



Scott Lunsford · Escambia County Tax Collector

(850) 438-6500 · Post Office Box 1312 · Pensacola, Florida 32591 · EscambiaTaxCollector.com

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Motor Vehicle Title Packet Checklist

This packet is intended to walk you through the required documents for titling a vehicle in Florida. Please ensure you have all the required documents prior to mailing in the completed packet or dropping it in an office drop box. This will ensure we are able to complete your transaction in a timely manner.

NAME:

MAILING ADDRESS:

CITY, STATE, ZIP:

DAYTIME PHONE NUMBER:

EMAIL ADDRESS:

To obtain a Florida certificate of title, the following documents must be submitted:

I IDENTIFICATION REQUIREMENTS

- 1. Transfer to individual(s):** All individual(s) to be listed on the title must submit a copy of one of the following with the application for title:
 - Photo driver license or ID card issued by any US state or territory
 - Valid US passport
 - Canadian driver license or ID card
 - Valid Out-of-country passport
 - If transaction is being completed by [Power of Attorney \(Form HSMV 82053\)](#), a copy of the driver license for both the applicant and the person appointed power of attorney is required
- 2. Transferring title to a business name:** Proof of the validity of the Florida registered business must be submitted and may be a copy of one of the following:
 - Active corporation or fictitious name documents filed with the Secretary of State
 - Department of Business and Professional Regulation license or Department of State license
 - Proof of registration with the Department of Agriculture and Consumer Services
 - Department of Revenue sales tax registration or exemption certificate
 - IRS Heavy Use Tax Form 2290 (for heavy trucks)

The following are unacceptable types of verification for business:

- Bank or checking account with the business name on it
- Bill in the name of the business
- Mail addressed to the business

Please note: Proof of authorization of an agent is required for all vehicles going into a business name.

2

APPLICATION FOR CERTIFICATE OF TITLE (FORM HSMV 82040)

Example can be found [here](#).

1 Complete sections 1 through 6

- Section 1: Please note it is mandatory for a Florida address to be provided in the "Owner's or Lessee's Physical Street Address in Florida (Mandatory)" field
- Out-of-state title section 8 **MUST** be completed but only by a law enforcement officer, military police, or a Florida certified notary
(Please note: An out-of-state motor vehicle dealer may verify the VIN on their letterhead signing and attesting to the fact they have physically verified the VIN to be correct with the full description of the vehicle year, make, and VIN. The letter must state the dealer physically verified the VIN. The out-of-state motor vehicle dealer may NOT complete section 8 of Form HSMV 82040).

2 All applicants MUST sign section 12 (If signing as an agent of a business, the agent's position with the business must be noted)

3

PROOF OF OWNERSHIP (*Submit one of the following; copies cannot be accepted*)

- **New cars: Manufacturer's Statement of Origin (MSO)**
 - Odometer disclosure statement must be completed on the back of the MSO or the original odometer disclosure statement completed by the dealer and purchaser must be submitted
- **Used cars: Florida title or out-of-state certificate of title**
 - Used cars 10 years or newer require the odometer and the date read to be disclosed on the title assignment per Federal odometer laws
 - The title must be signed over on the purchaser and seller lines, and the odometer disclosure statement and applicable date must be completed when:
 - ownership is changing
 - adding/removing a name
 - transferring to/from a trust
 - name change

4

BILL OF SALE OR COPY OF DEALER INVOICE

- Required for new purchases
- Required for vehicles already titled in the proper owner's name for less than six months
- Not required on vehicles titled or registered in the owner's name for six months or longer

5

CURRENT REGISTRATION

If transferring a current Florida license plate registered to the owner(s) of this vehicle, please provide:

- Copy of current registration OR
- Provide Florida license plate number to be transferred

6

PROOF OF FLORIDA INSURANCE

Insurance in Florida by an out-of-state insurer is not sufficient. Insurance must be furnished from a company licensed in Florida. (Please note: [Insurance Affidavit form](#) may only be completed if you have a current Florida insurance policy.)



CALCULATION OF FEES

If transferring a current Florida license plate registered to the owner(s) of this vehicle, please provide:

- Copy of current registration OR
- Provide Florida license plate number to be transferred

Please reference [License Plate Chart \(Form HSMV 83140\)](#) to calculate your fees.



PAYMENT

Payment can be provided by check, money order, or credit card

- Make check or money order payable in US funds to **Scott Lunsford, Tax Collector.**
- Check must include full name, street address, daytime phone number with area code, date of birth, and driver license or ID card number.
- Complete the Customer Payment Information form with debit and credit card information. A 2.5% convenience fee applies to all major credit cards.
- You can also complete this form to process an electronic check for no additional convenience fee.



SUBMIT PAPERWORK BY MAIL OR DROP BOX

Mailing address:

Scott Lunsford, Tax Collector
PO Box 1312
Pensacola, Florida 32591

Overnight Physical Mailing Address:

Scott Lunsford, Tax Collector
Downtown Office
213 Palafox Place
Pensacola, Florida 32502

Overnight Physical Mailing Address:

Scott Lunsford, Tax Collector
Marcus Pointe Office
6451 North "W" Street
Pensacola, Florida 32505

Overnight Physical Mailing Address:

Scott Lunsford, Tax Collector
Molino Office
6440 Highway 95-A North, Suite A
Molino, Florida 32577

Drop boxes are located at all open service center locations.

Note: Please allow 5 to 7 business days for processing once received by our office. We mail all paperwork via USPS first class mail. If you would like overnight delivery of your completed transaction, please provide a **prepaid** overnight envelope and label/air bill with your transaction. *Fast title transactions require an additional signature.

We highly recommend title work be sent overnight mail or certified mail so it may be tracked by the sender. The sender is responsible to confirm delivery of title work to our office with mail provider (i.e. USPS, Fed Ex, UPS).



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Title Packet Checklist

Please verify you have all the required documents included in your packet.

- Front cover page of title packet has been completed with your contact information
- Proof of identification for all applicants (copy of driver license, etc.)
- Proof of business identification (if applicable)
- Application for Title (Form HSMV 82040) 2 pages
 - All applicable sections completed and section 12 signed by all applicants
 - Provided the mandatory physical Florida address in section 1
- Original Certificate of Origin (if purchased brand new) or Original Certificate of Title (if purchased used). Photocopies will not be accepted.
- Separate odometer disclosure (on new purchases and vehicles 10 years and newer)
- Power of Attorney (if applicable)
- Current registration (if transferring a valid Florida license plate). Write the plate information on page one of the mail packet cover page.
- Proof of Florida Insurance- Complete Florida Insurance Affidavit in its entirety
Note: *The affidavit can only be completed if you have a Florida policy/agent. If you do not have a Florida policy/agent, you must contact your insurance company to have your policy changed to Florida before you can be issued a Florida license plate/registration.*
- Ensure you enclosed a check or money order in US funds made payable to Scott Lunsford, Tax Collector or credit card agreement. If including a check, please ensure it includes your full name, street address, daytime phone numbers with area code, date of birth, and driver license or ID card number.