

## INFORMATION PACKET

### TRANSFER OF TITLE FOR MEMBERS OF THE MILITARY

This packet has been designed by the Seminole County Tax Collector to help expedite the process of transferring ownership of a vehicle owned by a Florida resident that is a member of the military and stationed outside of the state.

Required Documents to apply for a Florida Title:

1. The out-of-state title completed and signed by the seller to the new purchaser. The military member must be an owner or co-owner of the vehicle.
2. A completed HSMV 82040, Application for Certificate of Title with/without Registration. **Section 8 must be completed.** As a service to the public, the Tax Collector's office has employees available to verify the Vehicle Identification Number (VIN) and odometer.
3. One of the following proof of identification:
  - a. An out of state driver license or identification card with photo
  - b. A United States passport
  - c. A Canadian driver license, identification card, or passport
  - d. A driver license of identification card from any U.S. Territory
  - e. An out of country passport
4. A Bill of Sale is suggested and may be required.
5. A completed Military Insurance Exemption Affidavit declaring the state in which the military member is maintaining the vehicle, the type of the insurance, and the policy number and insurance company.
6. A completed HSMV 82002, Initial Registration Fee Exemption Affidavit. The member should check the appropriate box and complete the number of the exemption being claimed that corresponds with the exemptions on the back of the form.
7. An out-of-state mailing address for the military member.
8. The military member's Florida address of residence.
9. A copy of the military orders **OR** an affidavit from the military member's commanding officer that confirms the member's military orders and date of assignment.
10. Six percent sales tax will be collected on the purchase price. When the vehicle is registered to a Seminole County address the first \$5000.00 of the sale price is

subject to an additional 1% Discretionary Sales Surtax. When the vehicle has been titled in the applicant's name for six months or longer sales tax will not be collected. If owned less than six months, proof of sales tax collected is necessary. If no sales tax was collected or less than 6%, additional sales tax may be due.

11. Registration fees are determined by the registered owner's date of birth, license plate type, weight, and usage.

If you need further assistance, please contact our office at 407-665-1000.

**STATE OF FLORIDA**  
**DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES**  
**DIVISION OF MOTOR VEHICLES**  
 Neil Kirkman Building -- Tallahassee, FL 32399-0620

**INITIAL REGISTRATION FEE EXEMPTION AFFIDAVIT**

VEHICLE IDENTIFICATION NO.	YEAR	MAKE	BODY	PREV. STATE	TITLE NO.

**PLEASE CHECK THE APPROPRIATE BOX AND SIGN**

**The applicant claims exemption from the \$100.00 Initial Registration Fee, which is imposed on the initial application for registration on a motor vehicle, and attests to one of the following:**

- I am a qualifying member of the U.S. Armed Forces, or his or her spouse or dependent child. **I am claiming exemption # \_\_\_\_\_ (see list on the reverse side of this form in section A, 1-6, which also lists the required documents). Select exemption reason of "military." The customer must complete and sign this form to claim the exemption.**
  
- A Court Order declares/specifies that the applicant is the legal owner of the above described motor vehicle. Select exemption reason of "court order." (A copy of the court order must be submitted.)
  
- A license plate is being transferred (for a name change) due to a fictitious name change affidavit or corporate name change affidavit properly filed with the Department of State, pursuant to section 865.09, Florida Statutes. Select exemption reason of "administrative." (A copy of the name change affidavit from the Department of State must be submitted.)
  
- A transfer of ownership on a Florida Certificate of Title has occurred due to operation of law as provided by section 319.28, Florida Statutes. Select exemption reason of "operation of law." (A copy of the documentation which validates how the vehicle was acquired must be submitted.)
  
- A transfer of ownership on a Florida Certificate of Title has occurred from a person to a member of that person's immediate family as defined in 657.002, Florida Statutes, who resides in the same household. Select exemption reason of "immediate family." **(NOTE: The address of the previous owner and new owner must be the same in the FRVIS system.)**
  
- A prior registration or system printout has been submitted for the following license plate number (\_\_\_\_\_), in order to claim the initial registration exemption for the recently acquired above described vehicle. Select exemption reason of "prior registration."

