



Florida

Department of Highway Safety and Motor Vehicles

Division of Motorist Services

PROCEDURE	SUBJECT:
TL-63	LOW-SPEED VEHICLES AND MINI-TRUCKS
<p>DESCRIPTION: This procedure provides information and instructions to guide employees and agents of the Department in the implementing requirements to process certificate of title applications involving low-speed vehicles, golf carts converted to low-speed vehicles, low-speed vehicles converted to golf carts or mini-trucks.</p> <p>PROVISIONS OF LAW: This procedure is governed by the following: Section 316.2122, Florida Statutes – Operation of a low-speed vehicle or mini truck on certain roadways. Section 320.01, Florida Statutes - General definitions Section 334.03(15) or (33), Florida Statutes – Definitions “metropolitan area” and “urban place” Section 316.225, Florida Statutes – Mounting of reflectors, clearance lamps, and side marker lamps Section 316.271, Florida Statutes – Horns and warning devices Section 316.2952, Florida Statutes – Windshields; requirements; restrictions Section 316.410, Florida Statutes - Taillamps Section 319.14(10)(a),(b), and (c), Florida Statutes – Conversion of low-speed vehicles Section 316.212, Florida Statutes – Operation of golf carts on certain roadways Section 316.2125, Florida Statutes – Operation of golf carts within a retirement community Section 316.2126, Florida Statutes – Authorized use of golf carts, low-speed vehicles, and utility vehicles Section 316.21265, Florida Statutes – Use of golf carts and low-speed vehicles by law enforcement agencies Section 320.02, Florida Statutes – Registration required; application for registration; forms Chapter 319, Florida Statutes – Title Certificates 49 CRF 571.500, Standard No. 500, Low-Speed Vehicles – Specifies requirements for low-speed vehicles</p>	
<i>Revision(s) to this procedure: Added II. C and Exhibit A.</i>	
EFFECTIVE DATE	REVISION DATE
Immediately	<u>10/16/18</u>

STATE OF FLORIDA
Division of Motorist Services

PROCEDURE TL-63	SUBJECT: LOW-SPEED VEHICLES AND MINI-TRUCKS
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DOCUMENTATION AND SPECIAL INSTRUCTIONS:

The procedures listed below are used in the transactions described in this procedure:

- [Procedure TL-10](#) when the application is for an original certificate of title.
- [Procedure TL-11](#) when the application is for a transfer of a certificate of title.
- [Procedure TL-05](#) when the application is for a duplicate certificate of title.
- [Procedure TL-12](#) when the application is for a duplicate with transfer certificate of title.
- [Procedure TL-67](#) for Tri-Vehicles

FORMS:

- [Form HSMV 82040](#) Application for Certificate of Title with/without Registration
- Form HSMV 82041 Application for Vehicle/Vessel Certificate of Title and/or Registration
- [Form HSMV 84490](#) Statement of Builder (Rev. 2/01 or later)
- [Form HSMV 86064](#) Affidavit For Golf Cart Modified To A Low Speed Vehicle
- [Form HSMV 86066](#) Affidavit For a Low Speed Vehicle Converted to a Golf Cart

STATE OF FLORIDA
Division of Motorist Services

PROCEDURE #

SUBJECT:

TL-63

LOW-SPEED VEHICLES AND MINI-TRUCKS

TABLE OF CONTENTS:

General Information	Page - <u>03</u>
Golf Carts Converted to Low-Speed Vehicles	Page - 05
Low-Speed Vehicles Converted to Golf Carts	Page - 07
Miscellaneous Information	Page - 07
Historical Revisions	Page - 08
Exhibit A, Sample Letter from DHSMV to prior owner	Page - 10

