

Motor Vehicle Procedure Manual

Title and Lien

Application for Certificate of Title for a Motor Vehicle, Mobile Home, Motorcycle, or a Trailer Assembled from Parts.

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Legal Authority

[Section 319.14\(1\)\(c\)4, Florida Statutes](#), reads: "Assembled from parts" means a motor vehicle or mobile home assembled from parts or combined from parts of motor vehicles or mobile homes, new or used. "Assembled from parts" does not mean a motor vehicle defined as a "rebuilt vehicle" in subparagraph 3, which has been declared a total loss pursuant to [s. 319.30](#), Florida Statutes.

[Section 319.23, Florida Statutes](#), provides for the application and issuance of certificates of title for motor vehicles and mobile homes.

[Section 319.30\(3\)\(b\), Florida Statutes](#), provides for the issuance of a certificate of destruction in lieu of a salvage un-rebuildable title. Motor vehicles or mobile homes with certificates of destruction are only good for parts or scrap. When such motor vehicle or mobile home is disassembled and acquired for parts, such parts may be used in assembly of various motor vehicles.

[Section 319.30\(8\)\(c\), Florida Statutes](#), states “For the purpose of enforcement of this section, the department or its agents and employees have the same right of inspection as law enforcement officers as provided in [s. 812.055](#).”

[Section 319.32\(1\), Florida Statutes](#), provides that if an application for a certificate of title is for a vehicle that is required by [s. 319.14\(1\)\(b\)](#) to have a physical examination, FLHSMV shall charge an additional fee of \$40 for the initial examination and \$20 for each subsequent examination.

[Section 319.33\(5\), Florida Statutes](#), provides for any approved replacement manufacturer's identification number plates or serial plates or any decal to be issued by FLHSMV or any state.

General Information

ASPT (assembled from parts) is a designation for motor vehicles, mobile homes, motorcycles, trailers and off-highway vehicles that are assembled from parts of other motor vehicles, mobile homes, motorcycles, trailers or off-highway vehicles, new or used, and placed on an existing frame or a frame that is homemade. **Parts from a Certificate of Destruction (CD) may be used; however, the vehicle will only be considered as an ASPT as long as 49% or less of the parts come from a single Certificate of Destruction (CD) vehicle. These vehicles are inspected in the Regional Office and a FLA number is assigned. The make will be an ASPT and the model year will be the year the vehicle was assembled.** A three-wheel motorcycle made from a motor vehicle is also designated as ASPT.

Motor vehicles, mobile homes, motorcycles, trailers and off-highway vehicles must be in their completed state before applying for a certificate of title. ASPT applications must be submitted to a Regional Office in the applicant's region.

The applicant should be prepared to give the Compliance Examiner all the original documents, and one set of photocopies in a 5x7 or 8x10 inch envelope.

If the application is rejected, the Compliance Examiner will hold the paperwork until the reason for the rejection has been satisfied.

Inspection Fee: An initial inspection fee of \$40 will be charged; subsequent inspection fees (if applicable) are \$20 per inspection.

Documentation Required and Special Instructions

The MAKE will be ASPT and the model YEAR will be the year the motor vehicle, mobile home, trailer or off-highway vehicle is assembled. An "FLA" (Florida Assigned Vehicle Identification Number) decal or "FLT" (Florida Assigned Trailer Number) will be assigned by a Compliance Examiner to the motor vehicle, mobile home, or trailer when the application is reviewed and found to be in order. The motor vehicle, mobile home, trailer or off-highway vehicle will be branded as "assembled from parts."

After the provisions of [Section 319.23, F.S.](#) have been met, the following documents must be submitted and screened for completeness and accuracy.

- A. To use frames from motor vehicles, mobile homes and motorcycles titled in Florida or out of state:
 1. The Florida Certificate of Title issued in the applicant's name or assigned for transfer to the applicant. (Once title is received, the database record will be marked "Cancelled (Junked).") If a certificate of title cannot be obtained, see Procedure TL-07.or,
The out-of-state proof of ownership issued in the name of the applicant or accurately assigned/completed for transfer to the applicant. If title cannot be obtained, see Procedure TL-07.

If the proof of ownership used is a certificate of destruction or salvage un-rebuildable certificate of title (issued prior to 10/01/00), submit a bill of sale showing the vehicle identification number along with a photocopy of the certificate of destruction or salvage un-rebuildable certificate of title. Do not submit the original certificate of destruction or salvage un-rebuildable certificate of title.