**AN EXEMPTION REASON MUST BE SELECTED IN THE SYSTEM TO RECORD EXEMPTION.**

**Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.**

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Printed Name of Owner

\_\_\_\_\_  
Date

**NOTE: Owner's signature is only required for the military exemption.**

FOR FLORIDA DMV OR TAX COLLECTOR/LICENSE PLATE AGENCY USE ONLY

**NOTE: Employee must verify (below) all exemptions (listed above):**

- The exemption (checked above) has been verified by **(County #)** \_\_\_\_\_ **(Agency #)** \_\_\_\_\_

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Printed Name of Employee

\_\_\_\_\_  
Date

**A. LIST OF QUALIFYING MILITARY EXEMPTIONS:**

1. I am a member of the U. S. Armed Forces, or his or her spouse or dependent child, who is not a Florida resident and is stationed in the state of Florida on military orders. Submit a copy of your military orders and out of state driver license.
2. I am a member of the U. S. Armed Forces, or his or her spouse or dependent child, who is/was not a Florida resident and is stationed in the state of Florida on military orders and is now becoming a resident of Florida. Submit a copy of your military orders and Florida driver license.

**NOTE: The prior non-resident member or his/her spouse or dependent child would qualify for this exemption even if the vehicle was not previously registered in Florida as a "Registration Only." Some members retain an out of state license plate for their vehicle from their state of residence while stationed in Florida.**

3. I am a former member of the U.S. Armed Forces, or his or her spouse or dependent child. I purchased this motor vehicle while stationed outside Florida. I was not dishonorably discharged nor discharged for bad conduct. I was a resident of Florida at the time of enlistment/discharge and continue to be a resident of Florida. I am applying for registration within 6 months after discharge. Submit a copy of your Discharge Order (DD214) and Florida driver license.
4. I am a member of the U.S. Armed Forces, or his or her spouse or dependent child, who was a resident of Florida at the time of enlistment and continue to be a resident of Florida. I purchased a motor vehicle while stationed outside of Florida. I have been reassigned by military orders to this state. Submit a copy of your military orders and Florida driver license.
5. I am a member of the U.S. Armed Forces, or his or her spouse or dependent child, who was a resident of Florida at the time of enlistment and continue to be a resident of Florida. I purchased a motor vehicle while stationed outside of Florida, and continue to be stationed outside of Florida. Submit a copy of your military orders and Florida driver license.
6. I am a resident of Florida and a spouse or dependent child of a member of the U.S. Armed Forces, who lost his/her life (submit proof of military death notification) or is listed as "Missing in Action" (MIA) (submit proof of MIA status).

**NOTE: The member of the armed forces must have been a resident of Florida at the time of enlistment. Registration must occur within one (1) year of notification of death or MIA status.**

**B. THIS FORM SHOULD NOT BE USED WHEN:**

1. The U.S. armed forces member is not a resident of Florida **AND** is not assigned by military orders to the state of Florida.
2. The U.S. armed forces member is dishonorably discharged or discharged for bad conduct.

# Military Insurance Exemption Information

I, \_\_\_\_\_ certify that my vehicle will not be driven in the state of Florida except in a transient visitor status.

**UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THIS DOCUMENT AND THE FACTS IN IT ARE TRUE.**

---

Signature of Military Member

**THIS EXEMPTION DOES NOT APPLY TO VEHICLES REGISTERED SOLELY IN THE NAME OF A SPOUSE OR DEPENDENT(S) OF THE MILITARY MEMBER.**

## Notice of Sale and/or Bill of Sale for a Motor Vehicle, Mobile Home, Off-Highway Vehicle or Vessel

Notice of Sale (Seller **ONLY** must complete sections 1 & 3). Purchaser does not need to sign.

Bill of Sale (Seller and purchaser must complete sections 1, 2, when applicable & 3)

### 1. Motor Vehicle, Mobile Home, Off- Highway or Vessel Description

Year	Make/Manufacturer	Body Type	Model	Color
------	-------------------	-----------	-------	-------

Certificate of Title Number	Identification Number
-----------------------------	-----------------------

**I do hereby sell or have sold and delivered the above described motor vehicle, mobile home, off-highway vehicle or vessel to:**

Print Name(s) of Purchaser(s)

Address	City	State	Zip Code
---------	------	-------	----------

Date of Sale	Selling price \$
--------------	---------------------

### 2. Odometer Disclosure Statement (Required For a Motor Vehicle)

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

WE STATE THAT THIS MOTOR VEHICLE'S  5 DIGIT OR  6 DIGIT ODOMETER NOW READS

,.xx (NO TENTHS) MILES, DATE READ \_\_\_\_/\_\_\_\_/\_\_\_\_, AND WE HEREBY CERTIFY

THAT TO THE BEST OF OUR KNOWLEDGE THE ODOMETER READING:

- 1. REFLECTS THE **ACTUAL MILEAGE.**
- 2. IS IN EXCESS OF ITS MECHANICAL LIMITS.
- 3. IS NOT THE ACTUAL MILEAGE.

