

Motor Vehicle Procedure Manual
Registration
Registration Only Registration

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Legal Authority

[Section 319.21\(3\), Florida Statutes](#), requires that no person shall purchase or otherwise acquire or bring into this state a motor vehicle or mobile home, except for temporary use, unless such person obtains a Florida Certificate of Title for it in his or her name.

Exceptions to this law [per s. 319.20, Florida Statutes](#), are mopeds, electric motorized bicycles, (see [RS-61](#) for further information), gas motorized bicycles (see [RS-68](#) for further information), or any trailer having a net weight of less than 2,000 pounds, as these are not allowed to be titled.

[s. 320.02\(1\), Florida Statutes](#), requires every owner or person in charge of a motor vehicle, which is operated or driven on the roads of this state to register the vehicle in this state.

[s. 320.0815](#) and [320.37, Florida Statutes](#), require mobile homes, park trailers or travel trailers to be registered when located in this state for six months or more. Therefore, under certain circumstances, the Division of Motorist Services will authorize the registration of motor vehicles or mobile homes, which are not lawfully titled in Florida. These registrations are referred to as "Registration Only" registrations and are processed through the county tax collector or license plate agent’s office.

[Section 320.02\(3\)](#), Florida Statutes, requires prior to the registration in this state of any vehicle registered outside the state, the application must be accompanied by either a sworn affidavit from the seller and purchaser verifying that the vehicle identification number (VIN) shown on the affidavit is identical to the vehicle identification number shown on the motor vehicle or a copy of the appropriate departmental form evidencing that a physical examination has been made of the motor vehicle by the owner and by a duly constituted police officer of any state, a licensed motor vehicle dealer, a license inspector as provided by [s. 320.58, Florida Statutes](#), or a notary public commissioned by any state and that the vehicle identification number shown on the applicable form and the application is identical to the vehicle identification number shown on the motor vehicle.

Description and Use

This procedure provides information and instructions to assist employees of the tax collector, license plate agent and the Florida Department of Highway Safety and Motor Vehicles with the transfer of license plates.

Authorized “Registration Only” Transactions

A "Registration Only" registration may be issued only under the following circumstances when all applicable documents are submitted as required by this procedure:

- A. A title is not allowed on a trailer less than 2,000 pounds or on mopeds. The REG ONLY reason code is TN (Title Not Required).
- B. When a motor vehicle title is being held by an out-of-state lienholder or lessor; a regular license plate will be issued unless a specialty license plate is requested, or the owner is eligible for a special license plate. The REG ONLY reason code is OL (Out-of-State Lienholder). Specialty and special license plates are defined below:
 - 1. Specialty Plates (Refer to RS-22) - These license plates raise funds to support the cause for which the specialty license plate was designed. Each of the specialty license plates require an additional fee but the use of a specialty license plate is a voluntary purchase and there are no eligibility requirements. Specialty Plates include but are not limited to: collegiate, professional sports, environmental and personalized.)

2. Special Plates - These license plates are only issued to individuals or assigned to vehicles which meet certain criteria. Proof to document the eligibility must be submitted. Special Plates include but are not limited to: Amateur Radio(Refer to RS-21), National Guard (Refer to RS-15), US Reserve (Refer RS-55), Ex-POW(Refer RS-15), Pearl Harbor Survivor(Refer RS-15), Purple Heart (Refer RS-17), Fleet(Refer RS-55), Paralyzed Vets(Refer RS-16), International Wheelchair(Refer RS-19), Disabled Veterans(Refer RS-17), DV Wheelchair(Refer RS-19), and all permanent Governmental License Plates(Refer RS-12).

- C. When the customer is temporarily employed in this state; a 90-day Temporarily Employed license plate must be issued. Refer to Procedure RS-41. The REG ONLY reason code is TE (Temporarily Employed).
- D. When a nonresident U.S. Armed Forces member is temporarily assigned to this state and requests a license plate but does not apply for a Florida title; a regular license plate will be issued, unless a specialty license plate is requested. Refer to the definition of specialty plates under Authorized "Registration Only" Transaction B, 1-2, in this procedure. The REG ONLY reason code is NR (Non-Resident Military).

If a nonresident military member purchases a motor vehicle out of the country and brings it to Florida, requesting a Florida "registration only", they must first obtain a title for the motor vehicle in their home state. If the nonresident military member applies for a Florida title, this procedure would not be applicable.

