

Motor Vehicle Procedure Manual
Registration
MOTOR VEHICLE REGISTRATION FOR TRAMS

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Legal Authority

Due to the increased number of trams used by entertainment parks, retirement communities and shopping centers, this procedure has been devised to assist in determining when registration is required and how these vehicles must be registered.

Section [316.605](#), Florida Statutes, requires registration of every vehicle driven, stopped, or parked upon any highway, road, or street of this state.

Section [320.02](#), 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.

Description and Use

This procedure is provided to assist employees of the tax collector, license plate agent and the Florida Highway Safety and Motor Vehicles (FLHSMV). In providing information and instructions for the issuance of motor vehicle registration for trams.

Classification

A. POWER UNITS:

1. NOT-FOR-HIRE:

These units may or may not have passengers. In either situation, they are to be registered by weight as a truck. If the net weight is over 5,000 pounds, a gross vehicle weight must be declared. This is determined by adding the net weight of the power unit plus the weight of the passengers being transported. However, do not add the weight of any trailing modules, or the weight for passengers being transported in the trailing module(s).

2. FOR-HIRE:

- Units carrying up to 4 passengers (including driver), use the regular class code 31 for a truck.
- Over 4 passengers, but less than 9, use class code 09 (van).
- Over 9 passengers, use class code 36 (bus).

B. TRAILING MODULE:

The units being pulled by the power unit to haul passengers are registered as trailers. If the proof of ownership does not include a weight, it is not necessary to have the unit weighed. You may compute the weight by multiplying the width times length times 20 pounds. Use class code 53 if the trailer is not-for-hire or class code 54 if the trailer is for-hire.

Application Requirements

A. PROOF OF OWNERSHIP:

- Acceptable proof of ownership on the power unit is a Manufacturer's Certificate of Origin. A title is required on this unit.
- Acceptable proof of ownership on the trailing module is a Manufacturer's Certificate of Origin or bill of sale. Units weighing 2,000 pounds or more require a title.

B. PROOF OF INSURANCE: Proof of Florida insurance is required. Refer to DMS Procedure [RS-36](#) for additional insurance requirements.

C. HEAVY VEHICLE USE TAX: If the power unit has a gross vehicle weight of 55,000 pounds or more, proof of filing, payment or, exemption from Federal Heavy Vehicle Use Tax must be provided. You may refer to Procedure [RS-34](#) for additional information.

D. FEES: The Registration Tax, as shown in the Tax Due and Credit Manual, must be paid using the appropriate class codes by the classification and weight; The Trust fund fees from the Class Code/Fee Chart, Original License Plate fee, Decal on Demand fee, Service fee (add Branch fee, if applying through a county branch agency) must also be paid.

Refer to the [Registration Fees and Flat Taxes Distribution Chart](#) for applicable fees.

RENEWALS AND TRANSFERS:

Renewals and transfers may be processed in any county license plate agent office.

REPLACEMENT LICENSE PLATES:

Replacement license plates may be issued by any local county license plate agent when each of the following items are submitted:

- Copy of registration certificate.
- Form [HSMV 83146](#), Application for Replacement License Plate, Validation Decal or Parking Permit.
- Payment of fees: Replacement fee, Decal on Demand fee, Service fee (add Branch fee, if applying through a county branch agency), Air Pollution Control fee, FRVIS, Reflectorization

fee, and Emergency Medical Services fee. Refer to the [Registration Fees and Flat Taxes Distribution Chart](#) for applicable fees.

- D. If a customer reports a license plate or decal as stolen to a law enforcement agency and complies with [RS-06](#) in showing a police report or agency card containing the case number, no fee should be charged for the replacement license plate or decal.

Revision(s)

6/29/22-Removed “The Department” from the procedure and changed to “Florida Highway Safety and Motor Vehicles”.

6/29/22-Added procedure to the new format. No changes made to the procedure.

Completed Statutory review. Changed “applicant” to “customer”, added Historical Revisions section, and updated sections V (C and D). Also added links to forms, statutes and procedures.

2/1/08 - Added to item "C" on page 2 and "D" on page 3.

11/02/07 – Updated Description Use section on page 1. Changed insurance information on page 2. Changed License Plate mail fees on page 2 & 3.

12/30/02 – Updated class codes, proof of insurance and required fees.