

Motor Vehicle Procedure Manual

Title and Lien

Duplicate and Lost In Transit With Transfer

Table of Contents

Legal Authority	1
Description and Use	1
Required Documentation And Special Instructions	2
Miscellaneous Information	5
Revision(s) to Procedure.....	5
Exhibit A.....	6
Exhibit B.....	8

Legal Authority

[Sections 319.17\(1\) and \(2\)](#) and [Section 328.15\(5\)](#), Florida Statutes, authorizes FLHSMV to adopt such rules as it deems necessary or proper, and to prescribe all forms required by or deemed necessary for the administration of the Chapter.

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 (FLHSMV) in processing requests for duplicate titles with a simultaneous transfer, duplicate titles with a salvage brand, and lost in transit titles with simultaneous transfer.

Required Documentation and Special Instructions

To process an application for title using this procedure, both the seller and purchaser must be present and provide acceptable identification as listed in [TL-01 Signatures Requirements](#). If both seller and purchaser cannot be present, the seller must obtain a duplicate title certificate prior to transferring ownership to the purchaser. Refer to Procedure [TL-11 Transfer of Florida Certificate of Title](#) for transfer of title instructions. A power of attorney cannot be used when following this procedure. Seller includes a dealer if the dealer is the registered owner.

An exception to this process is when an insurance company is involved, and a total loss is being paid. The seller would not have to be present, and the appropriate power of attorney could be used. Refer to Section C.

When the title record reflects an electronic title status, a Duplicate or Lost in Transit with Transfer can NOT be processed.

- A. When the application is based on a Florida certificate of title record and the seller wishes to transfer ownership and cannot locate the certificate of title, the following documentation must accompany the application:
1. Form [HSMV 82101 Application for Duplicate or Lost In Transit/Reassignment for a Motor Vehicle, Mobile Home or Vessel Title Certificate](#), completed in the applicable sections, by the seller(s) and the purchaser(s) as the applicant for certificate of title.
 2. Lien satisfaction(s) for any liens shown on the motor vehicle, vessel or mobile home records.
 3. Form [HSMV 82994 Motor Vehicle Dealer Title Reassignment Supplement](#), must be completed by the dealer, showing sales tax was collected and the odometer reading was verified, if applicable, unless the vehicle is exempt.

4. Florida sales tax or specify sales tax information on form [HSMV 82101](#), under the "Buyer's Application Attestment and Signatures" area.
 5. The Florida license plate number transferred to or purchased for the motor vehicle, or a non-use affidavit. Provide the mobile home decal number purchased for or the RP decal transferred to or purchased for the mobile home. If the transaction is for a mobile home, the seller must pay any applicable back tax due. The purchaser(s) must also pay any current sales tax due. A non-use affidavit is not acceptable for mobile homes. Submit the Florida registration number transferred to or issued for the vessel, or a non-use affidavit. If a non-use affidavit is provided for a vessel a non-use registration must be issued to transfer the vessel registration record into the new owner's name.
 6. Duplicate and Transfer of Title fees will be collected. The motor vehicle issuance system will charge a service fee for both transactions.
- B. When the application is based on a Florida Certificate of Title record and the seller has not received the certificate of title (it must be more than 20 days and less than 180 days since the duplicate certificate of title was issued), but the seller wishes to transfer ownership:
1. This transaction should be processed as a duplicate fast title at no fee (lost in transit) and have the seller sign it over to the purchaser.
 2. Form [HSMV 82101](#) completed in the applicable sections by the seller(s), and the purchaser(s) as the applicant for the certificate of title.
 3. Lien satisfaction(s) for any liens, shown on the motor vehicle, vessel or mobile home records.
 4. Florida sales tax or specify sales tax information on form [HSMV 82101](#), under the "Buyer's Application Attestment and Signatures" area.