2. [Form HSMV 82040](#), Application for Certificate of Title with/without Registration, showing the new "FLA" number, which was assigned by the Compliance Examiner.
3. [Form HSMV 84490](#), Statement of Builder, completed, by the applicant and the Compliance Examiner.
4. The original bills of sale or receipts with name, address and signature of the seller for all major component parts. A signature is not required on a business receipt. The identification number for each major component part used to assemble the motor vehicle/motorcycle must be shown on the bill of sale/receipt for that part. The bill of sale or receipt for any engine must also include the year of the engine. Receipts/bills of sale must be in the name of the applicant/builder.
 - a. **Motor vehicle major component parts are defined as:**
 1. Any fender, hood and bumper
 2. The cowl assembly (fire wall, the top portion of the front part of an automobile body, supporting the windshield and dashboard)
 3. The rear quarter panel, trunk lid, door, decklid, and floor pan
 4. The engine, a machine that converts energy into mechanical motion; the source of power
 5. The frame, an open structure or rim encasing, holding or bordering
 6. The transmission, an automotive assembly of gears and associated parts by which power is transmitted from the engine to a driving axle; a system of gears
 7. The catalytic converter
 8. The airbag.
 - b. Truck major component parts are defined as all of the above listed parts and any truck bed, including dump, wrecker, crane, mixer, cargo box or any bed that mounts to a truck frame.
 - c. Motorcycle major component parts are defined as:

1. The body assembly (frame, fenders and gas tanks) or any single part of the body assembly.

Harley Davidson frames prior to 1970 do not have vehicle identification numbers. Bills of sale for these frames are acceptable. This does not include other makes.

2. The engine (a machine that converts energy into mechanical motion; the source of power) means cylinder block, heads, engine case and crank case.
3. The transmission (an automotive assembly of gears and associated parts by which power is transmitted from the engine to a driving axle; a system of gears) means drive train.

A Manufacturer's Certificate of Origin (MCO) for a crankcase or transmission case does not do away with the requirement for a bill of sale or receipt for the engine or transmission.

4. The front fork assembly (or any single part of the front fork assembly).
5. Wheels.

- d. Mobile home major component parts are defined as the frame.
An "FLA" number will be assigned for a mobile home.

5. Accurately complete form [HSMV 82040](#) Application for Vehicle/Vessel Certificate of Title and/or Registration for Florida sales tax, or to specify the sales tax exemption information.

Sales tax must be collected according to the purchase price of the motor vehicle and the purchase price of all component part bills of sale where sales tax was not collected.

6. A certified weight slip for the completed vehicle (unless it is a motorcycle or a mobile home/trailer - HS, TV, CA, etc.), which is registered according to the length and not the weight.
7. All title fees should be submitted to the Tax Collector's office or the license plate agent.

The applicant will be given the original copies of both [HSMV 82040](#) and [HSMV 84490](#), as well as photocopies of all bills of sale/receipts for all major component parts, which must be presented to the Tax Collector's office or license plate agent. The documentation will be in a 5x7 or 8x10 envelope, which has been

sealed by the Compliance Examiner. The examiner will place their regional stamp over the sealed area of the envelope. If the seal appears to be broken, do not accept the documentation in the envelope. They must be referred to the Regional Office. If the envelope is acceptable, the Tax Collector personnel must verify that the bills of sale submitted to them are the same number as those indicated on the [HSMV 84490](#). At that time, the applicant can transfer or purchase a metal license plate. All documentation must be submitted to FLHSMV by the Tax Collector's office or License Plate Agent.

When the title transaction is processed, the processing agent must enter the Region number of the Region inspecting the vehicle and the audit number of the FLA decal affixed to the vehicle or mobile home in the "Comment Desc." field.

If the application is processed in the Regional Office, all documentation must be submitted to:

Florida Department of Highway Safety and Motor Vehicles
High-Speed Scanning Unit, Clara H. Adams Bldg. MS #71,
2968 Apalachee Parkway Tallahassee, Florida 32399-0500

- B. When the frame used is homemade, the following items must be submitted to a Tax Collector's office or license plate agent:
1. An affidavit describing the construction of the frame, as well as verifying that the frame is homemade.
 2. All documentation listed in Section III, A, 2-7.
- C. When a motorcycle has previously been titled in another state showing the make as the original Manufactured Brand Name (example: HD, etc.), and the VIN shown is for an after-market frame vehicle identification number, the below needs to be submitted to a Tax Collector's office or license plate agent:
1. Out-of-state proof of ownership issued in the name of the applicant or accurately assigned/completed for transfer to the applicant.
 2. [Form HSMV 82040](#) showing the new "FLA" number, which was assigned by the DMS Compliance Examiner.
 3. [Form HSMV 84490](#) completed by the DMS Compliance Examiner.
 4. Florida sales tax or specify the sales tax exemption information on a completed [HSMV 82040](#).
 5. Title fees should be submitted to the Tax Collector's office or license plate agent.