PAGE #

TL-63-03

STATE OF FLORIDA
Division of Motorist Services

PROCEDURE #	SUBJECT:
TL-63	LOW-SPEED VEHICLES AND MINI-TRUCKS

I. GENERAL INFORMATION:

- A. The U.S. Department of Transportation National Highway Safety Administration (NHTSA) has included in the definition of “motor vehicle” a new category called “low-speed vehicles (LSV),” which includes the neighborhood electric vehicle. [Section 320.01, Florida Statutes](#) allows for a low-speed vehicle to either be electric or have a gasoline engine. The top speed **allowable for** LSVs is 25 miles per hour. They may not be operated on public roads where the minimum speed for that road exceeds 35 miles per hour. The Gross Vehicle Weight Rating (GVWR) for the LSV must be less than 3,000 pounds as specified in NHTSA’s rule ([49 CFR 571.500, Standard No. 500, Low-Speed Vehicles](#)).
- B. The top speed at which mini-trucks are capable of traveling is 55 miles per hour. Although they are equipped to travel at speeds up to 55 miles per hour, they may NOT be operated on public roads where the maximum speed for that road exceeds 35 miles per hour.
- C. New “low-speed” vehicles and mini-trucks are issued a Manufacturer’s Certificate of Origin (MCO) by the manufacturer with a standard 17-digit vehicle identification number (VIN) and a statement that the vehicle conforms to Federal Regulations under Title [49 CFR 571.500, Standard No. 500, Low-Speed Vehicles](#). These vehicles are titled and registered in the same manner as any motor vehicle. The body type of the LSV can be two-passenger (2P), four-passenger (4P), six-passenger (6P), or nine-passenger (9P). Choosing one of these body types creates the “low-speed vehicle” brand in FRVIS. The body type of the mini-trucks must be “MT.”
- D. If the low-speed vehicle is electric, then the use type for electric vehicle must be selected. The title will print with the primary brand of “Low-speed Veh” and the word “electric” will print in the “model” space on the title. Mini-trucks are considered low-speed vehicles (even though they are not branded); however, they are generally not electric and should not be marked as such. Any low-speed vehicle will be registered as an auto (AU) according to the weight. If the vehicle is “for-hire,” the appropriate class code will be assigned according to the vehicle’s weight.
- E. Any LSV, which was titled prior to FRVIS, was not branded as a “Low-speed Veh,” therefore; these vehicles should be branded when the title is submitted for transfer to a new owner.
- F. Per [Section 316.2122, Florida Statutes](#), operation of a low-speed vehicle on any road is authorized with the following restrictions:
 - 1. A low-speed vehicle or mini-truck may be operated only on streets where the posted speed limit is 35 miles per hour or less. This does not prohibit a low-speed vehicle or mini-truck from crossing a road or street at an intersection where the road or street has a posted speed limit of more than 35 miles per hour.
 - 2. A low-speed vehicle or mini-truck must be equipped with headlamps, stop lamps, turn signal lamps, tail lamps, reflex reflectors, parking brakes, rearview mirrors, windshield, seat belts, and vehicle identification number.

STATE OF FLORIDA
Division of Motorist Services

PROCEDURE # TL-63	SUBJECT: LOW-SPEED VEHICLES AND MINI-TRUCKS
<ol style="list-style-type: none">3. A low-speed vehicle or mini-truck must be registered and insured in accordance with Section 320.02, Florida Statutes, and titled pursuant to Chapter 319, Florida Statutes.4. Any person operating a low-speed vehicle must have a valid driver license in his or her possession.5. A county or municipality may prohibit the operation of low-speed vehicles or mini-trucks on any road under its jurisdiction if the governing body of the county or municipality determines that such prohibition is necessary in the interest of safety.6. The Department of Transportation may prohibit the operation of low-speed vehicles or mini-trucks on any road under its jurisdiction if it determines that such prohibition is necessary in the interest of safety. <p>II. GOLF CARTS CONVERTED TO LOW-SPEED VEHICLES</p> <p>A. Golf carts are NOT allowed to be titled or registered. However, NHTSA allows a golf cart to be converted to a “low-speed vehicle.” The converted low-speed vehicle must be in its completed state before applying for a certificate of title. The application and all documentation (see list below) must be submitted to a Motorist Services Regional Office servicing the area in which the customer resides. In addition, the customer must trailer the converted vehicle and haul it on the trailer to the Motorist Services Regional Office for inspection. The customer can obtain additional information and the location of Motorist Services Regional Offices assigned to their county at the following link: Division of Motorist Services, Motor Vehicle Regional Office</p> <p>B. The compliance examiner will review the paperwork and inspect the vehicle. When the documentation has been reviewed and found to be in order, an FLA number will be assigned to the converted low-speed vehicle. The “year” for the vehicle will be the year it is converted, the make will be “ASPT”, and the body type will be 2P, 4P, etc. The following are the required documents:</p> <ol style="list-style-type: none">1. The original MCO completed for transfer to the customer or a bill of sale to the customer for the golf cart.2. Form HSMV 82040, Application for Certificate of Title with/without Registration, accurately completed, showing the new “FLA” number.3. Form HSMV 84490, Statement of Builder (Rev. 2/01 or later), accurately completed by the customer and the DMS Compliance Examiner/Inspector. The customer must specify on the form that the low-speed vehicle conforms to Federal Regulations under Title 49 CRF 571.500, Standard No. 500, Low-Speed Vehicles and Section 316, Florida Statutes.4. Form HSMV 86064, “Affidavit for Golf Cart Modified to A Low Speed Vehicle”, accurately completed by the customer.5. The original bills of sale or receipts with name, address and signature of the seller for all parts used to convert the golf cart to a low-speed vehicle. A signature is not required on a business receipt. The receipts/bills of sale must be in the name of the customer/builder.	
PAGE #	TL-63-05

STATE OF FLORIDA
Division of Motorist Services

PROCEDURE #

SUBJECT:

TL-63

LOW-SPEED VEHICLES AND MINI-TRUCKS

6. Payment of Florida sales tax or specify the sales tax exemption information on an accurately completed [HSMV 82040](#), or form HSMV 82041, Application for Vehicle/Vessel Certificate of Title and/or Registration.
7. Sales tax must be collected according to the purchase price of the golf cart and the purchase price of all parts where sales tax was not already collected.
8. Proof of Insurance with a minimum of the following:
 - a) \$10,000 Property Damage Liability
 - AND
 - b) \$10,000 Personal Injury Protection
9. A certified weight slip for the completed vehicle.
10. All title fees, including the inspection fee. Refer to the Schedule of Motor Vehicle, Mobile Home and Off-Highway Title and Lien Fees chart for applicable fees.
11. When the title transaction is processed, the processing agency must enter the Region number where the vehicle was inspected, and the audit number of the FLA decal affixed to the LSV in the "Comment Desc." field.

