



SCOTT LUNSFORD

TAX COLLECTOR

ESCAMBIA COUNTY, FLORIDA

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Identification & Signature Requirements

Per DMV Procedure TL-01, section III, if the title work includes a completed form HSMV 82040 with the applicant's **Florida driver license or ID card** number, the paperwork will be accepted without a copy of the applicant's proof of identification.

However, if the applicant's proof of identification is **something other than a Florida driver license or ID card**, the dealer must submit a copy of this proof with the application. Acceptable forms of identification are:

- 1. A valid out of state driver license or identification card with photo;**
- 2. A valid U.S. passport;**
- 3. A valid Canadian driver license, identification card or passport;**
- 4. A valid driver license or identification card from any U. S. Territory;**
- 5. A valid out-of-country passport**

If a passport is used, we must have a copy of the pages containing the personal data, bearer's signature and photo (do not copy Visa pages).

If the applicant is a business or other legal entity, you must provide documentation to prove the validity of the business or entity, such as: copies of governmentally filed FEID documents, fictitious name documents, incorporation papers, "Certificate of Status" from the Department of State, etc.

A business applicant must provide a federal employer identification number, if applicable, verification that the business is *authorized to conduct business in the state, or a Florida city or county business license or number*.

The following link will take you to the Florida Department of Business and Professional Regulation, which will allow an online search:

<https://www.myfloridalicense.com/wl11.asp>.

You can also go to www.sunbiz.org to obtain proof. This proof must be submitted to the Tax Collector's Office with the HSMV 82040.

We no longer accept any dealer paperwork which does not meet the identification requirements detailed above, regardless of the date on which the vehicle was sold, or the date on the paperwork.

Signature Requirements

Transfer of Title

ALL signatures are required on documents supporting the title transfer when:

- Sellers are **transferring** a Florida title from two or more names connected by the conjunction “**and**”.
- Buyers are **applying** for Florida Title in two or more names. (regardless of conjunction)

ONE signature is required on the documents supporting the title transfer when:

- Sellers are transferring Florida title from two or more names connected by the conjunction “**or**”.

When co-owners wish to change the conjunction “or” to “and”, or reverse the order of the names on the title, the title ***MUST*** be completed for transfer. The application must also reflect the change and be signed by both owners.

Duplicate Title

ALL signatures are required on the duplicate title application (HSMV 82101) when the names on the current title are joined by the conjunction “and.”

ONE signature is required on the duplicate title application when the names on the current title are joined by the conjunction “or.”

Lien Add

ALL signatures are required on the lien add application (HSMV 82139) when the names on the current title are joined by the conjunction “and.”

ONE signature is required on the duplicate title application when the names on the current title are joined by the conjunction “or.”

All required signatures must be original. If you are signing on behalf of your customer, please submit the **original** or **certified copy** of the Power of Attorney that allows you to do so.