

Motor Vehicle Procedure Manual

Title and Lien

Fast Title Issuance of Certificates of Title and Title Accounting Guidelines

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Legal Authority

[Section 319, Florida Statutes](#), provides for the issuance of certificates of titles for new and used motor vehicles and mobile homes, including operation of law.

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 establishing requirements for fast title issuance and accounting.

Documentation and Special Instructions

Documentation for all title transactions must be in order and accurately completed prior to a certificate of title being issued.

Approval and Printing of Certificate of Title

When the application is in order and accurately completed showing all information, the title clerk will enter the data into the FRVIS system. A certificate of title and a computer form HSMV 82041, Application for Vehicle/Vessel Certificate of Title and/or Registration, will be generated. The form HSMV 82041 will print after the title is issued. The title control number will print on the form 82041 in the left-hand corner.

Data Verification

Form HSMV 82041, Application for Vehicle/Vessel Certificate of Title and/or Registration, must be verified for accuracy. This must be done prior to the certificate of title being mailed or delivered to the customer. Verification is extremely important and should be done on the vehicle identification number, lien information, audit number on title and 82041, owner's name, address, etc.

- A. A transaction with incorrect information should be voided the same day.
- B. If an error is found the following day, process as follows:
 - 1. If the certificate of title has not been mailed or delivered to the customer, it maybe reissued correctly. This transaction must be processed on the title correction screen.
 - 2. If the certificate of title has been mailed or delivered to the customer, submit photocopies of the transaction, along with a letterhead letter indicating the error and requesting a recall letter to be written to the customer. This information must be submitted to the following address or you may telephone (850) 617-2409:

Division of Motorist Services
Attn: Motor Vehicle Stop Unit
2900 Apalachee Parkway, MS #98
Tallahassee, Florida 32399
MV-Stop@flhsmv.gov

Security, Storage and Inventory For Blank Certificates of Title

- A. Blank certificate of title documents may only be stored in a storage container (safe or vault) at a designated location which has been inspected, documented using the department Security Analysis form, approved and authorized by the Division of Motorist Services Support.
- B. Requests for blank certificates of title are ordered through FRVIS in increments of 2000.
- C. The blank title paper will be shipped via FedEx to the main county agency for distribution to their requesting branch agency. If a DMS Regional office requests the paper, it is shipped directly to that office.

- D. Any agency authorized to issue Florida Certificates of Title must securely store and account for all title paper from receipt to distribution.

Accounting and Balancing of Title Paper

- A. The voided certificates of title and the Title Audit Report must match. Verify actual voided certificates of title on hand with the Title Audit Report (Exhibit A). Be sure all voided certificates of title listed on the Title Audit Report are accounted for. Voided certificates of title must be stamped "VOID" **on the face of the title and retained with the title audit report for 1 year for auditing purposes.**
- B. If any of the voided titles are not listed as a void on the Title Audit Report, you would need to manually "X" the void column next to the title audit number. Also, manually list the title audit number on the Voided Transaction Detail Report and mark TTL inventory obsolete.
1. Verify actual voided certificates of title on hand with the Title Audit Report (Exhibit A). Be sure all voided certificates of title listed on the Title Audit Report are accounted for. Voided certificates of title must be **stamped "VOID" on the face of the title and retained with the title audit report for 1 year for auditing purposes.**
- C. Check the beginning and ending audit numbers listed as unused title paper on the Title Audit Report (Exhibit A). The numbers must be consecutive following the previous day's balance. All certificates of title must be accounted for by the agency representative. If a discrepancy is discovered in the unused title paper, it must be reported immediately to the **Inventory Control Unit, Bureau of Issuance Oversight, Division of Motorist Services, telephone (850) 617-2900**. Instructions will be given on how to verify the discrepancy. If it is believed that titles cannot be accounted for due to theft or burglary, local law enforcement and inventory control must be contacted, and a crime offense report must be filed by the tax collector or license plate agent. For more information regarding the Title Audit Reports and their retention requirements, refer to [Procedure TL-62](#).

Release of Title

Mail: Certificates of title showing a lien should be mailed to the lienholder, unless the lienholder has requested the certificate of title be mailed to the owner. When there is no lienholder, the certificate of title will be mailed to the owner or to a person or business designated by the owner. Each office is accountable for titles that are mailed from their office and must ensure that proper documentation is obtained when mailing a title to anyone other than the lienholder or owner.