The applicant will be given the original [HSMV 82040](#) and the original [HSMV 84490](#), which must be presented to the Tax Collector's office or license plate agent. The documentation will be in a 5x7 or 8x10 envelope, which has been sealed by the Compliance Examiner. The examiner will place their regional stamp over the sealed area of the envelope. If the seal appears to be broken, do not accept the documentation in the envelope. They must be referred to the Regional Office.

If the Tax Collector personnel finds the envelope acceptable, the applicant can transfer or purchase a metal license plate for the motorcycle.

All documentation must be submitted to FLHSMV by the Tax Collector or License Plate Agent.

When the title transaction is processed, the processing agent must enter the Region number of the Region inspecting the vehicle and the audit number of the FLA decal affixed to the motorcycle in the "Comment Desc." Field.

If the application is processed in the Regional Office, all documentation must be submitted to FLHSMV for imaging to:

Florida Department of Highway Safety and Motor Vehicles
High-Speed Scanning Unit, Clara H. Adams Bldg. MS# 71,
2968 Apalachee Parkway Tallahassee, Florida 32399-0500

D. Assembled from Parts Trailers (TL body type, Weighing 2,000 pounds or more):

The documentation for the trailer (TL) must be submitted to a Regional Office servicing the area in which the applicant resides. A temporary license plate may be issued by the Regional Office for the customer to transport the trailer to be weighed or inspected. When issuing a temporary license plate in FRVIS, please follow these steps:

- Go to "Registration", then "Original"; Select "Regular".
- Choose "Menu" at the top and "Create a TIN Number."

The system will create a TIN number, which will identify the trailer until the new FLT is assigned. If found to be in order, a Compliance Examiner will assign an "FLT" number to the trailer. The "FLT" number must be either die-cut (1/4-inch stamp) or be welded to the trailer in a permanent and visible location (usually on the tow hitch or near the front portion of the trailer). The die-cut or welded number must include the prefix "FLT". The placement of the "FLT" identification number on all ASPT trailers must be inspected by a Compliance Examiner. If the trailer identification number is not legible, the certification will not be approved.

Only trailers (TL) weighing 2,000 pounds or more are required to be titled. Trailers (TL) with a net weight of 1,999 or less are not allowed to be titled.

Any ASPT trailer (TL) weighing 2,000 pounds or more, which is titled according to the weight of the trailer will be assigned an "FLT" number. Any trailer NOT titled according to the weight of the trailer (TV, CA, HS, etc.) will be assigned an "FLA" number.

The owner is responsible for the construction and safety of the trailer.

If only repairs have been made on a factory-built trailer, it will not be considered an assembled from parts trailer.

1. **The following documentation is required for an FLT number to be assigned by the Regional Office:**

- a. [Form HSMV 82040](#) completed by the purchaser(s).
- b. An affidavit outlining the assembly process and stating the trailer is road worthy.
- c. An affidavit stating the frame is homemade and describing the construction of the frame.
- d. The original bills of sale or receipts with the name, address and signature of the seller for all major component parts. A signature is not required on a business receipt.

Trailer component parts are defined as:

1. The axle, a supporting shaft or member on which a wheel or wheels revolve.
2. The frame, an open structure or rim encasing, holding or bordering.
3. The body, or the cargo-carrying part of a trailer.

Inspection Fee: An initial inspection fee of \$40 will be charged; subsequent inspection fees (if applicable) are \$20 per inspection.

2. When the inspection and “Florida Trailer (FLT) Serial Number Assignment” form have been completed by the Compliance Examiner, the applicant should submit the following to the Tax Collector’s office or license plate agent:

- a. “Florida Trailer (FLT) Serial Number Assignment” form, showing the “FLT” (Florida Licensed Trailer) number assigned to the trailer, accurately completed by a Compliance Examiner.
- b. Original [HSMV 82040](#) accurately completed by the purchaser(s).
- c. The certified weight slip for the completed trailer.
- d. Florida sales tax or specify the sales tax exemption information on a completed [HSMV 82040](#)

Sales tax must be collected according to the purchase price of the motor vehicle and the purchase price of all component part bills of sale where sales tax was not already collected.

e. Title fees.

