Need to register your vehicle in Florida but your lienholder or a lease company holds your out-of-state title? Follow these 8 easy steps!

For additional information about any step below, please refer to the corresponding section.

1. Determine if your transaction is eligible
2. NEW – You must have the Vehicle Identification Number (VIN) Verification Form completed PRIOR to visiting our office
3. NEW – Appointments are required for all transactions – schedule an appointment at taxcollector.com
4. Bring your current (not expired) out of state registration – photocopy not acceptable
5. Bring proof of your lien/lease
6. At least one owner/purchaser must be present at the time of the appointment with valid legal identification
7. Bring proof of your new FLORIDA Insurance for the vehicle you are registering
8. Bring proof that you’ve owned your vehicle more than 6 months to avoid paying Florida Sales tax

Additional Important Information:
- Acceptable methods of payment and estimated fees
- First Manatee South County Tag Agency – extended hours and Saturday hours
- Non-Manatee County residents

### 1. Which Vehicles are Eligible for this Transaction?

When a lienholder (bank, financial institution, etc.) or lease company holds the out-of-state title for your vehicle, the State of Florida provides for an exception that allows the owner(s) to only register their vehicle without transferring their out-of-state title to Florida. This is referred to as “Registration Only”. This procedure only applies to vehicles titled in US States and Territories (Puerto Rico, Guam, etc.).

If you have a vehicle titled in a foreign country, please refer to our Out-of-Country Title Transfer & Importing a Vehicle Into the US publication ([https://www.powerdms.com/public/MCTC/documents/1475964](https://www.powerdms.com/public/MCTC/documents/1475964)).

If you don’t have a lien, you paid off your loan, or bought out your lease, please refer to our Out-of-State Title Transfer publication ([https://www.powerdms.com/public/MCTC/documents/1469089](https://www.powerdms.com/public/MCTC/documents/1469089)).

### 2. Complete the Vehicle Identification Number (VIN) Verification Form

Prior to arriving at our office, the entire VIN Verification Form ([https://www.flhsmv.gov/pdf/forms/82042.pdf](https://www.flhsmv.gov/pdf/forms/82042.pdf)) must be completed. This form verifies the VIN and odometer on all vehicles being transferred to Florida from another State. A Florida notary, a licensed Florida auto dealer, a law enforcement officer in any state, or the buyer AND seller (if newly purchased) may complete the form.

Note: There are no other safety or emissions inspections required in Florida to title/register your vehicle.

Verification is not required on any boat, mobile home, trailer or semitrailer with an empty weight of less than 2,000 pounds, or any travel trailer, camping trailer, truck camper, fifth-wheel recreation trailer, or off-highway vehicle.

### 3. Appointments REQUIRED / Office Locations

Appointments are REQUIRED for all transactions! Visit taxcollector.com to schedule an appointment for your transaction. We only serve Manatee County residents and businesses. Limit 4 transactions per appointment. We have three convenient offices to serve you: Our DeSoto Office (located closest to the Island, West and Central Bradenton), our Lakewood Ranch Office (located closest to Lakewood Ranch and East Manatee County), and our North River Office (located closest to Palmetto, Ellenton, and Parrish).
4. Proof of Ownership – Bring Your Registration

You must submit your current (non-expired) out-of-state registration for your vehicle (original or state issued duplicate).

If your registration has expired or is lost, you must submit an official letter on letterhead stationary (legible fax copy accepted) from the State where the vehicle is currently titled. The letter must state the current titled owner name(s) and the vehicle details (year, make, VIN, etc.).

5. Proof of Lien / Lease

One of the following must be submitted to PROVE the title for the specific vehicle is in the possession of a lienholder (bank, financial institution, etc.) or lease company. The proof must include the year and make of the vehicle and your name:

- Payment Book, Coupon, or Statement/Screen-print
- Lienholder’s Retail Contract
- A Copy of the Out-Of-State Title
- Dealer Invoice with Lienholder’s Name
- Lease Agreement
- Out-of-State Registration with Lien/Lease Info
- Letter on Lienholder Letterhead with Lien Info
- Payoff Letter or Estimate

6. At Least One Owner Present with Legal Identification

At least one owner* must be present with one of the following valid (unexpired) documents:

- Driver License/ID Card from any state (Includes US Territories)
- Passport from any country
- Canadian Driver License/ID Card

If an owner cannot be present, consider using a Power of Attorney (https://www.powerdms.com/public/MCTC/documents/1474142). You will be required to submit a copy of the absent individual’s valid identification along with the completed form. The form must contain original signatures.

