SHELLY EDMONSON, CFC

TAX COLLECTOR, FLAGLER COUNTY

Phone: 386-313-4160 / Fax: 386-313-4161
www.flaglertax.gov

Title Request Form

Fax or Email this form to your lienholder.

_____ _____
Lien Holder Name Date

_____ _____
Lien Holder Title Department Email Lien Holder Title Department Fax

Account Number	Year	Make	Model	Vehicle Identification Number

Dear Lienholder / Lessor:

I am applying for a Florida title and license plate. The following items are required to be submitted to the office selected below: |

- A copy of this letter
- The original title
- Your ELT number with the Florida DMV _____
- For leased vehicles, the following must also be submitted:
    1. Original Power of Attorney permitting the lessee to sign on your behalf for titling purposes
    2. Florida Sales Tax Registration Number
    3. Federal Employer Identification Number

If you are unable to release the title, please fax or mail a copy of the title or indicate the title is electronic. Also, include a signed statement on letterhead which indicates that there is still an outstanding lien, or if lessor, indicate that you do not want to apply for a Florida title. The year, make, and identification number must be included in the letter.

Upon completion of a title application process, the Florida title with lien will be maintained electronically by the Florida Department of Highway Safety and Motor Vehicles.

Please mail my title to the office checked below:

☐ Bunnell
1769 East Moody Blvd, Bldg. 2
Suite 102
Bunnell, FL 32110
Fax: (386)-313-4161
phoneroom@flaglertax.gov

☐ Palm Coast
213 St. Joe Plaza Dr.
Palm Coast, FL 32164
Fax: (386)437-0608
palmcoastbranch@flaglertax.gov

☐ Flagler Beach
2525 Moody Blvd.
Flagler Beach, FL 32136
Fax: (386)517-2015
flaglerbeachbranch@flaglertax.gov

_____ _____
Printed Name of Owner / Lessee Printed Name of Co-Owner / Co-Lessee

_____ _____
Current Mailing Address City / State / ZIP

_____ _____
Phone Number Email Address

SHELLY EDMONSON, CFC
TAX COLLECTOR, FLAGLER COUNTY
Phone: 386-313-4160 / Fax: 386-313-4161
www.flaglertax.gov

REQUIREMENTS FOR TRANSFERRING AN OUT OF STATE TITLE TO FLORIDA

1. **Original Out of State Title**
   - If the vehicle is financed or leased, contact them and follow their procedures for an out of state transfer. If they require a written request, you may use our Title Request Form. We advise placing the request promptly as it can take up to 4-6 weeks to receive the title in our office. We can issue a 60-day temporary tag while you process the request if you provide a copy of the out of state registration, Florida insurance, valid ID and $5.00. Once we receive the title, we will call you to come into the office for processing. Please contact your lienholder/lessor if you have any questions regarding the date they mailed your title to us.
2. **Verification of VIN Number (Form 82042)**
   - The VIN must be physically verified on the Vehicle Identification and Odometer Verification form 82042. A Florida Notary Public, licensed Florida dealer or police officer from any state can verify the VIN. As a service to the public, the Tax Collector's office may also verify the VIN. **The Flagler County Sheriff's Office phone number for VIN checks is 386-586-2621.** All signatures must be original. VIN verifications are not required on travel trailers, off-highway vehicles, or boats and trailers with an empty weight of 2,000 lbs. or less. Out of country vehicle VIN verifications can only be completed by the DMV Regional DMV office, the phone number is 904-365-2681.
3. **Sales Tax**
   - If you have purchased the vehicle within the last 6 months, or if your title was issued less than 6 months ago, sales tax may be due. You will need to provide a bill of sale or DMV receipt showing purchase price and sales tax paid or proof that you have owned the vehicle for more than 6 months.
4. **Proof of State of Florida Insurance**
   - Please provide proof of current Florida insurance for the vehicle you are titling. Proof of insurance is not required for motorcycles, trailers, boats, mobile homes, or off-highway vehicles.
5. **Proof of Photo Identification**
   - Valid U.S. Driver License/ID Card or U.S. Passport or
   - Valid Passport from any country along with an unexpired I-94, Visa, or a Permanent Resident Card

* If a purchaser/owner cannot be present, a Power of Attorney form 82053 may be used and is available online at www.flaglertax.gov. A photocopy of the absent individual's identification will be required.

Checklist:

- ☐ Title
- ☐ VIN Verification
- ☐ Bill of Sale (If owned less than 6 months)
- ☐ State of Florida Insurance
- ☐ Valid Identification

Some of the fees are listed below:
$225.00 Initial Registration Fee
$ 88.25 Title Fee
$ 28.00 License Plate Fee
$ 28.00 -70.00 Annual Registration Fee

Payment Accepted: Cash, checks, and most major credit cards and debit cards. There is a minimum convenience fee on all cards of $2.75 which may increase with the amount of the transaction.

Bunnell / Main Office
1769 E Moody Blvd, Bldg. 2, Ste 102
Bunnell, FL 32110

Palm Coast Branch Office
213 St. Joe Plaza Dr
Palm Coast, FL 32137

Flagler Beach Branch Office
2525 Moody Blvd
Flagler Beach, FL 32136