- E. When a vehicle is loaned to a governmental agency. The appropriate series permanent government license plate must be issued. The REG ONLY reason code is VL (Vehicles Loaned or Leased).
- F. A heavy truck, truck tractor or bus, under lease to a Florida-based corporation or any other business entity engaged in intrastate operation, will be issued a regular license plate. Two truck plates are required to be displayed when the heavy truck has a gross vehicle weight of 26,001 pounds or more. The REG ONLY reason code is IO (Intrastate Operation).
- G. A mobile home, park trailer or travel trailer which is permanently affixed to the land; is in Florida for over six consecutive months; the vehicle identification number cannot be determined and is not visible in any manner; and ownership cannot be determined or substantiated. A trailer identification number (TIN) will be generated by the system and a regular mobile home decal will be issued. The TIN number is NOT to be die cut or affixed to the mobile home or trailer.

When a "registration only" registration is issued under these circumstances, the registration information and documentation may not be used as proof of ownership to support the issuance of a Florida Certificate of Title. A court order or valid certificate of title properly endorsed by the owner transferring ownership to the individual to whom the mobile home or trailer is registered is required to obtain a Florida Certificate of Title. The REG ONLY reason code is TN (Title Not Required).

- H. A Non-US Military member can obtain a “registration only” if the proof of ownership from out of country is in the NON-US Military member’s name. Proof of out-of-country military status will be reviewed by the department as needed.
- I. Any vehicle not in the "Registration Only" category as outlined in this procedure is required to be titled in this state, unless otherwise authorized by the Division of Motorist Services.

Proof of Eligibility Required for Original Transaction

Requirements for each type of "Registration Only" registration are provided below. These requirements apply to the original transaction only.

- A. A copy of the Manufacturer’s Certificate of Origin (MCO) and/or a bill of sale, showing chain of ownership, is required for a moped or any trailer having a net weight of less than 2,000 pounds. The bill of sale must show at least the make and year. Dealer or manufacturer license plates require the dealer license number and the check digit number.

When the vehicle is a used trailer (homemade or manufactured) having a net weight of less than 2,000 pounds, a bill of sale and the previous owner's license plate number is required. If the used trailer (homemade or manufactured) has never been registered in Florida, a certified weight slip is also required. When processing a registration to a trailer with no vehicle identification number (VIN), the motor vehicle issuance system will generate a trailer identification number (TIN) and a license plate will be issued. The TIN number is not a VIN number and is not required to be die cut or affixed to the trailer; however, it is recommended.

- B. When the title is being held by an out-of-state lienholder or lessor, verify the following, when applicable:
 - 1. A letter on letterhead stationery from the lienholder, which indicates there is an outstanding lien on the described vehicle. The year, make and vehicle identification number (VIN) of the vehicle must also be included in the letter. A fax copy of the letter is acceptable.

The letter does not have to state the lienholder will not surrender the title. Since they continue to hold the title, this is implied.

A copy of the out-of-state title that shows the out-of-state lien information unless the out-of-state certificate of title is electronic. In this case, the letter on letterhead stationery from the lienholder must state that fact.

If the out-of-state title has not been issued, a copy of the title receipt (the out-of- state equivalent to the HSMV 82041) is acceptable.

2. The following must be submitted for verification from an out-of-state lessor: A letter on letterhead stationery from the lessor that indicates they do not want to apply for a Florida Certificate of Title and authorizing the lessee to register the vehicle in Florida on a "Registration Only" basis. If the letter does not indicate the lessee is authorized to register the vehicle in Florida, a copy of the lease agreement is required. The year, make and vehicle identification number (VIN) of the vehicle must be included in the letter.

A copy of the out-of-state title that shows the out-of-state lessor information, unless the out-of-state certificate of title is electronic. In this case, the letter on letterhead stationery from the lessor must state that fact.

If the title has not been issued, a copy of the title receipt (the out-of-state equivalent to the HSMV 82041) is acceptable.

If the vehicle also has an outstanding lien, a letter on letterhead stationery from the out-of-state lienholder, which indicates there is still an outstanding lien on the described vehicle, and a statement authorizing the vehicle to be registered in Florida on a "Registration Only" basis.

3. Refer to "Proof of Eligibility Required for Original Transaction" in section additional documentation and instructions A, B, and C.

C. When the customer is temporarily employed in the State of Florida verify the following:

1. A copy of the current or valid out-of-state registration.
2. An affidavit from the employer or the customer stating that the customer is temporarily employed in Florida.

Refer to [Procedure RS-41](#) for additional information.

