



# Checklist #1

## Out of State Title with Lien

This packet has been designed by the Constitutional Tax Collector, serving Palm Beach County to help expedite the process of applying for a Florida title and/or registration with an out of state title. Below are the requirements to transfer an Out of State title to Florida.

### **OUT OF STATE TITLE**

If the vehicle is already titled in your name in the previous state, you will leave the title blank.

If newly purchased, both buyer and seller must properly complete the "Transfer of Title by Seller" section on the title. It must include printed names and signatures of buyer(s) and seller(s), odometer reading and date read, selling price and date of sale.

If you are leasing or financing a vehicle and do not have possession of the title, you must contact your leasing company or financial institution for release of the title.

### **VEHICLE IDENTIFICATION NUMBER (VIN) VERIFICATION**

The VIN must be physically verified on all used vehicles not currently titled in Florida, this includes trailers with a net weight of 2,000 pounds or more. A Florida Notary Public, licensed Florida dealer or police officer from any state can verify the VIN. As a service to the public, the Tax Collector's office may also verify the VIN, weather permitting.

### **PROOF OF FLORIDA INSURANCE**

- Must state that it is a Florida policy
- Cannot be expired or post-dated
- Must list the specific information for the new vehicle you are titling (i.e. VIN, year, make, model)
- Must list the 5-digit Florida Insurance Company Code Number

Proof of insurance is not required for the following: (1) Motorcycles, (2) Trailers, (3) Boats, (4) Mobile Homes, or (5) Off-Highway Vehicles.

### **SALES TAX**

- Sales tax will be collected on all purchased vehicles.
- If you have owned the vehicle for less than 6 months, proof of sales tax paid must be submitted. A dealer invoice or title/registration, which specifically lists sales tax paid may be submitted as proof.



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### **IDENTIFICATION**

All purchasers/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 a purchaser/owner cannot be present, a Power of Attorney form may be used and is available online at [www.pbctax.com](http://www.pbctax.com). The form must include original signatures. A photocopy of the absent individual's identification will be required.

\*BUSINESSES are required to submit a federal identification number (FEID) if required and documentation showing that they are a valid business such as:

- A printout from SunBiz ([sunbiz.org](http://sunbiz.org)) for a Florida business. If the individual signing is not listed in Sunbiz, a letter on original business letterhead must be submitted stating that the person signing the application is authorized to do so and must be signed by an officer of the business listed in Sunbiz.
- Copies of governmentally filed FEID documents, fictitious name documents, corporation papers, "Certificate of Status" from the Department of State, etc.

### **FEES**

Title and registration fees are determined by the registered owner's date of birth, license plate type, vehicle type, vehicle weight and usage.

If you wish to process by mail, contact the Client Care and Research Center at (561) 355-2264 for fees.

Visit any of these locations to complete a transfer of title in person:

**Reservations are required. To schedule, visit: [www.pbctax.com/reservations](http://www.pbctax.com/reservations)**

**Belle Glade Service Center**  
PBC Glades Office Building  
2976 State Road 15  
Belle Glade, FL

**Central Palm Beach Service Center**  
4215 South Military Trail  
Greenacres, FL

**Westlake Service Center**  
16440 Town Center Parkway South  
Westlake, FL

**Delray Beach/South County  
Service Center**  
501 South Congress Ave  
Delray Beach, FL

**Palm Beach Gardens Service Center**  
3185 PGA Blvd  
Palm Beach Gardens, FL

**West Palm Beach/Downtown  
Service Center**  
301 North Olive Avenue, Room #101  
West Palm Beach, FL