



**INFORMATION NOTICE**

**DIVISION OF MOTORIST SERVICES**

<b>DATE: 1/16/2014</b>	<b>Information Notice (INFO) RS/TL14-001</b>
<b>SUBJECT: Clarification to Title Paper Distribution Procedure Dated February 8, 2012</b>	

**Overview:**

This is a follow-up and clarification to the Information Notice released in February of 2012 regarding the procedure for title paper distribution.

**Details:**

Ordering and distributing title paper is the responsibility of the main agency in each county. Therefore, ***only the main agency should be ordering title paper for and distributing title paper to*** other agencies in its county.

If you are a main agency, you may fax your title paper request to (850) 617-5145. Additionally, you may email [philshelton@flhsmv.gov](mailto:philshelton@flhsmv.gov) and copy [alvinspeights@flhsmv.gov](mailto:alvinspeights@flhsmv.gov), [jenniferkilpatrick@flhsmv.gov](mailto:jenniferkilpatrick@flhsmv.gov), and [sandrazuokemefa@flhsmv.gov](mailto:sandrazuokemefa@flhsmv.gov).

For additional information concerning security, storage, and inventory for blank certificates of title, see DMS TL-46, page 2, V.

**Conclusion:**

We appreciate your cooperation. If you have any questions or need additional information, please contact the Title Distribution and Accountability Section at (850) 617-2807.