C. In instances where a VIN for a previously cancelled low-speed vehicle title is found in FRVIS and a new owner wants to title and register the vehicle, DHSMV will mail a letter similar to Exhibit A to the prior owner and await a response for 14 days. If no response by the 14th day, the title and registration of the low-speed vehicle will be processed.

Example: Low-speed vehicle was titled and registered. Then it was converted to a golf cart. Now a new owner wants to title and register it again as a Low Speed Vehicle.

STATE OF FLORIDA
Division of Motorist Services

PROCEDURE #	SUBJECT:
TL-63	LOW-SPEED VEHICLES AND MINI-TRUCKS

III. LOW-SPEED VEHICLES CONVERTED TO GOLF CARTS

- A. A vehicle titled or branded and registered as a low-speed vehicle may be converted to a golf cart following the steps below:
1. The owner of the converted vehicle must contact a DMS regional office, surrender the current certificate of title and the registration license plate. Additionally, the customer must trailer the converted vehicle and haul it on the trailer to the Motorist Services Regional Office for inspection and pay the \$40 inspection fee. For additional information and county office locations, please refer to the following link:

[Division of Motorist Services, Motor Vehicle Regional Office.](#)
 2. The owner of the converted vehicle must provide an affidavit ([form HSMV 86066](#)) attesting that the vehicle has been modified to comply with the speed restrictions provided in [Section 320.01\(22\), Florida Statutes](#) and acknowledging that the vehicle must be operated in accordance with [Section 316.212, Florida Statutes](#), [Section 316.2125, Florida Statutes](#), [Section 316.2126, Florida Statutes](#), or [Section 316.21265, Florida Statutes](#).
 3. The regional office will provide a cancel reason type of 'Converted to Golf Cart' in FRVIS and cancel the certificate of title and registration of the vehicle.
 - a) The department will issue the owner a pre-printed decal reflecting the conversion of the vehicle to a golf cart, which is clearly legible and reads: "CONVERTED VEHICLE. Max speed 20 mph." The decal must be displayed on the rear of the vehicle so it is plainly visible.

IV. MISCELLANEOUS

- A. Golf carts are not allowed to be titled or registered. However, low-speed vehicles and mini-trucks **MUST** be titled and registered.
- B. Any retailer who sells low-speed vehicles or mini-trucks must have a dealer's license.
- C. Low-speed vehicles are exempt from the odometer disclosure laws.
- D. Vehicles which were manufactured as off-road vehicles (i.e., mules, ATVs, etc.) are **NOT** allowed to be converted to low-speed vehicles.
- E. The GVWR of a low-speed vehicle includes the weight of the vehicle, plus the rated cargo load, plus 150 lbs. times the number of seated positions (i.e., those seating positions equipped with seat belts).
- F. For tri-vehicles, refer to [Procedure TL-67](#).

Historical Revisions:

6/25/18 Statutory review and added links. Added Historical Revisions section, deleted all Note headings.

2/19/2016 - Added a table of contents, removed obsolete material, revised working throughout, and updated Page 3, Section B. B.

6/14/2013 – Added new statute to page 2 and new item C to section III explaining the process for converting a low-speed vehicle to a golf cart.

9/7/2012 – Removed the requirement of electric from the low-speed vehicle definition and updated information on pages 2, 3, and 4.

6/4/2009 – Updated entire procedure with information regarding mini-trucks

11/30/2005 – This procedure was created to establish the requirements for low-speed vehicles.

Exhibit A

(DHSMV Letterhead)

DATE

NAME
ADDRESS
CITY, STATE ZIP

RE: Title Assistance Request

Dear XXXXXXXX:

Our records show that Florida Title #XXXXXXXXXXXX for a YEAR MAKE, VIN NUMBER (Low Speed Vehicle) was issued to you on DATE and cancelled per your request on DATE.

This vehicle has been sold to another individual who wishes to reinstate the title so they may operate the vehicle as a Low Speed Vehicle.

If you have any objections to our Department reinstating this title/vehicle to the current owner of record, please respond within 14 days of receipt of this letter.

Your cooperation in this matter is greatly appreciated. If needed, please feel free to contact me at the number below.

Best regards,

NAME, Regional Administrator
Bureau of Dealer Services
Motor Vehicle Field Office, Region X
ADDRESS
CITY, STATE ZIP
Telephone: XXX-XXX-XXXX
E-mail: [XXXXX](#)