*BUSINESSES are required to submit documentation showing that they are a valid business. This can be done with a printout from:

- SunBiz (https://dos.myflorida.com/sunbiz/) for a Florida business or

The printout must show an “active” status. If the individual acting on behalf of the business is not listed on the printout, they must also submit, on letterhead, a letter that authorizes them to act on behalf of the business.

7. Bring PROOF of Your New FLORIDA Insurance on the Vehicle You are Registering

Not providing PROOF of FLORIDA insurance is one of the most common reasons this transaction cannot be completed. Please note, your out of state insurance policy MUST be transferred to Florida and a new Florida policy issued with a Florida ID Card/Binder/Policy Number. In almost all cases, your out of state insurance agent will not be able to write a Florida insurance policy and phone/internet based insurance companies will have to issue new policy documents showing it is a Florida policy. Card/Binder/Policy Requirements:

- Must state that it is a FLORIDA policy – If it doesn’t say FLORIDA on the card, we won't be able to take it
- Cannot be expired or post-dated
- Must list at least one owner’s name that will be recorded on the Florida registration
- Must list the specific information for the vehicle you are registering (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 that weighs more than 5,000 lbs, view our Heavy Truck FAQ (http://www.taxcollector.com/contactapp/question_detail.cfm?question=1559&category=3#xy) for additional insurance requirements.

The Florida Department of Highway Safety and Motor Vehicles does not require our office to view proof of insurance for motorcycles, trailers, boats, mobile homes, or off-highway vehicles.
8. Bring **PROOF** that You've Owned Your Vehicle More than 6 Months to Avoid Paying Sales Tax

Usually, you will **not** have to pay Florida sales tax while transferring a vehicle to Florida from another state **UNLESS** you've owned the vehicle **less than six months**. (In Manatee County the sales tax is 7%).

**PROOF that you've owned the vehicle more than six months** may include: current DMV registrations that include a purchase date, old DMV registrations, lien or lease paperwork, dealership paperwork – all documentation must contain your name and specific vehicle details (VIN, year, make, dates, etc.).

**PROOF that you've paid sales tax**, for vehicles owned less than six months, to a reciprocal US State/US Territory (https://revenuelaw.floridarevenue.com/LawLibraryDocuments/2020/12/TIP-123344_TIP_20A01-15_FINAL_RLL.pdf) must be submitted with your paperwork. A dealer invoice or registration, which specifically lists sales tax paid, are the most common ways to prove this. Note: Not all states are reciprocal – when a state is not reciprocal, it means Florida sales tax must be collected.

With all registration/title transfer transactions, the amount of sales tax paid by the customer, the reported purchase price and the Fair Market Value claimed by the customer are subject to investigation and audit by the Florida Department of Revenue in Tallahassee.

### Acceptable Methods of Payment and Estimated Fees

We accept **cash, check, debit cards, and credit cards**. A $2.50 processing fee for debit cards and a 2.5% processing fee (minimum of $2.50) for credit cards will apply. Our office does **not** retain any portion of this fee.

**The estimated cost to register a vehicle for the first time is $250.00 – $370.00.** Estimate does **not** include sales tax, if applicable.

- Fees **may** be reduced if you previously had a license plate in your name in Florida. Other exceptions may apply – ask an associate during your visit for details.
- Active duty members of the US Military who are legal Florida residents **may** be exempt from some fees – ask an associate during your visit for details.

### First Manatee South County Tag Agency

The First Manatee South County Tag Agency processes registration and title transactions for vehicles, boats, and mobile homes, as well as parking permits. This office **does not** offer driver license, hunting & fishing, or property tax services.

It offers **extended hours** (9am – 6pm, Monday – Friday) and **Saturday hours** (9am – 2pm). Appointments are available, but are not required. Schedule an appointment at autotagagency.net. It is located in Southwood Shops at 5756 14th Street West, Bradenton, FL 34207. Their phone number is 941.782.6050.

This office accepts cash, check, and debit. A 3.5% fee will be charged on all check transactions to guarantee funds and on all debit transactions as a processing fee.

The First Manatee South County Tag Agency is a privately owned office, operating under the authority granted by the Manatee County Tax Collector’s Office.

### Non-Manatee County Residents

**Not a Manatee County resident?** Out-of-County residents can only be served at First Manatee South County Tag Agency. See the section above for more details regarding the First Manatee South County Tag Agency. Otherwise, you will need to visit your home county tax collector’s office.