

<b>Motor Vehicle Procedure Manual</b>
<b>Vessel and Title</b>
Application for Certificate of Title for Federally-Donated State Surplus Vessel

**Table of Contents**

Legal Authority ..... 1

Description and Use..... 1

Documentation Required and Special Instructions ..... 1

Miscellaneous Information ..... 2

List of Exhibits ..... 3

**Legal Authority**

[Chapter 328, Florida Statutes](#), 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 Employees, and the Florida Department of Highway Safety and Motor Vehicles 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:**
  1. A 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 identification number. 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. **A "Certificate To Obtain Title To A Vehicle," form LLO 1/97, which contains a description of the vessel including the year, make and vessel identification number, transferred to the city, county, state agency or individual that purchased the vessel.**
3. **A form [HSMV 82040](#), Application for Certificate of Title with/without Registration, or HSMV 82041, Application for Vehicle/Vessel Certificate of Title and/or Registration, accurately completed by the purchaser(s).**
4. **Florida sales tax or specify the sales tax information on an accurately completed form HSMV 82040, Application for Certificate of Title with/without Registration, or form HSMV 82041, Application for Vehicle/Vessel Certificate of Title and/or Registration.**
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 identification number 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 FRVIS 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 Standard Form 97 can be reassigned from dealer to dealer until it is purchased by an individual using form 82994, Motor Vehicle Dealer Title Reassignment Supplement, 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.
5. A Standard Form 97 is attached to this procedure as Exhibit B.
6. A bill of sale (affidavit), from the Bureau of Federal Property Assistance is attached to this procedure as Exhibit C.
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. The United States Government Certificate to Obtain Title to a Vehicle
3. Affidavit Transfer of Vessel
4. The Florida Bureau of Federal Property Assistance Certificate to Obtain Title to a Vehicle

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**Exhibit A**

FEDERALLY DONATED STATE SURPLUS VESSEL CHECK LIST

FORMS

FLORIDA RECORD

\_\_\_\_\_ HSMV 82040 or 82041

OUT-OF-STATE RECORD

\_\_\_\_\_ HSMV 82040 or 82041

\_\_\_\_\_ 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 HSMV 82040 or form HSMV 82041.

\_\_\_\_\_ Florida registration number, or a non use affidavit.

\_\_\_\_\_ Title fees.

**Exhibit B**

**EXHIBIT B**  
**The United States Government**  
**Certificate to Obtain Title to a Vehicle**  
*(Must Be Machine Prepared. See Instructions on reverse.)*  Duplicate If Checked

The undersigned Department or Agency of the United States Government certifies that the vehicle described herein, the property of the United States Government, has been transferred this 29 day of August 19 94, to the Transferee designated herein; and that this is the first transfer of such vehicle in ordinary trade and commerce subsequent to acquisition thereof by the United States Government.

Vehicle Identification No. <b>XXXXXXXXXXXXXXXXXX</b>		Certificate No. 4KP8FS-94-071 37	
Year <b>1988</b>	Make of Vehicle <b>CHEVROLET</b>	Series or Model <b>FLY P/UP</b>	Body Style <b>PICKUP TRUCK</b>
Fuel <b>GAS</b>	No. of Cylinders <b>08</b>	Weight (Shipping)	G.V.W.R. <b>\$ 6,900</b>
Transferor (Department or Agency, i.e., distribution or agency, name and address, ZIP Code) <b>GSA, FSSE, (4F8PS) PERSONAL PROPERTY CENTER BUILDING R6-1723 KENNEDY SPACE CENTER FL 32899</b>		Transferee (Name of dealer, manufacturer, etc. and address, including ZIP Code) <b>Department of Highway Safety 2900 Apalchee Parkway Tallahassee, fl 32399-0500</b>	

<b>Odometer Disclosure Statement</b>	Date of Statement <b>08/09/94</b>
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Federal Law (and State law, if applicable) requires that you state the mileage upon transfer of ownership; failure to complete or providing a false statement may result in fines and/or imprisonment.

I, GSA, FSSE, (4F8PS) state that  
Transferor Name (Seller)  
52733  
the odometer now reads \_\_\_\_\_ miles and to the \_\_\_\_\_  
Odometer Reading (No Tenths)

Best of my knowledge that it reflects the actual mileage of the vehicle described above, unless one of the following statements is checked.

(1) I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits.

(2) I hereby certify that the odometer reading is not the actual mileage:  
**WARNING - ODOMETER DISCREPANCY.**

Transferor's Signature (Seller) <i>[Signature]</i>	Printed Name (Not Typed) and Title <b>G C</b>	Date <b>08/02/94</b>
Transferee's Signature (Buyer) <i>[Signature]</i>	Printed Name (Not Typed) and Title <b>George Lives</b>	Date <b>8/2/94</b>

**A714437** ANY ALTERATION OR ERASURE  
VOIDS THIS CERTIFICATE

STANDARD FORM NO. 4-74  
Prescribed by GSA FPMR (41 CFR) 101-11.6  
Printed on Recycled Paper 50% Post Consumer Waste

**Exhibit C**

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 \_\_\_\_\_, 2001, the following vessel was donated:

MAKE: \_\_\_\_\_;

Hull Identification (Serial) Number: \_\_\_\_\_

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 subsequent to 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: \_\_\_\_\_

**Exhibit D**



Department of Management Services, Bureau of Federal Property Assistance  
**THE FLORIDA BUREAU OF FEDERAL PROPERTY ASSISTANCE**  
**CERTIFICATE TO OBTAIN TITLE TO A VEHICLE**

State Serial # \_\_\_\_\_ Certificate # \_\_\_\_\_

The undersigned agency certifies that the motor vehicle described herein the property of the United States Government, has been transferred this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_ to the transferee designated herein; and that this is the first transfer of such vehicle in ordinary trade and commerce subsequent to acquisition thereof by the United States Government. This certificate and bill of sale are to be presented to the Florida Department of Highway Safety and Motor Vehicles for registration and/or license.

Make of Vehicle	Year	Model	Serial (VIN)	
Type of Vehicle			Body Style	
No. of Cylinders	P.W.	Weight	GVWP	Purchase Price

**Odometer Disclosure Statement**

Federal/State law requires you state the mileage upon transfer of ownership. Failure to complete this statement or providing a false statement may result in fines and/or imprisonment.

The Florida Bureau of Federal Property Assistance, acting as the Florida State Agency for Federal Surplus Property, states that the odometer now reads \_\_\_\_\_ (no tenths) miles and, to the best of its knowledge, reflects the actual mileage of the vehicle described above, unless one of the following statements is checked.

\_\_\_\_\_ (1) I hereby certify that to the best of my knowledge the odometer reading reflects the amount of mileage in excess of its mechanical limits.

\_\_\_\_\_ (2) I hereby certify that the odometer reading is NOT the actual mileage: WARNING - ODOMETER DISCREPANCY

**★★★ Transferor - Seller; Transferee - Buyer ★★★**

Transferor (Printed Name) Florida Bureau of Federal Property Assistance			
Mailing Address 813-A Lake Bradford Rd.	City Tallahassee	State Florida	Zip 32304
Signature of Official		Date of Signature	
Typed Name of Signer		Title	
Transferee's (Driver's) Signature			
Transferee's Name (Driver's Printed)			
Street Address	City	State	Zip

ANY ALTERATION OR ERASURE VOIDS THIS CERTIFICATE

LD 1/87