D. When a nonresident Us Armed Forces member applies for an original registration, they must provide the following:

1. A copy of his/her military orders assigning them to a Florida military duty station AND a copy of his/her out of state driver license.
2. A copy of the current or valid out-of-state registration.

Refer to [Procedure RS-07](#) for Nonresident Renewal Exemption Requirements.

E. On vehicles loaned to a governmental agency verify the following:

1. Proof of Ownership as indicated below:
 - a. If the vehicle is new and loaned by the manufacturer or dealer, a copy of the Manufacturer's Certificate of Origin.
 - b. If the vehicle is titled, verify the title in the owner's name.
2. Verify the signed loan agreement with the governmental agency.
3. Enter the sales tax exemption number.

F. If the customer is registering a heavy truck, truck tractor or bus leased to a Florida corporation or business entity, verify the following:

1. A copy of the out-of-state title or a copy of a receipt evidencing that an out-of- state title has been applied for and if there is an outstanding lien, a statement on letterhead stationery from the lienholder stating there is an outstanding lien on the described vehicle.
2. A copy of the lease agreement with the Florida corporation or business entity.
3. Refer to Proof of Eligibility Required for Original Transaction section IV, A, B, and C of this procedure for additional documentation and information.
4. Proof of Heavy Vehicle Use Tax is required listing the vehicle identification number. [Refer to RS-34.](#)

G. On Mobile Homes, Park Trailers and Travel Trailers verify the following:

1. If the customer is registering a mobile home, park trailer or travel trailer eligible for "registration only," verify and maintain on file an affidavit signed by the customer and co-signed by the County Tax Collector's Mobile Home Inspector or the Division of Motorist Services Compliance Examiner or Inspector, including the following statements:
 - a. The customer is the person in charge of the mobile home, park trailer or travel trailer.
 - b. The previous owner is unknown.
 - c. The vehicle identification number is unknown.
 - d. A description including as much information as possible such as length, width, etc.
 - e. The year and make or a statement that the year and/or make are unknown

- f. The physical location of the mobile home.
- 2. On mobile homes, park trailers or travel trailers registered under this procedure on a "Registration Only" basis, the following information must be entered in the motor vehicle issuance system when applicable:
 - a. When the make is unknown, enter "UNKN" in the In-House Make space.
 - b. When the year of the make is unknown, enter 1900 in the Year Make space.
 - c. Since the vehicle identification number is unknown, issue a TIN number (Trailer Identification Number).
 - d. Since ownership cannot be determined, enter "Person in Charge of Registration-ownership cannot be substantiated" in the Comments space.

When back tax is due for registration purposes on a mobile home, park trailer or travel trailer registered on a "registration only" basis under these conditions, only the current year and up to two years back tax can be collected. This is an exception to [Procedure RS-11](#).

- H. Effective 10/01/15, "registration only" no longer applies to a modular home located on a mobile home lot, unless the modular home was located on the lot prior to 10/01/15. Those modular homes registered as "registration only" may continue to renew the registration, or the owner may choose to title and register the modular home.

Additional Documentation and Instruction

A. Form HSMV 82042 Required:

When an out-of-state title is being held by an out-of-state lienholder or lessor and a "Registration Only" transaction is being processed, the upper portion of a Form HSMV 82042 must be completed by the customer. The lower portion of the form must be completed as described on the form.

B. Proof Of Sales And Use Tax:

The following sales and use tax information applies to sections A, B, D, and F this procedure. If the vehicle was purchased within six months preceding the application, Florida sales tax may be due. If the customer can provide proof that the out-of-state sales tax was paid and is equal to or greater than Florida sales tax, no additional tax is due. If the customer provides proof that less than six-percent out-of-state sales tax was paid, the difference between the out-of-state sales tax paid and the Florida sales tax is due and must be collected and remitted. If sales tax is paid directly to the Florida Department of Revenue, enter the sales tax exemption number on form HSMV 82041. ([Refer to TL-08](#))

C. Proof Of Insurance:

Proof of Florida insurance is required. Refer to [Procedure RS-36](#) for additional insurance requirements. Proof of insurance is not required on mopeds, motorcycles, trailers or federally owned vehicles.

Registration Renewal Notice

Registration renewal notices are not required by state or federal law. Some county tax collectors provide a renewal notice that reminds the customer to renew his or her registration each year. The following information concerns the issuance of a registration renewal notice for “registration only” transactions for those counties that produce renewal notices.

