

# Division of Motorist Services

# Procedure VSTL-17

# **Motor Vehicle Procedure Manual**

# **Vessel and Title**

Application for Certificate of Title for Federally Donated State Surplus Vessel

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#### **Legal Authority**

<u>Chapter 328, Florida Statutes</u>, provides for the issuance of certificates of title on previously titled vessels in Florida or in a foreign state. Vessels owned by the federal government that have been donated to the state of Florida, and sold as surplus property by the state, are to be titled to the purchaser under the provisions of that chapter.

#### **Description and Use**

This procedure provides information and instructions to assist tax collector's, license plate agents and the Florida Department of Highway Safety and Motor Vehicles (FLHSMV) in establishing requirements to properly issue a certificate of title for federally donated state surplus vessels.

#### **Documentation Required and Special Instructions**

- A. The following documentation must be submitted to a Tax Collector's office to apply for a Florida Certificate of Title:
  - Standard Form 97, US Government Certificate of Release (US Government Bill of Sale), which
    contains a description of the vessel including the make, year, and vessel hull identification
    number (HIN) which we be written into the vehicle identification number (VIN) on the US
    Government Certificate of Release. The Standard Form 97 serves as the federal government's
    only proof of ownership and a bill of sale from the Bureau of Federal Property Assistance,
    Department of Management Services, to the city, county, state agency or individual that
    purchased the vessel. Or,
  - 2. "Certificate to Obtain Title to a Vehicle," form LLO 1/97, which contains a description of the vessel including the year, make and vessel hull identification number, transferred to the city, county, state agency or individual that purchased the vessel.
  - 3. <u>Application for Certificate of Title of Vessel Title HSMV 82040 VS</u>, accurately completed by the purchaser(s).
  - 4. Florida sales tax or specify the sales tax information on an accurately completed form Application for Certificate of Title of Vessel Title - HSMV 82040 VS.

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5. The Florida registration number transferred to, or issued for, the vessel or a non-use affidavit.

6. Title fees.

#### **Miscellaneous Information**

1. When an application for a Certificate of Title is received and Standard Form 97, US Government

Certificate of Release of a Motor Vehicle (US Government Bill of Sale) is used as proof of ownership,

the Division of Motorist Services database should be checked by the vessel hull identification

number (HIN) for a Florida record.

If there is a Florida record, the Certificate of Title number found on the database must be used on the

current application. If there is no record on the database, the Certificate of Title number assigned by

the motor vehicle issuance system at the Tax Collector's office must be used.

2. Standard Form 97 is considered the equivalent of a certificate of title or Manufacturer's Certificate of

Origin (MCO). If a dealer purchases a vessel at a U.S. Government sale, and is issued a Standard Form

97, the dealer does not have to take title to the vessel. A Standard Form 97 can be reassigned from

dealer to dealer until it is purchased by an individual using form Application for Motor Vehicle Dealer

<u>Title Reassignment Supplement – HSMV 82994</u> until it is purchased by an individual.

3. A "Certificate to Obtain Title to a Vehicle," form LLO 1/97, was created by the Bureau of Federal

Property Assistance, Florida Department of Management Services. This form was developed because

Standard Form 97 is very difficult to obtain from some federal agencies. This caused our customers

great difficulty when trying to obtain title to US Government vessel. When the "Certificate to Obtain

Title to a Vehicle" is submitted, Standard Form 97 and the Bill of Sale from the Bureau of Federal

Property Assistance is not required.

4. A documentation check list is attached to this procedure as **Exhibit A**.

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- 5. A sample Standard Form 97 is attached to this procedure as Exhibit B.
  - The Certificate to Obtain Title to a Vehicle is emailed to the customers "donees", no hard copies are mailed.
- 6. A bill of sale (affidavit), from the Bureau of Federal Property Assistance is attached to this procedure as <a href="Exhibit C">Exhibit C</a>.
- 7. A sample form LLO 1/97, "Certificate to Obtain Title to a Vehicle," is attached as Exhibit D.

#### **List of Exhibits**

- 1. Federally Donated State Surplus Vessel Check List
- 2. Sample The United States Government Certificate to Obtain Title to a Vehicle
- 3. Affidavit Transfer of Vessel
- 4. Sample The Florida Bureau of Federal Property Assistance Certificate to Obtain Title to a Vehicle

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

10/25- Biennial Review Conducted.

# **Federally Donated State Surplus Vessel Check List**

Forms	
	Application for Certificate of Title of Vessel Title - HSMV 82040 VS.
	Standard Form 97, US Government Certificate of Release of a Vessel (US Government Bill of Sale).
	Bill of sale from the Florida Department of Management Services, Bureau of Federal Property Assistance, to purchaser.
or,	
	Certificate to Obtain Title to a Vehicle, form LLO 1/97.
	Florida sales tax or specify sales tax information on form <u>Application for Certificate of Title of Vessel</u> <u>Title - HSMV 82040 VS</u> .
	Florida registration number, or a non-use affidavit.
	_ Title fees.

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# **Affidavit**

### **Transfer of Vessel**

Personally appeared before me and known personally to me, Sybil M. Dempsey, Department of Management
Services, Bureau of Federal Property Assistance, Route 4, Box 1515, Starke, Florida, who being duly sworn
deposes and says that on the day of, 2025, the following vessel was donated
Make:
Hull Identification (Serial) Number (HIN):
Y.O.M.:to
Further states that there are no liens or encumbrances on the said vessel except as listed: N/A.
The Standard Form 97 received from:
certified that this is the first transfer of such vessel in ordinary trade and
commerce after acquisition thereof by the United States Government.
Authorized Representative for the Bureau of Federal Property Assistance
Personally known to me and sworn to and subscribed before me
at Starke, Florida, County of Bradford
this day of 20
(Notary Public)
Commission Expires:



Department of Management Services, Bureau of Federal Property Assistance

# THE FLORIDA BUREAU OF FEDERAL PROPERTY ASSISTANCE CERTIFICATE TO OBTAIN TITLE TO A VEHICLE

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