



## IMPORTANT NOTICE

February 8, 2012

TO: Tax Collectors and License Plate Agencies  
FROM: Division of Motorist Services  
SUBJECT: Title Paper Distribution Procedure

In an effort to improve service to tax collector offices and tag agencies as well as the public, the department is implementing a new procedure for distributing title paper. Our goal is to streamline the process by filling orders and shipping titles to each requesting agency/county twice a year.

Effective immediately, those tax collector offices serving as title issuing agencies shall submit requests for blank title paper in increments of 2,000 (the equivalent of one box). These offices should request titles based on their average use for six-months. Ultimately, this is how the department will determine how many titles it will send a requesting agency.

Your request for blank title paper should include the requesting agency/county tax collector title, name of the individual responsible for the request, address, and contact fax and phone number. You may fax your request to (850) 617-5145 or email Jennifer Kilpatrick at [jenniferkilpatrick@flhsmv.gov](mailto:jenniferkilpatrick@flhsmv.gov) with email cc to Alvin Speights at [alvinspeights@flhsmv.gov](mailto:alvinspeights@flhsmv.gov) and Phil Shelton at [philshelton@flhsmv.gov](mailto:philshelton@flhsmv.gov).

The Title Distribution and Accountability Section will submit form HSMV 94032, Requisition for Supplies, to Central Supply who will fill the request and record the blank title control numbers on the form. Federal Express will ship the titles, which will include the requisition form and form HSMV 93002, Title Issue Requisition Report.

If the agency/county receives the title paper it ordered and detects no damage, it should accept and sign for the shipment from Federal Express. The agency/county has five (5) working days to submit a receipt to the department by signing form HSMV 93002 and faxing it to Title Distribution and Accountability at (850) 617-5145.

Upon inspection, if the agency/county discovers it did not receive the entire shipment and/or it receives damaged title paper, the agency/county must refuse the shipment or partial shipment from Federal Express and notify Title Distribution and Accountability.

If an agency/county never receives its shipment, needs to place an emergency order, or has additional questions, please contact the Title Distribution and Accountability Section at (850) 617-2807.

We appreciate your assistance in this matter and look forward to working with you to improve our title distribution process.