Walk-In: Each office is accountable for the distribution of all titles issued. All walk-in customers must sign a ledger which shows the title number, batch number, the name

(printed and signed by the person) receiving the title, their address telephone number and identification or driver license number. A photo ID is required in order to verify that the recipient of the title is the owner of record. However, when a title is in two names joined by “and” only one signature is required to sign the ledger for the title to be printed.

If the person receiving the title is not the owner of record, the Authorization Release Affidavit, a power of attorney or notarized/perjury clause affidavit signed by the owner allowing the recipient to pick up the title must be submitted. **The recipient must also provide photo ID before the title certificate can be released to them.**

An example of a "Fast Title Service Walk-In Ledger For a Title" (Exhibit C, page 1), "Fast Title Service Walk-In Ledger For Multiple Titles" (Exhibit C, page 2), and an "Authorization/Release Affidavit" (Exhibit D) are attached.

EXCEPTION: Licensed Florida Dealers are NOT required to present an authorization or power of attorney to obtain a fast title on behalf of their customer. Licensed Florida dealers are required to provide an authorization letter to the issuing office on letterhead stationery naming all persons authorized to obtain fast titles on the dealer’s behalf AND provide photo identification when picking up a fast title and sign a completed Fast Title Service Walk-in Ledger.

Fast Title Service Walk-In Ledger forms are required for every fast title issued in the offices. These forms must be maintained in the issuing office for one calendar year.

Revision(s)

Removed Inventory Control address MS#74, Room A332 2900 Apalachee Parkway. Added verbiage to B(1) pg. 2, “Voided certificates of title must be stamped "VOID" on the face of the title and retained with the title audit report for 1 year”. Added clarifying language to Exhibit A and B.

08/21/20: Added language to VII (Walk-in) “when a title is requested by a customer and it is in two names joined by “and” only one signature is required to sign the ledger for the title to be printed.

12/18/19: Added a Historical Revisions Section. In section V(A) pg2. added “documented using the department Security Analysis form, approved and authorized by the Division of MS Support” and in section V(B) added “are ordered through FRVIS in increments of 2000.” Removed Letter C and F in section (V). Updated Exhibits A Title Audit Report & B with Voided Certificate of Title. In Section VI, (B) added Any Title Certificate not listed on report should be a manual void.

01/07/19: Deleted email addresses for individuals and inserted inventorycontrolunit@flhsmv.gov and corrected the phone number for the unit

Exhibit A Title Audit Report

Retain Title Audit Report with all documents for 1 year.


MLOFQ127A		FLORIDA DEPARTMENT OF HIGHWAY SAFETY		PAGE: 1	
REPORT DATE/NO: 12/08/2021-5664		TITLE AUDIT REPORT		RUN DATE: 12/08/2021	
REPORT STATUS: OPEN		COUNTY/AGENCY: 41/02		RUN TIME: 170536	
TITLE AUDIT NUMBER	TITLE NUMBER	TRANSACTION ID	REPORT DATE	VOID	REPLACED
153464449	92084807	1568702639	12/08/2021		
153464450	141242647	1568737409	12/08/2021		
153464451	20172824	1568738875	12/08/2021		
153464452	144950005	1568750351	12/08/2021	X	
153464453	144950047	1568752201	12/08/2021		
153464454	143786288	1568770613	12/08/2021		
153464455	96522265	1568809989	12/08/2021		
153464456	112458836	1568812643	12/08/2021		
153464457	142648893	1568847769	12/08/2021		
153464458	97450353	1568942603	12/08/2021		
153464459	111030982	1568990111	12/08/2021		
153464460	71572923	1569050605	12/08/2021		
153464461	118510806	1569070031	12/08/2021		
153464462	93127085	1569094475	12/08/2021		
TOTAL NUMBER OF VOIDS:	1			AGENCY REPRESENTATIVE SIGNATURE: 	
TOTAL NUMBER REPLACED:	0			DMV REPRESENTATIVE SIGNATURE: _____	
TOTAL NUMBER INVALID:	1				
TOTAL NUMBER OF ENTRIES:	14				
TITLE BIN NUMBER	BEG. AUDIT NUMBER	END AUDIT NUMBER			
98	153464463	154956100			

Exhibit B Voided Certificate of Title

Stamp void on certificate of title and retain Audit Title report for 1 year, and once that is completed then immediately destroy voided title.

