

Motor Vehicle Procedure Manual
Vessel Title and Lien
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 attestation 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 Florida Highway Safety and Motor Vehicles (FLHSMV) requesting that the appropriate party provide the items necessary to successfully complete the application.

Description and Use

This procedure is provided to assist employees of tax collectors' offices and FLHSMV 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 the established standards, a correspondence letter may be issued. When a correspondence letter is necessary, it must 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

Miscellaneous Information

1. Upon the customer returning for issuance, personnel may use the correspondence letter to determine if all required documents are attached.
2. Inquiries may be directed to the office telephone number printed on the correspondence letter.

Revision(s) to Procedure

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