

**Motor Vehicle Procedure Manual**

**Title and Lien**

**Application for Certificate of Title for Federally Donated and  
State Surplus Motor Vehicle**

**Table of Contents**

Legal Authority .....	1
Description and Use .....	1
Required Documentation and Special Instructions .....	2
Miscellaneous Information .....	3
Revision(s) to Procedure.....	4
Exhibit A Federally Donated State Surplus Motor Vehicle Check List.....	5
Exhibit B US. Government Certificate to Obtain Title to a Vehicle, form SF-97.....	6

**Legal Authority**

[Section 319.23, Florida Statutes](#), Motor vehicles or mobile homes owned by the federal government that have been donated to the state of Florida that are sold as surplus property by the state are to be titled to the purchaser under the provisions of this section.

**Description and Use**

This procedure provides information and instructions to assist employees of the Tax Collector, License Plate Agency, and the Florida Department of Highway Safety and Motor Vehicles (FLHSMV) with issuance of a certificate of title for federally donated state surplus motor vehicles or mobile homes.

As of July 01, 2023, FLHSMV has updated the Form HSMV 82040 Application for Certificate of Title With/Without Registration. HSMV 82040 has been updated into three separate forms:

- HSMV 82040 MV – Application for Certificate of Motor Vehicle Title - [HSMV 82040 MV](#)

Revision Date: 01/22/24

Effective Date: Immediately

Page 1 of 6

should be used when processing applications for certificate of title for the following vehicle types:

- AU-Auto
- BS-Bus
- MC-Motorcycle
- OH-Off-Highway
- TO-Tools
- TR-Truck
- TT-Travel Trailers
- VT-Vehicle Trailers
- [HSMV 82040 VS](#) – Application for Certificate of Vessel Title should be used when processing applications for certificate of title for the following vehicle type: VS – Vessel
- [HSMV 82040 MH](#) – Application for Certificate of Mobile Home should be used when processing applications for certificate of title for the following vehicle type: MH – Mobile Home

Effective July 01, 2023, all certificate of Florida titles issued for Vessels will be required to be processed using Form HSMV 82040 VS – Application for Certificate of Vessel Title. The signed Form HSMV 82041 will no longer be accepted in lieu of Form HSMV 82040 VS.

FLHSMV anticipates accepting the current HSMV 82040 -Application for Certificate of Title With/Without Registration for Motor Vehicles and Mobile Homes until December 31, 2023.

Effective January 01, 2024, all certificate of Florida titles issued for Motor Vehicles and Mobile Homes will be required to be processed using Forms HSMV 82040 MV -Application for Certificate of Motor Vehicle Title and HSMV 82040 MH – Application for Certificate of Mobile Home Title.

### **Required Documentation and Special Instructions**

- A. The following documentation must be submitted to a tax collector's office to apply for a Florida Certificate of Title:
1. Standard Form 97, US Government Certificate to Obtain Title to a Vehicle (US Government Bill of Sale) which contains a description of the motor vehicle including the make, year, and vehicle identification number.
  2. Form [HSMV 82040, Application for Certificate of Title with/without Registration](#) completed by the purchaser(s).
  3. If the motor vehicle is not registered in Florida, submit form HSMV 82042, Vehicle Identification Number and Odometer Verification, completed by the purchaser(s) with the motor vehicle identification number verified by one of the four officials shown on the lower portion of the form.  
Form HSMV 82040 may be used in lieu of the above listed form HSMV 82042.

or,

An affidavit from the seller(s) and the purchaser(s) verifying that the motor vehicle identification number shown on the affidavit is identical to the vehicle identification number shown on the motor vehicle.

Verification is not required for any mobile home, any trailer or semi-trailer with a net weight of less than 2,000 pounds; or any travel trailer, camping trailer, truck camper, or fifth-wheel recreation trailer.

4. Florida sales tax or specify the sales tax information on form HSMV 82040.
5. The Florida license plate number transferred to or purchased for the motor vehicle, or a non-use affidavit completed by the purchaser, the mobile home or RP decal number purchased for the mobile home, or the RP decal transferred to the mobile home. A non-use affidavit is not acceptable for a mobile home.
6. Title fees.