CERTIFICATE OF TITLE									
Identification Number 1C4HJXPG2MW695663	Year 2021	Make JEEP	Body UT	WT4-BHP 4489	Vessel Regs. No.	Title Number 144950005	Lien Release Interest in the described vehicle is hereby released		
Prev State NEW	Color BLK	Primary Brand	Secondary Brand	No of Brands	Use PRIVATE	Prev Issue Date	By _____		
Odometer Status or Vessel Manufacturer or OH use 2,220 MILES 10/11/2021 ACTUAL		Engine Drive	Hull Material	Prop	Date of Issue 12/08/2021	Date _____			
Registered Owner <div style="background-color: blue; width: 200px; height: 20px; margin: 5px 0;"></div>									
1st Lienholder NONE									
DIVISION OF MOTORIST SERVICES		TALLAHASSEE		FLORIDA		DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES			
<i>Robert R. Kynoch</i> Robert R. Kynoch Director						<i>Tary L. Rhodes</i> Tary L. Rhodes Executive Director			
		Control Number		153464452					
		41 / 2		153464452					
VOID									
TRANSFER OF TITLE BY SELLER (This section must be completed at the time of sale) Federal and/or state law require that the seller state the mileage, purchaser's name, selling price and date sold in connection with the transfer of ownership. Failure to complete or providing a false statement may result in fines and/or imprisonment. This title is warranted to be free from any liens, except as noted on the face of the certificate and the motor vehicle or vessel described is hereby transferred to									
Seller Must Enter: Purchaser's Name: _____					Address: _____				
Seller Must Enter: Selling Price: _____					Seller Must Enter: Date Sold: _____				
I/We state that this <input type="checkbox"/> is or <input type="checkbox"/> 6 digit odometer now reads _____ (no tenth) miles, date read _____ and I hereby certify that to the best of my knowledge the odometer reading <input type="checkbox"/> 3 reflects ACTUAL MILEAGE <input type="checkbox"/> 2 is IN EXCESS OF ITS MECHANICAL LIMITS <input type="checkbox"/> 1 is NOT THE ACTUAL MILEAGE									
UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.									
SELLER Must Sign Here: _____					CO-SELLER Must Sign Here: _____				
Print Here: _____					Print Here: _____				
Selling Dealer's License Number: _____					Tax No: _____		Tax Collected: _____		
Auction Name: _____					License Number: _____				
PURCHASER Must Sign Here: _____					CO PURCHASER Must Sign Here: _____				
Print Here: _____					Print Here: _____				
NOTICE: PENALTY IS REQUIRED BY LAW IF NOT SUBMITTED FOR TRANSFER WITHIN 30 DAYS AFTER DATE OF PURCHASE.									

Exhibit C (1) Fast Title Service Walk-In Ledger For A Title

FAST TITLE SERVICE WALK-IN LEDGER FOR A TITLE	
Date	
Title Number	
Audit Control #	
Batch Number	
Printed Name	
Signature	
Address	
Phone Number	
DL Number	
Verified Name By ID/DL #	

Exhibit C (Con't) Fast Title Service Walk -In Ledger For Multiple Titles

FAST TITLE SERVICE WALK-IN LEDGER FOR MULTIPLE TITLES		
Date		
Printed Name		
Signature		
Address		
Phone Number		
DL Number		
Verified Name By ID/DL #		
Title Number(s):	Audit Control #:	Batch Number:

Exhibit D Authorization/Release Affidavit for Expedited Title

AUTHORIZATION/RELEASE AFFIDAVIT

Owner Information:

Vehicle Description

Name of Registered Owner(s)

Title Number

Address

Year

Make

City State Zip

Vehicle Identification Number

Phone Number-Including area code

I _____ authorize _____
Owner's Name Person Appointed

to receive my **printed** title certificate **and** registration, if applicable for the above described vehicle.

Under Penalties of perjury I declare that I have read the foregoing document and certify that the statement is true.

Signature of Owner

Date

Signature of Co-Owner

Date