



# Out of State Title Transfer with an Existing Lien

Below are the requirements to register your out of state vehicle with an existing lien to Florida.  
Visit [www.hillstax.org](http://www.hillstax.org) to schedule an appointment for your transaction.

## Proof of Ownership

If your vehicle is titled in a state listed below you should have the title in your possession. If you do not have the title, you will need to apply for a duplicate title from the Department of Motor Vehicles in that state.

- Kentucky
- Maryland
- Michigan
- Minnesota
- Missouri (*may be held by the lienholder or owner*)
- New York
- Oklahoma
- South Dakota
- Wisconsin (*if issued before 07/30/2012*)
- Wyoming (*may be held by the lienholder or owner*)

If your vehicle is titled in a state not listed above, you should bring the following:

- Out of state registration or renewal notice (can be accepted up to six months after expiration)  
OR
- Verification from the state's DMV  
OR
- A copy of the out of state title  
OR
- A letter/fax from the lienholder

## Identification

All vehicle owners must be present with one of the following valid (unexpired) documents:

1. State issued Driver License/ID Card (includes US Territories)
2. Passport from any country
3. Canadian Driver License/ID Card

If an owner cannot be present, consider using a [Power of Attorney](#) form, which can be obtained from [www.hillstax.org](http://www.hillstax.org) or in one of our local offices. You will be required to submit a copy of the absent owner's identification along with this completed form. The form must contain original signatures.

\***BUSINESSES** are required to submit documentation showing it is a registered business. This can be done with a printout from:

- Sun Biz ([www.sunbiz.org](http://www.sunbiz.org)) for a Florida business or
- [www.rasi.com/resource-center/business-entity-search.asp](http://www.rasi.com/resource-center/business-entity-search.asp) for an out of state business

*The printout must show an "active" status. If the individual acting on behalf of the business is not listed on the printout, they must submit a letter on company letterhead authorizing them to sign on behalf of the business.*

## Proof of Florida Insurance (must state it is a Florida policy)

- Cannot be expired or post-dated
- Must list at least one owner's name which will be recorded on the new title
- Must list the specific information for the vehicle you are titling (i.e. VIN, year, make, model)
- Must list the 5-digit Florida insurance company code number

**NOTE:** If the vehicle you are titling is a truck with a gross vehicular weight (GVW) of more than 26,000 lbs., click on the [Commercial Motor Vehicle Insurance procedure](#) for additional insurance requirements.

The Florida Department of Highway Safety and Motor Vehicles does not require our office to view proof of insurance for the following: (1) Motorcycles, (2) Trailers, (3) Boats, (4) Mobile Homes, or (5) Off-Highway Vehicles.



# Out of State Title Transfer with an Existing Lien

## Vehicle Identification Number (VIN) Verification

The VIN must be verified on all vehicles being transferred to Florida from Out of State. To save time, consider printing a [VIN Verification form](#) and having it completed before coming into our office. The following individuals can complete the VIN Verification form:

- A Florida Notary Public
- A law enforcement officer from any state
- A licensed Florida state motor vehicle dealer
- An out of state motor vehicle dealer (must be on the dealer's letterhead)
- A Florida DMV Compliance Officer/Inspector
- A Provost Marshal, Commissioned Officer, Warrant Officer or Legalman on active military duty

If this form is not completed in advance, our office can verify the VIN as a courtesy (weather permitting). The vehicle must be brought to our office to have this completed.

*VIN verification is not required on new motor vehicles with a Manufacturer Certificate of Origin (MCO), mobile homes, trailer-type recreational vehicles (travel trailers, camp trailers, truck campers, and fifth wheel recreational trailers), and trailers with a weight of less than 2,000 pounds.*

## Estimated Fees

***We accept cash, check, debit card (\$1.70), credit card (2.35% or a minimum of \$2).***

- Title Transfer - \$78.75
- Registration - \$300 to \$325

*Fees may be reduced if you previously had a license plate in your name in the state of Florida. Estimates do not include sales tax if applicable.*

## Sales Tax

If you just purchased the vehicle, you will be required to pay sales tax, if applicable. The sales tax rate for the state of Florida is 6% on the full purchase price less trade-in. Hillsborough County residents pay an additional 1% on the first \$5,000 of the purchase price.

If you have owned the vehicle for less than 6 months, proof of sales tax paid must be submitted with your out of state title documents. A dealer invoice or title/registration, which specifically lists sales tax paid, are the most common ways to prove this. If you are unable to provide this proof, sales tax will be collected on the Fair Market Value of the vehicle. This value will be determined and declared by you; with the understanding the Fair Market Value may prompt investigation by the Florida Department of Revenue.

**Note: The requirements listed above are the requirements of the Hillsborough County Tax Collector's Office only. Branch offices are open Monday - Friday, 8 a.m. to 5 p.m. Our call center is open from Monday - Friday 9 a.m. to 5 p.m. For any questions please contact our office at 813.635.5200.**

Visit [www.hillstax.org](http://www.hillstax.org) to make your appointment TODAY!

