Commercial Title Services Checklist
Please Complete & Staple to Each Transaction

Customer’s Name_________________ VIN #______________________________

☐ Manufacturer’s Statement/ Certificate of Origin

☐ Certificate of Title: How would you like the titled processed? (If not checked below, title will be mailed).
  ☐ Fast Title * ☐ Mail Title ☐ Electronic Title
  * (Note: Need fast title authorization/release)

☐ Motor Vehicle Title Reassignment (HSMV 82994)
  • Accurately completed when applicable

☐ Application for Certificate of Title with / without Registration (HSMV 82040)
  • No erasures or alterations can be accepted

☐ Power of Attorney

☐ Proof of Identification - Submit a copy of ONE of the following:
  • Individuals: State issued driver’s license, state issued photo I.D., Canadian or U.S. Territory issued driver’s license or photo identification card, or passport (all documentation must have a photo)
  • Businesses: FEID documents, fictitious name documents or corporation papers filed with the state

☐ Issue New license Plate

☐ Transfer of Current Registration: If you are transferring a current Florida license plate that is registered to at least one of the applicants of this vehicle, a copy of the current registration or the following is required:

  License Plate Number: __________________ or Non-Use Affidavit
  ☐ Transfer Only (don’t renew)
  ☐ Transfer and Renew (Circle renewal:  30 day, 60 day, 90 day)
  ☐ Transfer, Renew and Replace (Circle renewal:  30 day, 60 day, 90 day)

☐ Application for Replacement License Plate and/or Validation Decal: (HSMV 83146) must be completed when a license plate needs to be replaced.

☐ Proof of Current Florida Insurance: One of the following acceptable forms is required:

  ☐ FL Insurance Policy ☐ FL Identification Card ☐ FL Insurance Affidavit
  (Note: All acceptable forms of insurance verification must have the five-digit company code to accurately identify the company.)

Any rejected work will be returned with a customer information sheet detailing the reason and the documentation needed to process.

☐ South Lake Regional Service Center
  1505 Hooks Street
  Clermont, FL 34711
  Fax 352-253-2132

☐ Northeast Regional Service Center
  1800 David Walker Drive
  Tavares, FL 32778
  Fax 352-253-6058

☐ Northwest Regional Service Center
  1720 N. Citrus Blvd.
  Leesburg, FL 34748
  Fax 352-253-2136