The applicant will be given the original [HSMV 82040](#) and “Florida Trailer (FLT) Serial Number Assignment” form, along with photocopies of all bills of sale/receipts for all major component parts, which must be presented to the Tax Collector’s office or License Plate Agent. The documentation will be in a 5x7 or 8x10 envelope, which has been sealed by the Compliance Examiner. The examiner will place their regional stamp over the sealed area of the envelope. If the seal appears to be broken, do not accept the documentation in the envelope. The customer must be referred to the Regional Office. If the envelope is acceptable, the applicant can transfer or purchase a metal license plate. All documentation must be submitted to FLHSMV by the Tax Collector’s office or license plate agent.

When the title transaction is processed, the processing agent must enter the Region number of the Region inspecting the trailer.

If the trailer was assigned an FLA number (instead of an FLT), the audit number of the FLA decal (when applicable) must be entered in the “Comment Desc.” Field.

Any ASPT trailer (TL) weighing 2,000 pounds or more, which is titled according to the weight of the trailer, will be assigned an "FLT" number. Any trailer NOT titled according to the weight of the trailer (TV, CA, HS, etc.) will be assigned an "FLA" number.

If the application is processed in the Regional Office, all documentation must be submitted to FLHSMV for imaging to:

The Florida Department of Highway Safety and Motor Vehicles
High-Speed Scanning Unit, Clara H. Adams Bldg. MS# 71,
2968 Apalachee Parkway Tallahassee, Florida 32399-0500

Miscellaneous Information

- A. Some confusion may occur when a Manufacturer’s Certificate of Origin (MCO) for a crank case or transmission case is submitted. This MCO only covers the crank case or transmission case, not the engine or transmission. Accordingly, the submission of the crank case or transmission case MCO does not do away with the requirement for a bill of sale or receipt for the engine or transmission.
- B. Assigned "FLA" decals must be placed in the driver’s door in a conspicuous (visible) place for motor vehicles, and as near as possible to the right-side frame down tube for motorcycles. The assigned decal must be placed in the main door jam, hinge side, just below the lower hinge on mobile homes. Decals must not be placed on a removable part.

- C. Remove the red and white decal from the clear laminate strip and affix. Slice through the decal before placing the clear laminate strip on top of the decal.
- D. Applicants are responsible for scheduling an appointment with a Compliance Examiner for examination of their documents.
- E. The odometer reading on a motor vehicle or a motorcycle that has been assembled from parts will be branded NOT ACTUAL MILEAGE.
- F. If all parts for the assembled motor vehicles, mobile homes, motorcycles or assembled from parts trailer are provided by the builder, the builder must take title in his name, before it can be sold.
- G. If the assembled vehicle had a prior FLA decal number that is still attached, it must be removed by the Compliance Examiner when the new FLA decal number is assigned and affixed.
- H. An FLA number is issued to any off-highway (OH) assembled from parts vehicle. The title will reflect "ASPT" as the make and "OH" as the body type. It will be branded as "assembled from parts."
- I. If the applicant is a legal resident of Florida but resides out of state for a portion of the year or is a Florida resident on active military duty out of state, the application must be submitted directly to the Regional Office serving the applicant's county of residence. The applicant must comply with all requirements listed in Section II, A, 1-7 of this procedure. An affidavit outlining the assembly process and stating the motor vehicle/motorcycle is road operable OR in the case of a mobile home, complete for occupancy (livable condition), may be submitted by the applicant in lieu of his/her portion of the "Statement of Builder." If the application is in order, an "FLA" decal number will be assigned by the Regional Office and mailed to a specific out of state law enforcement officer or military law enforcement authority in the applicant's transient state, along with a certification document for certifying that the "FLA" decal number has been properly affixed. The certification document must be completed/signed by the out of state law enforcement officer or military law enforcement authority and returned to the Regional Office so the certificate of title can be issued.

Applicant must meet the requirement of a legal resident as defined in Section [320.01\(35\), Florida Statutes](#), as a person who has his or her principal place of domicile in this state for a period of more than 6 consecutive months, who has registered to vote in this state, who has made a statement of domicile or who has filed for homestead tax exemption on property in this state.

If the applicant is a business, the federal identification number (FEID) is required. If the motor vehicle or mobile home is registered to a business,

the name and street address of the permanent residence of an owner of the business, an officer of the corporation, or an employee who is in a supervisory position is required.

