



Stan Colie Nichols
Tax Collector - Santa Rosa County
4487 Chumuckla Hwy
Pace FL 32571

PH: 850.983.1800 FAX: 850.623.8655



Lienholder/Lessor,

Pursuant to Florida law, a motor vehicle must be titled in the State of Florida prior to the issuance of a registration (license plate). Accordingly, you are hereby requested, as lienholder/lessor of record, to release and forward the original certificate of title to this office at the address listed above to facilitate transfer.

Upon issuance of the Florida title, the record will be maintained electronically in accordance with applicable state requirements.

Sincerely,
Stan Colie Nichols
Tax Collector
Santa Rosa County, Florida

PLEASE RETURN THIS FORM ALONG WITH THE ORIGINAL TITLE

Vehicle Owner(s): _____

Vehicle Type: _____
Year Make Model

Vehicle Identification Number (VIN): _____

Title/Account Number: _____

Owner's Phone Number: _____

Owner's Email Address: _____

Owner's Mailing Address: _____

Important – Leased Vehicles Only:

A Power of Attorney from the lessor to the lessee, the Florida sales tax registration number, and the lessor's Federal Employer Identification Number (FEIN) must be submitted with the title. The vehicle shall not be registered until all required documentation has been received and verified.

Notice to Customer:

All fields above must be fully completed. Failure to provide complete and accurate information may result in processing delays or the inability to notify you upon receipt of the title.

TITLING AN OUT OF STATE VEHICLE?

HERE'S WHAT TO BRING WITH YOU:

- **Original** vehicle title (no copies, emails, or faxes accepted)
- **ALL owners listed on the title must be present**, or a Power of Attorney must be provided
 - Original power of attorney (no copies, emails, or faxes accepted)
 - Florida driver license or identification card, or out-of-state driver license or identification card (must be REAL ID compliant) for the absent person
- Proof of Florida insurance coverage (out-of-state policies are not accepted; policy must be transferred to Florida)
- If the vehicle has been titled in your name for less than 6 months, bring proof of sales tax paid (e.g., bill of sale or purchase documents)

IF VEHICLE CANNOT BE PRESENT

You must provide:

- Completed Form HSMV 82042 (VIN and odometer verification must be completed by one of the following: law enforcement officer, Florida notary public, or tax collector's office)

IF THERE IS A LIEN (VEHICLE IS FINANCED)

- Complete the lienholder title request form
- Contact your lienholder to find out how to submit the form (fax, email, or mail)
- Submit the form to your lienholder
- Your lienholder will mail the title directly to the office address listed at the top of this letter. Please confirm this is the correct office for title delivery.
- Once the title is received at our office, we will contact you
 - *If we are unable to reach you, a letter will be mailed to you
- **All owners** listed on the title must return to complete the process

IF VEHICLE WAS PURCHASED WITHIN THE LAST 6 MONTHS

- Dealership bill of sale showing sales tax collected
- OR
- Previous state receipt showing sales tax paid

Note: You may be subject to Florida sales and use tax.

ACTIVE DUTY MILITARY (STATIONED IN FLORIDA)

- Copy of military orders
- Copy of driver license or identification card for **all owners** listed on the title
 - All forms of identification must be REAL ID compliant