### **Miscellaneous Information**

1. When an application for a certificate of title is received Standard Form 97, US Government Certificate to Obtain Title to a Vehicle is used as proof of ownership, a vehicle identification number inquiry should be made to determine if the vehicle or mobile home has been previously titled in Florida. If a previous Florida record is found, the current transaction should be processed using the previous title number. If there is no previous Florida record found, issue the title as an Original Used (ORT).
2. The Non-Game Wildlife fee is not required on an application for certificate of title supported by Standard Form 97. Enter GS (Government Services Administration) as the previous title state to waive this fee.
3. The United States Government Certificate of Title to a Vehicle Standard Form 97 is equivalent to a certificate of title or a Manufacturer Certificate of Origin (MCO). If a dealer purchases a motor vehicle or mobile home at a US Government sale and is issued a Standard Form 97 the dealer does not have to take the title to the motor vehicle. Standard Form 97 can be reassigned from dealer to dealer using form HSMV 82994, Motor Vehicle Dealer Title Reassignment Supplement, until it is purchased by an individual.

4. The Odometer Disclosure Statement on SASP-97 and Standard Form 97 should show the printed name of the governmental agency that is selling the vehicle and not an individual's name. The authorized agent for that agency must sign and print their name in the appropriate area.
5. A documentation check list is attached to this procedure as Exhibit A.
6. US Government Certificate to Obtain Title to a Vehicle, Standard Form 97, Exhibit B.
  - The Certificate to Obtain Title to a Vehicle is emailed to the customers "donees", no hard copies are mailed.

### **Revision(s) to Procedure**

**01/22/24 Bi-Annual Review. DMS Requested the Certificate to Obtain Title to a Vehicle is emailed to the customers "donees", no hard copies are mailed.**

06/26/23 Added instructions for the new Form HSMV 82040s

Updated: Miscellaneous section items (1-6)

07/16/20: Conducted statutory review, added links to statute, forms, and exhibits. Added Historical Revisions section.

## Exhibit A Federally Donated State Surplus Motor Vehicle Check List

### FEDERALLY DONATED STATE SURPLUS MOTOR VEHICLE CHECK LIST

#### FORMS

##### FLORIDA RECORD

\_\_\_\_\_ HSMV 82040 MV

\_\_\_\_\_ Standard Form 97, US Government Certificate to Obtain Title to a Vehicle (Exhibit B)

or,

\_\_\_\_\_ Florida sales tax or specify sales tax information on form HSMV 82040 VS.

\_\_\_\_\_ Florida license plate number, a non-use affidavit or the mobile home or RP decal.

\_\_\_\_\_ Title fees.

##### OUT-OF-STATE RECORD

\_\_\_\_\_ HSMV 82040 MH or HSMV 82042

<h2 style="margin: 0;">The United States Government</h2> <h3 style="margin: 0;">Certificate to Obtain Title to a Vehicle</h3> <p style="margin: 0;">(Must Be Machine Prepared. See Instructions on reverse.) <input type="checkbox"/> Duplicate If Checked</p>					
The undersigned Department or Agency of the United States Government certifies that the vehicle described herein, the property of the United States Government, has been transferred this _____ day of _____ 20____, to the Transferee designated herein; and that this is the first transfer of such vehicle in ordinary trade and commerce subsequent to acquisition thereof by the United States Government.					
Vehicle Identification No.			Certificate No.		
Year	Make of Vehicle	Series or Model	Body Style		
Fuel	No. of Cylinders	Weight (Shipping)	GVWR	Purchase Price	
Transferor (Accountable office, i.e., department or agency, submit and address, ZIP Code)			Transferee (Name of dealer, individual, etc., and address including ZIP Code)		
<b>Odometer Disclosure Statement</b>			Date of Statement		
Federal Law (and State law, if applicable) requires that you state the mileage upon transfer of ownership; failure to complete or providing a false statement may result in fines and/or imprisonment.					
I, _____ state that <div style="text-align: center;">Transferor's Name (Seller)</div>					
the odometer now reads _____ miles and to the <div style="text-align: center;">Odometer Reading (No Tenth)</div>					
best of my knowledge that it reflects the actual mileage of the vehicle described above, unless one of the following statements is checked.					
<input type="checkbox"/> (1) I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits.					
<input type="checkbox"/> (2) I hereby certify that the odometer reading is not the actual mileage: <b>WARNING - ODOMETER DISCREPANCY.</b>					
Transferor's Signature (Seller)		Printed Name (Not Typed) and Title		Date	
X					
Transferee's Signature (Buyer)		Printed Name (Not Typed) and Title		Date	
X					
<div style="float: left; width: 20%;">C860678</div> <div style="float: right; width: 60%; text-align: center;"> <b>ANY ALTERATION OR ERASURE VOIDS THIS CERTIFICATE</b> </div> <div style="clear: both;"></div>					