



Scott Lunsford · Escambia County Tax Collector

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Dealer Checklist

FLORIDA TITLE (paper)

- Florida title (completed, with all supporting documents)
- HSMV 82040 (completed)
- Out of State (OOS) DL (if applicable)
- Florida insurance affidavit (must include Florida 5-digit company code)
- Notification of Transfer (completed, if applicable)

OUT OF STATE (OOS) TITLE

- OOS title (completed, with all supporting documents)
- HSMV 82040 (completed, including Section 8, VIN verification)
- OOS driver license (if applicable)
- Florida insurance affidavit (must include Florida 5-digit company code)
- Notification of Transfer (completed, if applicable)

FLORIDA TITLE (electronic)

- HSMV 82994 Reassignment forms (completed for each transfer)
- HSMV 82040 (completed)
- OOS driver license (if applicable)
- Florida insurance affidavit (must include Florida 5-digit company code)
- Notification of Transfer (completed, if applicable)

Manufacturer's Certificate of Origin (MCO)/ Manufacturer's Statement of Origin (MSO)

- MCO/MSO (completed, with all supporting documents)
- HSMV 82994 or odometer disclosure
- HSMV 82040 (completed)
- OOS driver license (if applicable)
- Florida insurance affidavit (must include Florida 5-digit company code)
- Notification of Transfer (completed, if applicable)

Additional Notes:

MILITARY

- HSMV 82002(completed)
- Current military orders
- Copy of driver license (even if Florida)

****NO military IDs****

HEAVY TRUCKS

- Any truck over 5,000 pounds curb weight/empty weight will need a gross vehicle weight (GVW) declared on Section 2 of HSMV 82040