



Mail Title Packet – Please return this form with your application

Name: _____

Where would you like your registration mailed to:

Address: _____

City: _____ State: _____

Zip: _____

If we have additional questions regarding your application, how may we contact you?

Phone Number: _____

Email: _____

Vehicle Information:

Year: _____ Make: _____

Vehicle Identification Number: _____

Florida plate number to transfer (if applicable): _____

Forms of payment (please check choice)

☐ Check – Made payable to John Power, Tax Collector

☐ Payment link emailed to you once processed. We accept Visa, Master Card, Discover and American Express. A processing fee of 2.5% will be added to the total.

Please mail all signed and completed forms, along with the Manufacturers Certificate of Origin or Title to our office at:

Alachua County Tax Collector
5830 NW 34th Blvd
Gainesville, FL 32653

Our Communications and Processing Center is available to answer questions Monday through Friday from 8:30 a.m. through 5 p.m. EST.

Please read this thoroughly and follow all the directions to expedite the title and registration process.

Submit the following documents:

1. Proof of Ownership

- MCO, Federal Odometer Disclosure (must be original, photocopies not accepted) and bill of sale or dealer invoice – for newly purchased vehicles that have never been titled or registered.
- Out of State Title – If this is a newly acquired vehicle, the “Transfer of Title by Seller” section on the certificate of the title must be completed in full with the printed name(s) and signature(s) for each transferor (seller) and each transferee (purchaser).

2. Form HSMV 82040, Application for Certificate of Motor Vehicle Title

<https://www.flhsmv.gov/pdf/forms/82040-mv.pdf>

Complete Sections 1 through 6. Applicants signature(s) are required in Section 12.

3. Identification

Copy of all applicant(s) driver’s license must be submitted. If owner is a business, their FEID is required. Business must verify through Florida Division of Corporations.

<https://dos.myflorida.com/sunbiz/search/>

4. Form HSMV 82042, Vehicle Identification Number and Odometer Declaration

<https://www.flhsmv.gov/pdf/forms/82042.pdf>

This form requires a physical inspection of the vehicle identification number (VIN). This can be completed with a FLORIDA Notary, Licensed FLORIDA dealer, or any Law Enforcement officer including Military Police. Additionally, both buyer and seller can complete the verification.

Note: Omit this form if the vehicle is brand new or has a current Florida title.

5. Fees

- Registration transfer fee: \$4.60. If plate needs to be renewed or replaced, please contact our office for assistance.
- New Registration Fees:
Annual License Fee: Determined by owner’s date of birth and vehicle weight. See rate chart for assistance.
<https://www.flhsmv.gov/pdf/forms/83140.pdf>
- Initial Registration Fee: \$225.00 fee for the registration if private automobiles, trucks under 5,000 pounds and motor homes if license plate is purchased.
Note: You will be issued a “Sunshine State” plate unless other plate is requested. This may affect your fees. Please contact our office for assistance.
- Sales Tax: State sales tax is 6%. Sales tax is calculated on the purchase price plus any dealer fees less trade-in. Alachua County has an additional 1.5% local option tax on the first \$5,000 for a maximum of \$75.00
Provide a copy of the bill of sale if purchased from a dealer. If purchased from an individual, selling price must be listed on title.

- Title Fees: Current Of State Title \$85.75 OR Manufacturers Certificate of Origin \$78.25; Record Lien (if applicable) \$2.00
- Late Fee: Titles should be processed within 30 days from the date of purchase. If processing after the 30 days, a \$20.00 late fee will be applied.
- Mail Fee: Fee for metal license plate \$5.70 OR for Express Mail \$32.00