- J. If an applicant applying for a certificate of title to an assembled from parts motor vehicle is no longer a legal resident of the state of Florida, an FLA decal number will not be assigned, and a Florida Certificate of Title will not be issued.
- K. A ten (10) day temporary license plate may be issued when a motor vehicle must be inspected to apply for a Florida Certificate of Title or for registration purposes (Refer to [RS-31](#) for additional information).
- L. When ONLY the cab (regardless of the year and make) of a motor vehicle (non-branded title) has been replaced, the customer must contact a Regional Office for assistance. The motor vehicle will be considered as an ASPT. Therefore, the title will be branded as an "ASPT" and an FLA decal number will be assigned.
- M. Any heavy truck or tractor truck with a body type of TR that's modified to a dump truck must be processed as an assembled from parts (ASPT) vehicle. The customer must be referred to a Regional Office in their county of residence. The Tax Collector's office or license plate agent should NOT perform a change of body/correction transaction on these vehicles. The Regional Office will inspect, per [Section 319.14\(1\)\(b\)](#), the vehicle and all associated paperwork and if the vehicle is in compliance, an "FLA" number will be issued. The \$40 inspection fee and appropriate title fees will be applicable. The Regional Office may process a new certificate of title showing the make as "ASPT." **The office may also provide the consumer with a sealed envelope containing all supporting documentation for submission to a tax collector or license plate agent for the issuance of the new title for the "ASPT."**
- N. If a customer has built a homemade dune buggy (which they state is street legal), you should have them contact a local Regional Office for assistance.
- O. A customer can locate an address and telephone number for the Regional Office assigned to their county by using the below link:

<http://www.flhsmv.gov/locations/>
- P. A documentation check list is attached to this procedure as Exhibit A.
- Q. A list of Questions and Answers (Assembled from Parts) is attached as Exhibit B.
- R. Pictures of major component parts are attached to [Procedure TL-37](#) as Exhibit C.

Revision

7/23/13 Updated the name of the form for FLT numbers on page 7, 8 & Exhibit A. Updated the "unit" name on pages 5, 6, & 8. Added additional information on pages 5, 6 & 8.

EXHIBIT A
ASSEMBLED FROM PARTS CHECK LIST

FORMS

FLORIDA RECORD

_____ Florida title or
alternate proof of ownership

_____ [HSMV 82040](#)

_____ [HSMV 84490](#), Statement of Builder

_____ Certified weight slip for motor vehicles

_____ Florida sales tax or specify sales tax exemption information on [form HSMV 82040](#)

_____ All title fees

OUT-OF-STATE RECORD

_____ Out-of-state proof of ownership
or alternate proof of ownership

WHEN FRAME IS HOMEMADE

_____ [HSMV 82040](#)

_____ [HSMV 84490](#), Statement of Builder

_____ Affidavit stating the frame is homemade and describing construction of the frame

_____ Original bills of sale for all major component parts

_____ Certified weight slip for motor vehicles

_____ Florida sales tax or specify sales tax exemption information on form [HSMV 82040](#)

_____ Florida license plate number or non-use affidavit or mobile home decal or RP decal

_____ All title fees

CHECK LIST FOR ASPT TRAILERS (weighing 2,000 pounds or more)

_____ Florida Trailer (FLT) Serial Number Assignment form

_____ [HSMV 82040](#)

_____ Certified weight slip

_____ Affidavit outlining assembly process and stating trailer is road worthy

_____ Affidavit stating the frame is homemade and describing the construction of the frame

_____ Bills of sale for all major component parts

_____ Florida sales tax or specify sales tax exemption information on form [HSMV 82040](#)

_____ Florida license plate or non-use affidavit

_____ All title fees

An initial inspection fee of \$40 will be charged; subsequent inspection fees (if applicable) are \$20 per inspection.

EXHIBIT B

FREQUENTLY ASKED QUESTIONS AND ANSWERS (ASSEMBLED FROM PARTS)

1. Q. Can I take parts from two (2) or more vehicles that have been branded as a Certificate of Destruction (CD) and create an ASPT from these parts?
A. No. However, you can take parts from three (3) or more CD vehicles to create an ASPT as long as 49% or less of the parts come from a single CD vehicle.
2. Q. Can I take parts from a CD and add new aftermarket or used parts to the CD vehicle parts and create an ASPT?
A. Yes, if 49% or less of the parts come from a single CD vehicle.
3. Q. At what point would it be considered that I am rebuilding the CD vehicle?
A. When 50% or more of the parts used to build the ASPT came from a single CD vehicle.
4. Q. Can I take parts from a CD vehicle and utilize them on another CD vehicle and create an ASPT? (By calling it an ASPT, we are assigning a new FLA VIN and not using the CD vehicle's original VIN.)
A. No. See Question 1 above.