- A. When a title is not required, a registration renewal notice will be printed.
- B. When an out-of-state lienholder or lessor is holding the title, a registration renewal notice will be printed with the following message: R/O Out- Of- State Lien Holder or my signature signifies this vehicle has an existing out of state lien.
- C. When a temporarily employed license plate is issued, a registration renewal notice will not be printed.
- D. When the owner is nonresident U.S. Armed Forces, a registration renewal notice will be printed with the following message:

R/O Non-Resident U.S. Armed Forces

- E. When the vehicle is loaned to a governmental agency, the license plate is permanent. A registration renewal notice will not be printed.
- F. When a heavy truck, truck tractor or bus is under lease to a Florida-based corporation or any other business entity engaged in intrastate operation, a registration renewal notice will be printed.
- G. When a mobile home, park trailer or travel trailer is registered as a "registration only," a registration renewal notice will be printed.

Marine Boat Trailer Owned by a Nonprofit

This transaction is governed by [Section 320.102](#), Florida Statutes

General Information:

The marine boat trailer information is found in this procedure ([RS-04](#)) for trailers 1,999 pounds or less and are required to have a registration only. The same marine boat trailer information is also included in [RS-63](#) for trailers weighing 2,000 pounds or more and are required to have a title and registration issued.

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Effective Date: Immediately

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The registration or renewal of a registration of any marine boat trailer is exempt from the payment of most registration fees, taxes, surcharges and charges if it is owned and operated by a nonprofit organization, exempt from federal income tax under s. 501(c)(3) of current Internal Revenue Service code, and the marine boat trailer is used exclusively in carrying out its customary nonprofit activities.

To comply with 2017 legislation, vehicle class code of “55 – Marine Trailer Nonprofit” was added to the vehicle class code table. A new registration use of “NP – Marine Trailer Nonprofit” was added to the registration use table.

Class Code 55 – Marine Trailer Nonprofit, is restricted to regular series license plates (RGR, RGS, RMR, MCR, TDL, and TEM) to receive the full-fee exemption. However, an organization may request an eligible specialty license plate or personalized plate. Specialty license plates and personalized license plates are not exempt and thus the customer must pay these fees. Some special license plates require certain requirements be met and are not allowed to be issued to organizations (e.g. Combat Action Badge).

If the clerk selects registration use “REG USE” “NP” during a transaction for an individual customer, the motor vehicle issuance system will return an error message “Registration Use of NP is restricted to business customers only. Please select a different customer or registration use.”

A biennial registration is allowed for a marine boat trailer with a registration use of “NP”.

Proof of Eligibility Required for an Original Registration:

1. An original or copy of an original Internal Revenue Service (IRS) Determination Letter.

The tax collector or license plate agent must keep a copy of the letter on file in the office for 12 months.

Issuance of an Original Registration:

1. Clerk must verify that the Federal Employee Identification Number (FEIN) that is shown on the IRS Determination Letter is the same as what is attached to the nonprofit organization’s motor vehicle issuance system customer record.

If the motor vehicle issuance system customer record does not reflect an FEIN, the clerk must add the FEIN shown on the letter to the customer record using Customer Maintenance before starting the original registration issuance.

If the motor vehicle issuance system customer record reflects an FEIN that is not the same as what is shown on the letter, the clerk must correct the FEIN to read the same as the number on the letter. The correction is made using Customer Maintenance in the motor vehicle issuance system.

Renewal of Registration:

Once the marine boat trailer owned by a nonprofit organization has been identified in motor vehicle issuance system as a Class Code 55 – Registration Use NP, it may be renewed in person, by mail and at a future date the renewal will be available through MyDMV Portal.

Revision(s)

6/9/2022: Removed RS-40 and Honorary Consul from the Authorized “Registration Only” Transactions section of the procedure.

2/8/2022: Added links: RS-22, RS-21, RS-15, RS-55, RS-16, RS-17, RS-19, RS-40, RS-12.

2/8/2022: Added TL-08 U.S. Armed Forces link to TA.

2/8/2022: Added verbiage R/O OUT- OF- STATE LIEN HOLDER or My signature signifies this vehicle has an existing out of state lien.

2/8/2022: Added verbiage R/O NON-RESIDENT U.S. ARMED FORCES.

Changed references to “military member” to U.S. Armed Forces member.

Statutory review, added links to statutes. Added links to other related procedures. Added Historic Revisions.

7/1/17 Added information for marine boat trailers, which was added to Florida statutes in 2017.