5. The Florida license plate number transferred to or purchased for the motor vehicle, or a non-use affidavit. Provide the mobile home decal number purchased for or the RP decal transferred to or purchased for the mobile home. If the transaction is for a mobile home, the seller must pay any applicable back tax due. The purchaser(s) must pay current sales tax due. A non-use affidavit is not acceptable for mobile homes. Submit the Florida registration number transferred to or issued for the vessel or a non-use affidavit. If a non-use affidavit is provided for a vessel, a non-use registration must be issued to transfer the vessel registration record into the new owner's name.
 6. Transfer of title fees will be collected.
- C. When an insurance company makes a total loss payoff and the owner cannot locate the actual certificate of title to transfer to the insurance company for a Salvage Certificate of Title, the following documentation must accompany the application (see [Procedure TL-36 Total Loss Settlements Involving Insurance Companies](#)):

For vessels, refer to Section A (1-5) in this procedure, as salvage is not applicable.

1. Form [HSMV 82101](#), completed in the applicable sections, by the seller(s).
2. Form [HSMV 82101](#), completed in the applicable sections, by an authorized agent for the insurance company, as applicant for the certificate of title.
3. Form [HSMV 82363 Application for Salvage Title/Certificate of Destruction](#), completed by an authorized agent of the insurance company.
4. Lien satisfaction(s) for any liens shown on the motor vehicle or mobile home records.
5. A non-use affidavit is required for motor vehicles. A non-use affidavit is acceptable for a mobile home when the application is being made by an insurance company and they state that the certificate of title is for insurance purposes.

6. Duplicate and Transfer of Title fees will be collected. The motor vehicle issuance system will charge a service fee for both transactions.

If the certificate of title was lost in transit and it has been more than 20 days and less than 180 days since the duplicate certificate of title was issued, process a duplicate fast title at no fee (lost in transit) and have the seller sign it over to the purchaser/insurance company.

Miscellaneous Information

1. A documentation check list is attached to this procedure as [Exhibit A](#).
2. Definitions are attached as [Exhibit B](#).

Revision(s) to Procedure

Removed the following language from Section II A (1) and B (2) “an electronic signature by the seller(s) would also be acceptable for exempt (10 years or older) vehicles.”

5-09-18 Statutory review. Added links to statutes and forms. Added historical revisions section.

7-20-07 Added note stating that a transaction cannot be performed on a record in electronic status using this procedure on page 1. Reworded collection of title fees on page 2. Updated Exhibit A to include vessels.

Duplicate With Transfer and Lost In Transit With Transfer Check List

Florida Record

- _____ Form [HSMV 82101 Application for Duplicate or Lost In Transit/Reassignment for a Motor Vehicle, Mobile Home or Vessel Title Certificate](#), accurately completed in the applicable sections, by the seller(s) and the purchaser(s).
- _____ Florida sales tax or specify sales tax information on form [HSMV 82101 Application for Duplicate or Lost In Transit/Reassignment for a Motor Vehicle, Mobile Home or Vessel Title Certificate](#)
- _____ Lien satisfaction(s).
- _____ Florida license plate number transferred to or a non-use affidavit from the purchaser(s). Mobile home decal purchased for or the RP decal transferred to or purchased for the mobile home. A non-use affidavit is not acceptable for mobile homes.
The Florida registration number transferred to or a non-use affidavit from the purchaser(s).
- _____ Duplicate and Transfer title fees, as applicable.

Duplicate With (Salvage Title) Transfer Check List

This section does not apply to vessels; see above “Duplicate with Transfer and Lost in Transit with Transfer Check List.”

Florida Record

- _____ Form [HSMV 82101 Application for Duplicate or Lost In Transit/Reassignment for a Motor Vehicle, Mobile Home or Vessel Title Certificate](#), accurately completed in the applicable sections, by the seller(s) and an authorized agent of the insurance company.
- _____ Form [HSMV 82363 Application for Salvage Title/Certificate of Destruction](#).
- _____ Lien satisfaction(s).
- _____ Florida license plate number transferred to or a non-use affidavit from the insurance company. A non-use affidavit for a mobile home would be acceptable from the insurance company, if they state that the certificate of title is for insurance purposes.
- _____ Duplicate and Transfer title fees.

Definitions

Duplicate With Transfer	Applying for a Duplicate Certificate of Title and transferring ownership in the same transaction.
Lost In Transit with Transfer	Applying for a Lost-in-Transit Certificate of Title and
Duplicate with Salvage	Applying for a Duplicate Certificate of Title and transferring ownership to an insurance company in the same transaction.