

Motor Vehicle Procedure Manual
Registration
CERTIFIED COPIES FOR U.S. CUSTOMS

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Legal Authority

[Section 319.23 \(12\)](#), Florida Statutes, provides that all titles, manufacturers’ statements of origin, applications and supporting documents submitted with the application, including, but not limited to, odometer statements, vehicle identification number verifications, bills of sale, indicia of ownership, dealer reassignments, photographs and any personal identification, affidavits or documents required by or submitted to the department, shall be retained by the department for not less than 10 years.

[Section 320.05\(3\)\(a\) and \(b\)](#), Florida Statutes, provides for issuance of certified computer-generated printouts of motor vehicle records and for the collection of fees. This procedure generally applies to leased vehicles and vehicles where the lienholder physically has the title, or in situations where the owner needs to have an indication of ownership until the shipped vehicle and title are reunited with the owner.

Description and Use

This procedure provides information and instructions to assist employees of tax collectors, license plate agents, and Florida Highway Safety and Motor Vehicles with the issuance of certified copies of computer-generated printouts of motor vehicle records on motor vehicles being exported out of the united states.

Application Requirements

The customer must submit a request for certified copies in one of the following formats to the following address:

Florida Highway Safety and Motor Vehicles
Division of Motorist Services
Bureau of Records Mail Stop # 57
2900 Apalachee Parkway
Tallahassee, Florida 32399-0500

- A. A letter specifying the customer's request. The request must include the vehicle identification number for the motor vehicle.
- B. An accurately completed form [HSMV 90510](#), Motor Vehicle, Vessel and Mobile Home Records Request.

For information on obtaining an apostille seal, see IV, E of this procedure.

Fees Required

- A. The fee for a certified copy of the original title is \$3.00.
- B. The fee for a certified copy of a computer-generated printout is \$.50 for the printout, plus \$3.00 for the certification.

General Information

- A. If a request is submitted without required fees, a letter will be mailed to the customer indicating the fees required.
- B. Requests received in the wrong office will be forwarded to the correct office for processing; however, the request may be delayed.
- C. Phone calls received in the department will be forwarded to the appropriate office for handling.
- D. A request for a certified computer-generated printout is processed within two weeks of receipt of the request and mailed to the customer.
- E. When a customer needs an apostille* on their certified documents, he/she must send their request to the Department of State, Division of Notaries. The fee to have the apostille placed on their certified document(s) is \$20.00 per page. The fees (check or money order) for the apostille must be made payable to: Department of State.

Go to the following link for complete instructions, which includes their mailing address:

<http://notaries.dos.state.fl.us/notproc7.html>

*An apostille is a simplified certification issued by the Secretary of State that can be attached to public documents that are to be used in any country which has signed the 1961 Hague convention. This seal is entitled to recognition in the country of intended use with no further authentication or legalization by the embassy or consulate of the foreign country where the document is to be used.

Revision(s)

6/28/22-Removed “The Department” from the procedure and changed to “Florida Highway Safety and Motor Vehicles”.

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

Statutory review, added links to statutes and form, removed note headers, updated mail stop number, and added historical revisions section.

Historical Revisions:

1/28/14 - Changed form number on page 1.

03/18/2013 – Added statute, revised address, specified how the customer may request information on page 1, provided process for adding an apostille, and added the definition on page 2.

12/03/03 – Specified how the customer may request information on page 1 and added the definition of apostille on page 2.