

Florida Department of Highway Safety and Motor Vehicles Division of Motorist Services

PROCEDURE:	SUBJECT:
TL-24	PLACING AND REMOVING ADMINISTRATIVE STOPS
DESCRIPTION AND USE:	
THIS PROCEDURE PROVIDES INFORMATION AND INSTRUCTIONS TO GUIDE EMPLOYEES OF THE TAX COLLECTOR, LICENSE PLATE AGENT AND THE FLORIDA DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES (FLHSMV) IN REQUESTING AN ADMINISTRATIVE STOP TO BE ADDED OR REMOVED FROM A SPECIFIC FLORIDA TITLE.	
<p>DEFINITION:</p> <p>An administrative stop is a computer entry to a specific title record, based upon a court order. This stop prevents further title action from being processed until the stop is removed.</p> <p>SPECIAL INSTRUCTIONS AND RESPONSIBILITIES:</p> <p>A. To place or remove an administrative stop:</p> <ol style="list-style-type: none"> 1. A court order must be submitted to FLHSMV using ONE of the following methods: <ol style="list-style-type: none"> a. The tax collector’s office or license plate agent may fax or email the court order to the <u>Bureau of Issuance Oversight</u>, Motor Vehicle Stops section on behalf of its requester at (850) 617-3946 (fax) or AdminStop@flhsmv.gov (email). The requester may also fax or email their court order using the information provided above, <p style="text-align: center;">OR</p> b. The requester may mail their court order to FLHSMV at the following address: <u>Florida Department of Highway Safety and Motor Vehicles</u> <u>Bureau of Issuance Oversight – Motor Vehicle Stops</u> ATTN: Administrative Stop Request 2900 Apalachee Parkway, MS # <u>98</u> Tallahassee, FL 32399 2. The court order must be signed by a Judge and contain either the vehicle title number, or vehicle identification number, and state the reason the Judge is ordering FLHSMV to place an administrative stop on the vehicle. The request must also provide the name, mailing address, <u>email address</u>, and telephone number for the requester. 	
Revision(s) to this Procedure: <u>Conducted annual review. Language added to A-1(a), with an update to the Motor Vehicle Stops section mailing address in A-1(b). Added language to A-2. Added Historical Revision section.</u>	
EFFECTIVE DATE:	REVISION DATE:
Immediately	05/22/20

