on the title document is _____
consistent with that provided to file in the above power of attorney. Further, upon expiration of the title and any remaining documents for the vehicle described above, the mileage disclosures have made on the title pursuant to the power of attorney is the same or greater than that previously stated on the title registered documents. This certificate is not required to provide nor does it create any new or additional liability, under Florida or State law.
UNLESS SPECIFICALLY STATED OTHERWISE, I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

Signature _____ Date 3/31/20 _____
Street Address _____ City _____ State _____ Zip _____
ORIGINAL OWNER Copy (with Title) GOLD COPY Dealer/Business YELLOW COPY Port A Seller

NOTICE: ANY ALTERATION OR ERASURE MAY VOID THIS DOCUMENT

Transaction Summary Report

HSMV 82041 Form

Supporting Documents for 82041