

**Motor Vehicle Procedure Manual**

**Title and Lien**

**REPLACEMENT VEHICLE IDENTIFICATION NUMBER (VIN) DECALS**

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**Legal Authority**

[Section 319.30\(4\), Florida Statutes](#), provides that it is unlawful for any person to have in his or her possession any motor vehicle or mobile home when the manufacturer's or state-assigned identification number plate or serial plate has been removed. However, nothing in this subsection shall be applicable when a vehicle defined in this section as a derelict or salvage was purchased or acquired from a foreign state requiring such vehicle's identification number plate to be surrendered to such state, provided the person shall have an affidavit from the seller describing the vehicle by manufacturer's serial number and the state to which such vehicle's identification number plate was surrendered.

[Section 319.30\(5\)\(a\), Florida Statutes](#), provides that it is unlawful for any person to knowingly possess, sell or exchange, offer to sell or exchange, or give away any certificate of title or manufacturer's or state-assigned identification number plate or serial plate of any motor vehicle, mobile home or derelict that has been sold as salvage contrary to the provisions of this section. It is unlawful for any person to authorize, direct, aid in or consent to the possession, sale or exchange or to offer to sell, exchange or give away such certificate of title or manufacturer's or state-assigned identification number plate or serial plate.

[Section 319.30\(5\)\(b\) Florida Statutes](#), provides that it is unlawful for any person to knowingly possess, sell, or exchange, offer to sell or exchange, or give away any manufacturer's or state assigned identification number plate or serial plate of any motor vehicle or mobile home that has been removed from the motor vehicle or mobile home for which it was manufactured. It is unlawful for any person to authorize, direct, aid in or consent to the possession, sale or exchange or to offer to sell, exchange or give away such manufacturer's or state-assigned identification number plate or serial plate.

[Section 319.33\(7\)\(a\), Florida Statutes](#), provides that if all identifying numbers of a motor vehicle or mobile home do not exist or have been destroyed, removed, covered, altered or defaced, or if the real identity of the motor vehicle or mobile home cannot be determined, the motor vehicle or mobile home shall constitute contraband and shall be subject to forfeiture by a seizing law enforcement agency, pursuant to applicable provisions of ss. 932.701-932.704. Such motor vehicle shall not be operated on the streets and highways of the state unless, by written order of a court of competent jurisdiction, the department is directed to assign to the vehicle a replacement vehicle identification number which shall thereafter be used for identification purposes. If the motor vehicle is confiscated from a licensed motor vehicle dealer as defined in s. 320.27, the department may take administrative action resulting in the revocation of the dealer's license.

## Description and Use

This procedure provides information and instructions to assist Tax Collector Employees, License Plate Agents, and the Florida Department of Highway Safety and Motor Vehicles (FLHSMV) in processing requests to replace manufacturer's vehicle identification number decals which have been lost, stolen, or defaced.

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](#)

HSMV 82040 MV 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 – [HSMV 82040 VS](#)

HSMV 82040 VS 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 – [HSMV 82040 MH](#)

HSMV 82040 MH 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.

## Miscellaneous Information

This procedure provides information and instructions to assist tax collector employees, license plate agents, and the Florida Highway Safety and Motor Vehicles (FLHSMV) in processing requests to replace manufacturer's vehicle identification number decals which have been lost, stolen or defaced.

## Documentation Required and Special Instructions:

To apply for a replacement VIN decal, all statutory requirements of Sections 319.30 and 319.33, F.S., must be met.

The applicant is responsible for making photocopies of all documents before submitting the original documents to the Division of Motorist Services (DMS) Compliance Examiner in the region where the vehicle is located.

The applicant must direct and submit the request to the DMS Regional office that serves the applicant's county of residence.

For a telephone number and address of a regional office assigned to your county, visit this link.

