

Motor Vehicle Procedure Manual
Registration
SURRENDER OF A LICENSE PLATE BY OWNER

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Description And Use:

This procedure provides information and instructions to assist employees of the tax collector, license plate agent and Florida Highway Safety and Motor Vehicles (FLHSMV) in receiving a license plate surrendered by the owner.

Where To Surrender A License Plate:

An owner/registrant may surrender their license plate and decal to their local tax collector's office, license plate agent or driver license office. Owners/registrants may submit the license plate and decal in person or by mail. If surrendering by mail, include a signed written statement which specifies the reason for surrendering the license plate and decal (such as cancelling insurance, moved out of state, etc.) and a copy of the owner's/registrant's photo identification. If surrendering in person identification must be provided. If a person other than the owner/registrant is surrendering the license plate and decal, their photo identification must be provided and scanned with the appropriate affidavit or other document(s) provided or maintained as a paper record in the office for one year. Visit the following link for addresses to your local county tax collector's office or license plate agent.

<https://www.flhsmv.gov/locations/>

When To Surrender A License Plate:

- A. When an owner/registrant intends to cancel the insurance on a vehicle that has a valid license plate and decal, they should first surrender the license plate and decal.
- B. When an owner/registrant disposes of a vehicle (sells, donates, etc.) that has a current license plate and decal, they must surrender the license plate and decal or provide a completed form [HSMV 82050](#) Notice of Sale of Motor Vehicle, Vessel, Mobile Home to their local tax collector's office or license plate agent to prevent a financial responsibility suspension. See [TL-52](#), Mark Title Sold for more information on form [HSMV 82050](#). Form [HSMV 82050](#) cannot be submitted to a driver license only office.
- C. If the owner/registrant does not surrender their license plate and decal they are responsible for any unauthorized use of the license plate.
- D. When a towing or repossession company tows a vehicle with a valid or expired license plate the owner/registrant of the vehicle should be allowed to retrieve their license plate. If the owner/registrant does not retrieve the license plate the towing or repossession company should surrender the license plate to the local tax collector's office or license plate agent.

When A License Plate Is Physically Unavailable:

When the license plate is unavailable for surrender, a perjury clause affidavit is acceptable in lieu of the actual license plate. The owner/registrant of the license plate must submit the following to have the license plate cancelled in FRVIS:

- a. Proof of identity see [TL-01](#).
- b. A completed and signed perjury clause affidavit containing the license plate number to be cancelled and the reason the license plate is not available for surrender. The processing agency must retain this affidavit for one year. See Exhibit A for an example of a suggested affidavit.
- c. The clerk processing the cancellation of the surrendered license plate will choose
 - Registration
 - License Plate
 - Surrender LP/Cancel Registration
 - Enter License Plate Number
 - Plate Status - Cancelled
 - Reg Status – Cancelled
 - Cancel Reason - IP (Insurance Purposes)
 - FRVIS Comments: Affidavit Submitted: LP Unavailable
 - Provide FRVIS cancellation receipt to the customer

Disposal Of Surrendered/Cancelled/Obsolete/Defaced License Plates:

All surrendered/cancelled license plates shall be listed on Form [HSMV 84003](#), Receipt and Certificate of Disposal for Obsolete License Plates, along with any obsolete or defaced license plates processed

in the agency. These license plates must be packaged for pick up by PRIDE with an original or copy of form [HSMV 84003](#). A copy of the submitted Form [HSMV 84003](#) should be retained in the office until the year-end audit is completed by the county and finalized by FLHSMV Bureau of Accounting.

General Information:

- A. When the surrendered license plate is an authenticated license plate the owner/registant may remove the decal and surrender the decal only. The processing clerk should note on the FRVIS comments line "Authenticated plate retained by owner/registant."
- B. The owner/registant is responsible for reporting their stolen license plate to law enforcement, see [RS-06](#).
- C. When a license plate is surrendered in a driver license only office, the license plate must be surrendered in ORION. ORION provides a receipt for the customer which includes the license plate number and proof that the license plate was surrendered.
- D. When a license plate is surrendered in a motor vehicle only office, the license plate must be surrendered in ORION. ORION provides a receipt for the customer which includes the license plate number and proof that the license plate was surrendered.
- E. When a license plate is surrendered in an office that processes both motor vehicle and driver license transactions, the license plate must be surrendered in FRVIS and ORION. The receipt from both systems should be given to the customer.
- F. When a customer qualifies for a refund see [RS-65](#).
- G. If a customer surrender his/her license plate due to an insurance suspension and they are applying for a replacement license plate. The following must be completed first in FRVIS before issuing the replacement. See appropriate instructions and example.**
Registration> License Plate> Surrender License Plate Cancel Registration.

MTRFM125 - ACCEPT SURRENDERED LIC PLT & REGIS

PLATE

PLATE NUMBER
EXPIRATION DATE
DECAL NUMBER/YR

PLATE STATUS
PLATE CODE

VEH ID NUM
CUSTOMER NAME
FEID/DL NUMBER

REGISTRATION

REG STATUS
EFFECTIVE
REG TYPE
REG ONLY

CANCEL REASON >>
EXPIRATION DATE

COMMENT DESC.

It does not matter if there was insurance at the time of suspension. The statute does not allow us to replace a tag without payment.

or

- H. **If the customer license plate was seized by law enforcement due to an insurance suspension and the customer is applying for a replacement the following must be completed first in FRVIS before issuing replacement. See appropriate instructions and example.**

Registration> License Plate> Surrender License Plate/Cancel Registration> Admin code for surrender reason. It does not matter if there was insurance at the time of suspension. The statute does not allow the department to replace a seized tag without payment. The cancel reason will show AD.

Revision(s)

12/05/22 removed “The Department” from the procedure and changed it to “Florida Highway Safety and Motor Vehicles”. Added verbiage . If a customer surrender his/her license plate due to an insurance suspension and they are applying for a replacement license plate. The following must be completed first in FRVIS before issuing the replacement. See appropriate instructions and example. Registration> License Plate> Surrender License PlateCancel Registration. If the customer license plate was seized by law enforcement due to an insurance suspension and the customer is applying for a replacement the following must be completed first in FRVIS before issuing replacement. See appropriate instructions and example. Registration> License Plate> Surrender License Plate/Cancel Registration> Admin code for surrender reason. The cancel reason will show AD. It does not matter if there was insurance at the time of suspension. The statute does not allow the department to replace a seized tag without payment. Removed “FDLIS” from the procedure and changed to “ORION”.

08/27/20: Clarified language in section (I). If a person other than the owner/registrant is surrendering the license plate and decal, their photo identification must be provided and scanned with the appropriate affidavit or other document(s) provided or maintained as a paper record in the office for one year.

07/27/18: Added General Information and Historical Revisions section. Removed all Note references. Added link for procedure reference and revised information in Sections I and II.

05/01/13: Revised information and re-lettered items

Remove language from General Information (C) “If the customer provides the registration in a driver license only office, stamp or write "cancelled" on the registration and return it to the customer.”

Exhibit A

LICENSE PLATE UNAVAILABLE FOR SURRENDER AFFIDAVIT

License plate number _____ is not available for surrender due to the following:

- LOST
- DESTROYED
- STOLEN (Customer must submit a police report or a case number).

If found or returned the license plate will not be affixed to any motor vehicle.

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

Printed Name of Owner/Registrant

Signature of Owner/Registrant

Date

This is a suggested form. This is not a prescribed form