

Motor Vehicle Procedure Manual	
Vessel Title	
Correspondence Letters	

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Legal Authority

[Section 328.01\(6\), Florida Statutes](#), authorizes the department to prescribe the forms to be used in applying for a Florida Certificate of Title. This law and other sections of Chapter 328, Florida Statutes, prescribe certain fees, documentation, verification, notarization and attestments which must accompany the application.

Applications that are not accurately completed in form or content or are not accompanied by required documentation will not be processed. **A Correspondence Letter may be issued by a tax collector's office or the Division of Motorist Services requesting that the appropriate party provide the items necessary to successfully complete the application.**

Description and Use

This procedure provides information and instructions to assist Tax Collector Employees, and the Florida Department Of Highway Safety And Motor Vehicles in establishing requirements for correspondence letters.

Documentation Required and Special Instructions

A. The proof of ownership and submitted documents are examined for completeness and accuracy. Each application for a vessel title is checked against established standards to ensure that titles are issued properly.

If an application does not meet these standards, a Correspondence Letter may be issued by the tax collector's office receiving the documentation. When a Correspondence Letter is necessary, it will be attached to all the documentation that was originally submitted with the application and returned to the customer/applicant. The contents of the Correspondence Letter will consist of:

*** The name and address of the "mail to" customer**

- * **The name of the applicant**
- * **The correspondence number**
- * **The vessel identification** number
- * **The transaction identification and batch number**
- * **The amount of money being held by the tax collector's office**
- * **Current date**
- * **Actions and information necessary to correct and complete the application**
- * **Directions for the customer to contact the tax collector's office for assistance**

B. **To avoid further delays in the issuance of a certificate of title, the Correspondence Letter, all returned documents and any required additional documentation should be returned to the tax collector's office, shown on the Correspondence Letter, promptly.**

Miscellaneous Information

- 1. Upon receipt of a response to their office's Correspondence Letter, the tax collector's office employee, must verify that all required documents are attached.**
- 2. When requesting a refund on a title application, a request must be submitted in writing to the tax collector's office on the Correspondence Letter. All fees are refunded except the service fee.**
- 3. All inquiries must be directed to the tax collector's office telephone number shown on the Correspondence Letter.**