



ANNE M. GANNON
CONSTITUTIONAL TAX COLLECTOR
Serving Palm Beach County
Serving you.

South County Service Center

501 South Congress Avenue, Delray Beach, FL 33445
 www.pbctax.gov • Tel (561) 355-2264

Date: _____

Lienholder Name: _____

Lienholder Address: _____

Lienholder City, State, Zip: _____

SUBJECT: REGISTRATION OF VEHICLE WITH OUT-OF-STATE TITLE WITH LIEN

PLEASE FOLLOW ONE OF THE LISTED PROCESSES.

PROCESS 1: Privately owned vehicles - Our office is assisting the individual(s) named in Section 1 of this form with registering a vehicle in Florida. The individual(s) indicated you are the lienholder. To register a vehicle in Florida, we require the individual(s) to apply for a Florida title at the time of registration or to produce proof the title is held by an out-of-state lienholder.

Option A: Mail the title to the address in Section 2. The vehicle will be registered and titled in Florida showing your institution as lienholder. We prefer you follow this option.

NOTE: If you release the title, in accordance with Florida statutes, the Department of Highway Safety and Motor Vehicles requires titles with liens be held electronically. This means Florida's Electronic Lien and Title (ELT) program requires mandatory participation from lenders.

Option B: If you do not release the title, you must mail/email our office a letter on your letterhead indicating there is an outstanding lien on the described vehicle (include the year, make and vehicle identification number) AND a copy of the title (front and back).

Option C: The out-state certificate of title is electronic. In this case, the letter on letterhead stationery from the lienholder must state the title is being held electronically. An email copy is acceptable.

PROCESS 2: Leased vehicles – Option A: Mail the following items to the address in Section 2 : Original Title, power of attorney for the individual(s) named in Section 1 and your Florida Sales Tax Exemption Number. **Option B:** If you do not wish to release the title, you must submit the following: a letter on letterhead indicating you do not want to apply for a Florida title and authorize the lessee to register the vehicle on a registration only basis, copy of the lease agreement, and an original Power of Attorney allowing the lessee to sign the required documentation.

A copy of this letter must be provided with the title when sent to our office. In addition, if mailing via USPS, FedEx, etc., provide your client with a tracking number to confirm receipt of the title.

Your cooperation in this matter is appreciated.

SECTION 1:

Name and Address of Applicant(s):

Name(s): _____

Address: _____

City, State, Zip: _____

Email address: _____

Best contact phone #: _____

Vehicle Description:

Account #: _____

Vehicle ID #: _____

Year: _____

Make: _____

SECTION 2:

Send all information to the following address:

Mail: Tax Collector, Palm Beach County
 501 South Congress Avenue
 Delray Beach, FL 33445
 Attn: South County Service Center

Email: SC@pbctax.gov
 Subject: Out of State Title