

<b>Motor Vehicle Procedure Manual</b>
Registration
Registration For Lessee/Registrant

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**Legal Authority**

[Section 320.0601\(4\)](#), Florida Statutes, provides that any original, renewal or transfer registration for a long-term leased motor vehicle must be registered in the name and address of the lessee.

[Section 320.0605\(1\)](#), Florida Statutes, provides for possession of the registration certificate or a true copy of rental or lease documentation while the vehicle is being used or operated on the roads of this state.

[Section 320.0655](#), Florida Statutes, provides that any motor vehicle exclusively operated by a Government Agency must be registered with a permanent Government license plate (City, County, Sheriff, State, etc.) in the name of the Government Agency and address.

**Description and Use**

This procedure provides information and instructions to assist employees of the Tax Collector, License Plate Agent, and the Department of Highway Safety and Motor Vehicles (FLHSMV) with the Issuance of a License Plate in the name of Lessee/Registrant.

## Definitions:

The following definitions of terms applies to the issuance of license plates in the name of a lessee/registrant:

- A. "Assumption" means, the act of transferring ownership of a license plate from the lessor/owner to the lessee/registrant.
- B. "Registrant" means, a lessee who is required to register a motor vehicle in their name instead of the owner/lessor's name.
- C. "Registrant Possible" means, a registration may be in a different name other than the name of the titled owner (i.e., long-term lease, trust, etc.).
- D. Regular License Plates are alphanumeric plates issued for for-hire automobiles under section [320.08\(6\)\(a\), Florida Statutes.](#)
- E. Special License Plates are license plates where the customer must meet specific qualifications. The following license plates are: Amateur Radio, National Guard, US Reserve, Ex-POW, Pearl Harbor Survivor, Purple Heart, US Paratrooper, Medal of Honor, Gold Star, Combat Infantry Badge, Combat Action Badge, Vietnam War Veteran, Korean Conflict Veteran, Silver Star, Distinguished Service Cross, Navy Cross, Air Force Cross, Fleet, Paralyzed Veterans of America, International Wheelchair Suffix, Disabled Veterans, Disabled Veteran Wheelchair, and all government license plates.
- F. Specialty License Plates require an additional fee, but no specific qualifications must be met. See Procedure [RS-22](#) for a list of all specialty license plates.
- G. Valid Title means, the actual certificate of title issued by the state of Florida

## General Information

The following information provides basic guidelines for understanding the intent of the procedure.

- A. The following steps in FRVIS will allow you to determine if a vehicle is registrant possible:

Go to Miscellaneous, Inquiry, Misc. Registration Inquiries, Vehicle Class Combination. Enter the applicable information/class code for the vehicle. If the vehicle is registrant possible, the “registrant possible” box will automatically display a check mark when the information is retrieved.

- B. A license plate must be issued to a lessee/registrator leasing a vehicle to which a valid title exists unless the vehicle’s class code is NOT lessee/registrator possible (see section III.A. above).
- C. When a lease vehicle is titled for the first time in Florida, the registration will be issued in the lessee/registrator's name when the vehicle’s class code is lessee/registrator possible. The customer must submit documentation, which verifies the name of the lessee/registrator and includes a description of the applicable vehicle.

EXAMPLES: Lease documentation, a power of attorney, etc., which displays the lessee’s name and description of the vehicle.

- D. If the lease vehicle displays a license plate in the name of the lessor/owner (which would have been issued prior to 07/01/05), this license plate may be assumed by the lessee/registrator when the license plate resides on a "registrant possible" class code and will be assigned to the same vehicle. Verification for a license plate assumption must be provided by submitting a copy of lease documentation, which verifies the name of the lessee/registrator and includes a description of the applicable vehicle.
- E. If the lessee/registrator already has a license plate issued in his or her name as a lessee/registrator, the license plate may be transferred to another lease vehicle or private owned vehicle.
- F. Any time the registration period is being extended, a new decal must be issued, even if the year of expiration is the same as the original decal.

#### **Rental/Lease Documentation Required While Using/Operating Vehicle:**

- A. Date of rental and time of exit from rental facility;
- B. Rental station identification;
- C. Rental agreement number;
- D. Rental vehicle identification number;

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- E. Rental vehicle license plate number and state of registration;
- F. Vehicle's make, model, and color;
- G. Vehicle's mileage; and
- H. Authorized renter's name

### **Application Requirements:**

- A. Locations for Purchasing Lessee/Registrant License Plates: The issuance of license plates by county Tax Collectors or license plate agents is limited to those license plates for which the county maintains an inventory. Therefore, all the plates listed in this procedure may be issued in any county Tax Collector or license plate agent office to a lessee/registrant except for the following types which are only available through the Title and Registration Issuance Section in the Division of Motorist Services:
  - 1. Government license plates (when an agency requests their acronym (initials) on a license plate such as DOT or FHP).
  - 2. Medal of Honor, Silver Star, Distinguished Service Cross, Navy Cross, Air Force Cross
  
