



Military 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

- Check – Made payable to John Power, Tax Collector
- Credit Card – We accept Visa, Master Card, Discover, and American Express (a processing fee of 2.5% will be added to the total). For your privacy and security reasons, credit card information cannot be included on this paperwork. Our office will contact you at the time of processing.

Please mail 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 a.m. through 4 p.m. EST.

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

Submit the following documents:

1. Original Vehicle Title of MCO (Manufacturers Certificate of Origin)

- 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 of the printed name(s) and signature(s) for each transferor (seller) and each transferee (purchaser).
- If you do not have a title because a bank, financial institution, or lease company holds the out-of-state title, please submit a copy of your current out-of-state registration and proof of lien/lease:
 - Payment book, Coupon or statement that includes the vehicle information: year, make and vehicle identification number (VIN)
 - Lease agreement
 - Lienholder’s retail contract
 - Official State Website record of lien
 - Out-of-State registration with lienholder/lease information
 - A copy of the out of state title reflecting a current lien/lease
 - A letter from the lienholder on their letterhead stationery reflecting a current lien.
 - A Dealer invoice showing lien recorded against the vehicle.

2. Form HSMV 82040, Application for Florida Title With/Without Registration

<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 applicants(s) FLORIDA driver’s license must be submitted.

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. Form HSMV 82002, Initial Registration Fee Exemption Affidavit

<https://www.flhsmv.gov/pdf/forms/82002.pdf>

This form is used when purchasing a new license plate. It will allow the Initial Registration Fee of \$225 to be waived when certain qualifications are met. Complete the vehicle information; check the space and add the exemption number next to the qualification that reflects your situation.

- Submit a copy of your military orders.

- Submit a copy of the military member's Florida driver's license.

Note: You will be issued a "Sunshine State" plate unless another plate is requested. This may affect your fees. Please contact our office for assistance.

6. Military Insurance Exemption Information

<https://www.flhsmv.gov/pdf/forms/71061.pdf>

Florida residents who are active-duty members of the U.S. Armed Forces may be exempt from providing proof of Florida insurance when registering their vehicles in Florida. Complete this form and submit all required documents listed on the form. If you currently carry Florida insurance, submit a copy of your Florida insurance card or Florida policy.

7. Certificate of Entitlement for U.S. Military Service Personnel (currently stationed in a State other than Florida) Claiming an Exemption from Florida Sales Tax (see attached)

An exemption from payment of sales tax may apply when a member of the U.S. military, who is a permanent Florida resident, stationed outside of Florida, purchases a vehicle or vessel outside of Florida and titles and registers the vehicle or vessel in Florida. The military member must meet all the requirements on this form and submit a copy of their military orders.

Certificate of Entitlement for U.S. Military Service Personnel (Currently Stationed in a State Other Than Florida) Claiming an Exemption from Florida Sales Tax

I, _____ am a military member who has purchased the
(Name of Military member)

motor vehicle/vessel listed below in, _____ while stationed outside of
Florida:
(State)

(Year)

(Make of Vehicle/Vessel)

(Vehicle/Vessel identification Number)

I am certifying the following:

- I am a resident of the state of Florida.
- I am currently residing outside of Florida pursuant to military orders.
- The vehicle/vessel will be held outside of Florida for longer than 6 months.
- I will not bring the vehicle/vessel into the state of Florida within 6 months from the date of purchase, even for temporary reasons.
- I recognize that I owe tax to the state in which the motor vehicle was purchased unless a specific exemption applies.
- I do not intend to avoid sales or use tax in any state by registering the vehicle/vessel in Florida.

I understand that if I fraudulently issue this certificate to evade the payment of sales tax, I will be liable for payment of the sales tax plus a penalty of 200% of the tax and may be subject to conviction of a third degree felony.

Under the penalties of perjury, I declare that I have read the foregoing Certificate of Entitlement and the facts stated in it are true.

(Date)

(Signature of Military Member)

8. 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>
- 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 Out Of State Title \$85.75 OR Manufacturers Certificate of Origin \$78.25; Record Lien (if applicable) \$2.00
- Mail Fee: Fee for metal license plate \$5.45 OR for Express Mail \$30.45.