### 3. Certification

**UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.**

Seller's Signature	Seller's Printed Name	Date
--------------------	-----------------------	------

Seller's Address	City	State	Zip Code
------------------	------	-------	----------

Co-Seller's Signature (if applicable)	Co-Seller's Printed Name (if applicable)	Date
---------------------------------------	--	------

Co-Seller's Address (if applicable)	City	State	Zip Code
-------------------------------------	------	-------	----------

Purchaser's Signature	Purchaser's Printed Name	Date
-----------------------	--------------------------	------

Co-Purchaser's Signature (if applicable)	Co-Purchaser's Printed name (if applicable)	Date
--	---	------

**OWNERSHIP STATUS FOR THE ABOVE DESCRIBED MOTOR VEHICLE, MOBILE HOME, OFF-HIGHWAY VEHICLE OR VESSEL WILL NOT CHANGE UNTIL THE PURCHASER APPLIES FOR AND IS ISSUED A CERTIFICATE OF TITLE.**



**WHO IS AUTHORIZED TO COMPLETE THIS FORM?**

ANY PERSON OR AUTHORIZED AGENT OF ANY PERSON, REQUIRED TO MAKE APPLICATION FOR CERTIFICATE OF TITLE AND/OR REGISTRATION.

**WHEN SHOULD THIS FORM BE COMPLETED?**

ON ALL USED MOTOR VEHICLES, INCLUDING TRAILERS NOT CURRENTLY TITLED IN FLORIDA.

**WHEN SHOULD THIS FORM NOT BE COMPLETED?**

WHEN CERTIFICATE OF TITLE IS BEING APPLIED FOR ON ONE OF THE FOLLOWING:

1. NEW MOTOR VEHICLE, REGARDLESS OF WHETHER PURCHASED IN FLORIDA OR OUT-OF-STATE.
2. MOBILE HOME.
3. TRAILER OR SEMITRAILER WITH A NET WEIGHT OF LESS THAN 2,000 POUNDS.
4. TRAILER TYPE RECREATIONAL VEHICLE (TRAVEL TRAILERS AND CAMP TRAILERS).

**VIN VERIFICATION BY AN OUT OF STATE MOTOR VEHICLE DEALER:**

IF THE VEHICLE IDENTIFICATION NUMBER (VIN) IS VERIFIED BY AN OUT OF STATE MOTOR VEHICLE DEALER, THE VERIFICATION MUST BE SUBMITTED ON THEIR LETTERHEAD STATIONERY.



**8 MOTOR VEHICLE IDENTIFICATION NUMBER VERIFICATION**

THIS SECTION REQUIRES A PHYSICAL INSPECTION AND A VERIFICATION OF THE VEHICLE IDENTIFICATION NUMBER (VIN) (OR THE MOTOR NUMBER FOR MOTOR VEHICLES MANUFACTURED PRIOR TO 1955) OF THE MOTOR VEHICLE DESCRIBED ON THIS FORM BY A LICENSED DEALER, FLORIDA NOTARY PUBLIC, POLICE OFFICER, OR FLORIDA DIVISION OF MOTOR VEHICLES EMPLOYEE OR TAX COLLECTOR EMPLOYEE. IF THE VIN IS VERIFIED BY AN OUT OF STATE MOTOR VEHICLE DEALER, THE VERIFICATION MUST BE SUBMITTED ON THEIR LETTERHEAD STATIONERY. COMPLETE THIS SECTION ON ALL USED MOTOR VEHICLES, INCLUDING TRAILERS, (WITH ABBREVIATION OF "TL" WITH A WEIGHT OF 2,000 POUNDS OR MORE) NOT CURRENTLY TITLED IN FLORIDA.

I, the undersigned, certify that I have physically inspected the above described vehicle and find the vehicle identification number to be: \_\_\_\_\_ (Vehicle Identification Number)

DATE SIGNATURE PRINTED NAME

Law Enforcement Officer or Florida Dealer's Name Badge # or Florida Dealer # Notary Stamp or Seal

FL DMV/Tax Collector Employee Florida Compliance Examiner/Inspector Badge or ID Number

COMMISSIONED NAME OF FLORIDA NOTARY: NOTARY'S SIGNATURE (Print, Type or Stamp)

**9 SALES TAX EXEMPTION CERTIFICATION**

THE PURCHASE OF A RECREATIONAL VEHICLE TO BE OFFERED FOR RENT AS LIVING ACCOMMODATIONS DOES NOT QUALIFY FOR EXEMPTION. I CERTIFY THE RECREATIONAL VEHICLE, MOBILE HOME OR VESSEL DESCRIBED HAS BEEN PURCHASED AND IS EXEMPT FROM THE SALES TAX IMPOSED BY CHAPTER 212, FLORIDA STATUTES, BY:

