



**DROP OFF AND PICK UP ALL WORK AT EXPRESS LOCKERS** (Located in the Drive Thru of our DeSoto Office)

**Dealer, Government, & Specialized Transactions - Manatee County Only**

Payment Method - [ ] Signed Check [ ] Dealer Trust Account [ ] Credit Card (Authorization Form Req'd)

Contact Information		ALLOW 3 BUSINESS DAYS* FOR PROCESSING TITLE WORK (NOT INCLUDING DROP-OFF DAY OR HOLIDAYS). TITLE WORK MUST BE COMPLETED IN ITS ENTIRETY TO AVOID REJECTION.
Agency Name:	Dealer PIN:	
Contact Name:	Agent/Customer Signature: (Required)	
Contact Phone:		
Contact Email:		*not all work is subject to 3-business day turnaround

**Note:** A new control sheet must be completed each time work is dropped off.

**Completed by Dealer/Agency/Customer. All applicable sections must be completed.**

Transaction Information:		Please select your title transaction					Please select your registration transaction				Office Use Only			
Complete Applicant Name, Plate or VIN in Spaces Below		Transfer Title or MSO	Title Only/Duplicate (no registration)	Fast Title -or- Print Electronic Title	Transfer Current Plate and/or Decal	Replace Plate	For Renewals or New Plates, Specify # of Registration Months			Government Agencies Only: Plate Type (City, County, or State)	Mobile Home Park Name	Processed ("Y" or "N")	Fast Title Audit #	Title Number
							1-12	13-15	16-27					
1														
2														
3														
4														
5														
6														
7														
8														
9														
10														
11														
12														
13														
14														
Other items not listed above (Form/Inventory requests, trust account deposit, Certificate of Destruction, Wrecker Operator Lien, etc.):														
<b>Office Use Only -</b>		Cashier: _____ Amount: _____ Batch #: _____ Date: __/__/____												