- B. Qualifications:

The lessee/registrant for special license plates must qualify and meet the requirements specified in the Division of Motorist Services Procedures as identified below:

  - 1. Amateur Radio license plates (see [Procedure RS-21](#)).
  - 2. Military Service Related license plates (National Guard, US Reserve, Ex-POW, Pearl Harbor Survivor, Purple Heart, US Paratrooper, Medal of Honor, Gold Star, Combat Infantry Badge, Combat Action Badge, Vietnam War Veteran, Korean Conflict Veteran, Silver Star, Distinguished Service Cross, Navy Cross, and Air Force Cross) (see [Procedure RS-15](#)).
  - 3. Fleet license plates (see [Procedure RS-55](#)).
  - 4. Paralyzed Veterans of America license plates (see [Procedure RS-16](#)).
  - 5. International Wheelchair Suffix license plates (see [Procedure RS-19](#)).
  - 6. Disabled Veterans license plates (see [Procedure RS-17](#)).
  - 7. Disabled Veterans Wheelchair license plates (see [Procedure RS-17](#)).

8. Government license plates (see [Procedure RS-12](#))

C. FEES:

Fees must be payable to the county license plate agent or Division of Motorist Services based upon the location where the transaction is processed. The fees include the following:

1. Registration tax from the Tax Due and Credit Manual under the appropriate class code, Trust Fund fees in Class Code/Fee Chart, Service Fee (add Branch fee, if applying through a county branch agency) and License Plate fee, if applicable. Refer to the [Registration Fees and Flat Taxes Distribution Chart for applicable fees](#).
2. Annual Use Fee is required if the license plate is a specialty license plate.
3. The Initial Registration fee is required if the registrant is transferring a license plate from a lease class code to a class code subject to the Initial Registration Fee. However, if the customer provides proof the Initial Registration fee was previously paid, the fee may be exempted. See [Procedure RS-30](#) for additional information on exemptions.

D. PROOF OF OWNERSHIP

Proof of ownership of the vehicle may be shown by submitting one of the following:

1. Copy of the current Florida Vehicle Registration Certificate.
2. Copy of the Florida Certificate of Title.
3. Copy of a title application receipt showing that a Florida title has been applied for.

E. PROOF OF INSURANCE:

Proof of Florida insurance is required. Refer to [Procedure RS-36](#) for additional insurance requirements.

## Renewal And Transfers

Renewals and transfers may be processed through the county Tax Collector or license plate agent.

## Replacement License Plates

Replacement license plates may be issued in any county Tax Collector or license plate agent except for those plates listed in this procedure under section IV.A. These types of special license plates are only available through the Title and Registration Issuance Section in the Division of Motorist Services. To replace lessee/registrant license plates, the following must be submitted:

- A. A properly completed form [HSMV 83146](#), Application for Replacement License Plate, Validation Decal or Parking Permit.
- B. A copy of the current registration certificate.
- C. Fees made payable to the county Tax Collector, license plate agent, or the Division of Motorist Services, based on the location where the transaction will be processed.  
Fees include Replacement fee, Service fee (add Branch fee, if processed through a county branch agency), Air Pollution Control fee, Emergency Medical Services fee, FRVIS fee, Reflectorization fee, Advanced Replacement fee and Decal on Demand fee. Refer to the [Registration Fees and Flat Taxes Distribution Chart for applicable fees](#).

## Reservation Of Personalized License Plate In Lessee/Registrant's Name:

A reservation of a personalized license plate may be processed in a lessee/registrant's name if vehicle is a lessee/registrant possible class code and the current license plate is in the name of lessee/registrant. When the license plate is received, the license plate will be issued in the same name as when the license plate was reserved.

## Inquiry Of Motor Vehicle Records:

- A. If an inquiry is made on a vehicle with a lessee/registrant possible class code using a title or vehicle identification number, the lessor/owner's personal data will be displayed.
- B. If an inquiry is made by license plate/decal, the lessee/registrant's personal data will be displayed. Separate title data is available to indicate the title owner.

- C. On tag history inquiries, the name on the record is the person holding the registration at the time of the transaction. The registration owner may change during the history of the license plate if the license plate has been assumed.

### Revision(s)

6/9/22 Removed Honorary Consul from the procedure.

5/2/22 Annual Review added link [320.08\(6\)\(a\), Florida Statutes](#).

4/30/2013 - Clarified information on page 2 (A, B & C).

12/14/2012 – Added new statute and Section IV describing the necessary information the lessee/registrant must have while operating vehicle and re-lettered sections accordingly.

09/26/2012 – Added new special military license plates to pages 1 and 3 and updated name of section on pages 2 and 4.

02/01/2008 – Remove fee amounts and referred to fee chart on pages 3 and 5.

11/02/2007 – Revised insurance requirements on page 4. Revised description and use on page 1.

05/08/2006 – Removed wording on page 2.