

**Motor Vehicle Procedure Manual**

**Title and Lien**

**Fast Title Issuance of Certificates of Title and Title Accounting Guidelines**

**Table of Contents**

Fast Title Issuance of Certificates of Title and Title Accounting Guidelines..... 1

Legal Authority .....1

Description and Use .....1

Documentation and Special Instructions .....2

Approval and Printing of Certificate of Title .....2

Data Verification.....2

Security, Storage and Inventory For Blank Certificates of Title .....2

Accounting and Balancing of Title Paper .....3

Release of Title .....4

Revision(s) .....5

Exhibit A Title Audit Report.....6

Exhibit B Voided Certificate of Title .....7

Exhibit C (1) Fast Title Service Walk-In Ledger For A Title .....8

Exhibit C (Con't) Fast Title Service Walk -In Ledger For Multiple Titles.....9

Exhibit D Authorization/Release Affidavit for Expedited Title.....10

**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 motor vehicle issuance 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 may be 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 transactions along with a letterhead letter indicating the error and requesting a recall letter to be written to the customer. **This information must be submitted when contacting the Field Support Center to request a recall letter be written to the customer.**

## 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's Security Analysis form, approved and authorized by the Division of Motorist Services Support.

- B. Requests for blank certificates of title are ordered through the motor vehicle issuance system 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 Regional office requests the paper, it is shipped directly to that office.
- D. Any agency authorized to issue Florida certificate 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. 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. 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, (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](mailto: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.

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			
TOTAL NUMBER REPLACED:		0	AGENCY REPRESENTATIVE SIGNATURE: 		
TOTAL NUMBER INVALID:		1			
TOTAL NUMBER OF ENTRIES:		14	DMV REPRESENTATIVE SIGNATURE: _____		
TITLE BIN NUMBER	BEG. AUDIT NUMBER	END AUDIT NUMBER			
98	153464463	154956100			

**Exhibit B Voiced 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.

**VOID IF ALTERED**

**CERTIFICATE OF TITLE**

164H030P620M695563	Year 2021	Make JEEP	Body OT	W/L-Ship 4489	Vessel Regs. No.	Title Number 144950005	Licensee Transfer to the described vehicle is hereby recorded
Year 2021	Make JEEP	Body OT	W/L-Ship 4489	Vessel Regs. No.	Title Number 144950005	Licensee Transfer to the described vehicle is hereby recorded	

Owner Status or Vessel Manufacturer or OH Use  
2, 220 MTRS 10/11/2021 ACTUAL

Engine Make  
No. of Brakes  
Use  
PRIVATE  
Date of Issue  
12/08/2021

Registered Owner  
**ANDREY ISLAND EDGE**  
3626 RICHMOND ST  
JACKSONVILLE, FL 32205-9424

1st Lienholder  
NONE

DIVISION OF MOTORIST SERVICES  
TALLAHASSEE  
FLORIDA  
DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES

Robert R. Kynard  
Director

Central Number  
41 / 2  
153464452

Terry L. Rhodes  
Executive Director

Federal notice upon the request that the seller notify the mileage, purchaser's name, selling price and date sold in connection with the transfer of ownership.  
This title is warranted to be true from any and every source on the face of the certificate and the motor vehicle or vessel described is hereby transferred to

**VOID**

**VOID IF ALTERED**

Seller Name Buyer Name

5 or  6 digit odometer now reads  X / (no serial) seller also read  I hereby verify that to the best of my knowledge the odometer reading is/was true from  5 or  6 digit ACTUAL MILEAGE  2 4 IN EXCESS OF ITS STATUTORY LIMITS  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 Name  
Sign Here  
Print Here

BUYER Name  
Sign Here  
Print Here

Selling Dealer's License Number  
Tax No. Tax Collected

License Number  
CO-REGISTRAR Mark  
Sign Here

Print Here  
NOTICE: PENALTY IS REQUIRED BY LAW IF NOT SUBMITTED FOR TRANSFER WITHIN 30 DAYS AFTER DATE OF PURCHASE.

**VOID IF ALTERED**

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

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



**Exhibit C (Cont.) Fast Title Service Walk -In Ledger For Multiple Titles**

<b>FAST TITLE SERVICE WALK-IN LEDGER FOR MULTIPLE TITLES</b>		
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