PURCHASER (STATE AGENCIES, COUNTIES, ETC.) HOLDS VALID EXEMPTION CERTIFICATE CONSUMER'S CERTIFICATE OF EXEMPTION NUMBER

MOTOR VEHICLE MOBILE HOME VESSEL WILL BE USED EXCLUSIVELY FOR RENTAL SALES TAX REGISTRATION NUMBER

I hereby certify that ownership of the motor vehicle, mobile home or vessel described on this application, is not subject to Florida Sales and Use Tax for the following reason: INHERITANCE GIFT

DIVORCE DECREE TRANSFER BETWEEN HUSBAND AND WIFE EVEN TRADE OR TRADE DOWN (State the facts of the even trade or trade down and the transferor information, including the transferor's name and address, below under "Other: Explain.")

OTHER: (EXPLAIN)

**10 REPOSSESSION DECLARATION**

IF CHECKED, THE FOLLOWING CERTIFICATIONS ARE MADE BY THE APPLICANT:

- I CERTIFY THAT THIS MOTOR VEHICLE, MOBILE HOME OR VESSEL WAS REPOSSESSED UPON DEFAULT IN THE TERMS OF THE LIEN INSTRUMENT AND IS NOW IN MY POSSESSION. (VESSEL) A PHOTOCOPY OF THE LIEN INSTRUMENT FOR THE VESSEL IS REQUIRED AND ATTACHED. I AM REQUESTING THAT AN ORIGINAL CERTIFICATE OF REPOSSESSION BE ISSUED FOR THE MOTOR VEHICLE OR MOBILE HOME IN LIEU OF A TITLE (REPOSSESSION). I AM REQUESTING THAT A DUPLICATE CERTIFICATE OF REPOSSESSION BE ISSUED FOR THE MOTOR VEHICLE OR MOBILE HOME, AS THE ORIGINAL HAS BEEN LOST OR DESTROYED.

**11 NON-USE AND OTHER CERTIFICATIONS**

IF CHECKED, THE FOLLOWING CERTIFICATIONS ARE MADE BY THE APPLICANT:

- I CERTIFY THAT THE CERTIFICATE OF TITLE IS LOST OR DESTROYED. THE VEHICLE IDENTIFIED WILL NOT BE OPERATED ON THE STREETS AND HIGHWAYS OF THIS STATE UNTIL PROPERLY REGISTERED. THE VESSEL IDENTIFIED WILL NOT BE OPERATED ON THE WATERS OF THIS STATE UNTIL PROPERLY REGISTERED. OTHER: (EXPLAIN)

**12 APPLICATION ATTESTMENT AND SIGNATURES**

I/WI PHYSICALLY INSPECTED THE ODOMETER/VIN AND FURTHER AGREE TO DEFEND THE TITLE AGAINST ALL CLAIMS. (More than one form HSMV 82040 may be used for additional signatures.)

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

SIGNATURE OF APPLICANT (OWNER) Date SIGNATURE OF APPLICANT (CO-OWNER) Date

**13 RELEASE OF SPOUSE OR HEIRS INTEREST**

The undersigned person(s) state(s) as follows: That \_\_\_\_\_ (Name of Deceased) died on \_\_\_\_\_ (Date)

- testate (with a will) intestate (without a will) and left the surviving beneficiaries named below. When applicable, the heirs (named below) certify that the certificate of title is lost or destroyed.

Signature(s) of surviving spouse, co-owner and/or heirs. (More than one form HSMV 82040 may be used for additional signatures.)

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.

Print or Type Name of Spouse, Co-owner or Heir(s) Signature of Spouse, Co-Owner or Heir(s)

That at the time of death the decedent was owner of the motor vehicle, mobile home or vessel described in section 2 of this form. That the estate is not indebted and the assets of the estate, excluding this motor vehicle, mobile home or vessel are sufficient to pay all just claims and that no probate proceedings have been instituted upon the estate. That the person(s) signing above hereby releases all their right, title, interest and claim as heirs at law, legatees, devisee, or otherwise to the aforesaid motor vehicle, mobile home or vessel to:

Name of Applicant(s) (Print or Type)

RESIDENTS OF FLORIDA AND ALL VESSEL OWNERS, RESIDING IN FLORIDA OR OUT OF STATE, SHOULD SUBMIT THIS FORM AND ALL REQUIRED DOCUMENTATION TO A LOCAL FLORIDA TAX COLLECTOR'S OFFICE OR THE FLORIDA TAX COLLECTOR'S OFFICE LOCATED IN THE APPLICANT'S COUNTY OF RESIDENCE FOR PROCESSING.