



**STATE OF FLORIDA**  
**DEPARTMENT OF**  
**HIGHWAY SAFETY AND MOTOR VEHICLES**  
 Tallahassee, Florida 32399-0500

**DATE:** \_\_\_\_\_

**TO:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**FROM:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SUBJECT: REGISTRATION OF A VEHICLE/VESSEL WITH AN OUT-OF-STATE TITLE AND LIEN**

The county tax collector or license plate agency, being authorized agents of the department pursuant to Section 320.03 (1), Florida Statutes, has received a request from:

\_\_\_\_\_  
**Name of Registered Owner/Lessee**  
 \_\_\_\_\_  
**Address**  
 \_\_\_\_\_  
**City, State, Zip**

desiring to register a vehicle/vessel in the State of Florida. The customer has indicated that you are the lienholder on the described vehicle/vessel. In order for the vehicle/vessel to be registered in Florida, we require the customer to apply for a Florida title at the same time or to produce proof that the title is being held by an out-of-state lienholder who will not release the title to the State of Florida for titling purposes. Consequently, we request that you comply with **one** of the two options provided below and **return the required documents to:**

\_\_\_\_\_  
**Florida Tax Collector or License Plate Agency**  
 \_\_\_\_\_  
**Address**  
 \_\_\_\_\_  
**City, State, Zip**  
 \_\_\_\_\_  
**Telephone number to call for further information**

Lienholder's FEID # or DMV Account #/Customer #	Year	Make/Manufacturer	Vehicle/Vessel Identification Number

- 1) Please mail the title to the tax collector or license plate agency listed above. The Florida certificate of title will be issued with your lien recorded and will be mailed to you to retain until the lien is satisfied. A registration will be issued for the customer. **This is the method we prefer that you follow.**
- 2) If you are unable to release the title, it will be necessary for you to send a copy of the title you are holding, along with a letter on your letterhead stationery, which indicates there is still an outstanding lien on the vehicle/vessel. The year, make and vehicle/vessel identification number (VIN) of the vehicle must be included in the letter. A registration will be issued for the customer.