To apply for a replacement VIN decal, choose the appropriate scenario below. **The owner of the vehicle must bring the vehicle to a DMS Regional Office so a Compliance Examiner may properly identify the vehicle.**

- A. When the motor vehicle or mobile home is titled in Florida and ownership is not changing, the following must be submitted to a DMS Regional office that serves the applicant's county of residence:

**1. Proof of Ownership - Copy of the front and back of the Florida certificate of title and proper identification of the titled owner.**

**2. If FRVIS shows the title as electronic, a copy of the Florida title is not required.**

**Once the vehicle has been properly identified by the Compliance Examiner, a replacement decal shall be ordered. When the replacement decal is available, the owner will be contacted and the vehicle will be scheduled to return to the DMS Regional Office so the decal can be affixed to vehicle. A replacement VIN decal is issued at no charge.**

- B. When the motor vehicle or mobile home is titled in Florida and the "Transfer of Title by Seller" section on the certificate of title has been completed, submit:
1. The Florida Certificate of Title completed for transfer to the applicant.
  2. Form HSMV 82040, Application for Certificate of Title with/without Registration.

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

The DMS Compliance Examiner will submit the original title along with copies of the forms HSMV 82040 and [84044](#), Affidavit, to the department for imaging.

The applicant will receive the originals of forms HSMV 82040 and 84044 and a copy of the title to provide to the tax collector's office.

The tax collector should submit forms HSMV 82040 and 84044, a copy of the title, and the computer-generated form HSMV 82041 to the department.

C. When the motor vehicle or mobile home is titled out of state, submit:

1. Out-of-state Certificate of Title in the applicant's name or completed for transfer to the applicant.
2. Form HSMV 82040, Application for Certificate of Title with/without Registration.
3. Florida sales tax or specify the sales tax exemption information on an accurately completed form HSMV 82040.
4. Florida license plate number transferred to or purchased for the motor vehicle, or a non-use affidavit. The mobile home decal number purchased for or an RP decal transferred to or purchased for the mobile home. A non-use affidavit is not acceptable for mobile homes.
5. Title fees.

The DMS Compliance Examiner will submit the original out of state title along with copies of the forms HSMV 82040 and 84044 to the department for imaging.

The applicant will receive the originals of forms HSMV 82040 and 84044 and a copy of the out of state title to provide to the tax collector's office.

The tax collector should submit forms HSMV 82040 and 84044, a copy of the out of state title, and the computer-generated form HSMV 82041 to the department.

### Miscellaneous Information

- A. If a certificate of destruction (or unrebuildable title issued prior to 10/01/00) was issued or will be issued for a vehicle missing the vehicle identification number plate, a replacement decal is NOT required.
- B. If a dealership requests a replacement decal, the dealership is not required to obtain title in its name. A copy of the front and back of the Florida or out-of-state title along with the document showing the reassignment to the dealer should be submitted to a DMS Compliance Examiner.
- C. For motor vehicles, the replacement decal will be placed in the driver's doorjamb in a conspicuous, visible place. For motorcycles, the replacement decal will be placed as near as possible to the right-side frame down tube. For mobile homes, the replacement decal will be placed in the main doorjamb, hinge side, just above the lower hinge. A decal must **NOT** be placed on a removable part.
- D. The applicant must schedule an appointment with a DMS Compliance Examiner to examine the documents for accuracy and to affix the replacement decal.
- E. If the applicant is a legal resident of Florida but resides out of state for a portion of the year, or if the applicant is a Florida resident on active military duty out of state, the applicant must direct and submit the request to the DMS Regional office that serves the applicant's county of residence. Applicant must meet the requirement of legal resident, as defined in section 320.01(34), Florida Statutes.

The applicant must submit an affidavit on letterhead from the out-of-state law enforcement officer or military law enforcement authority stating the confidential vehicle identification number and indicating that a replacement decal is needed. The applicant must also submit a copy of the front and back of the title or application for title.

The DMS Compliance Examiner will assign and mail the replacement decal to the applicant along with a certification letter. Any out-of-state law enforcement officer or military law enforcement authority may affix the assigned decal to the motor vehicle. After affixing the decal, the out-of-state law enforcement or military officer/agency must return the certification letter to the DMS Regional office verifying that the decal was affixed.

If an application for title is being held, the application for title will be processed. If only a copy of the title is being held, the returning certification letter will be imaged.

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

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

Updated statutes on pg. 1 adding “state assigned” ID number plate, reorganized sections II and III re-lettering and renumbering information, added “Note” to page 2 concerning electronic titles, removed 6 from page 5 and Exhibit A.