

## INSTRUCTIONS FOR DUPLICATE APPLICATION

Enter name(s) of owner (s) of record and enter **the mailing address you wish the title to be mailed to**. If this address is different than the department records, a copy of at least one of the following, must be submitted by the registered owner:

Drivers License	Paid receipt for utility services
Paid receipt for telephone service	Paid contract or turn-on order for utility service
Proof of Homestead Exemption	Rental or lease contract agreement
Current motor vehicle registration	Homeowner's or renter's insurance policy
Other documentation, which provides Independent proof of change of address	

If the lien holder is an individual or a sole proprietorship, submit at least one of the documents listed above as proof of the mailing address.

If the lien holder or owner is a form of business other than an individual or sole proprietorship, a verification letter on original business letterhead must state that the person signing this application is authorized to do so and is signed by an official other than the person who signed the application.

If the application is submitted by a licensed dealership, a copy of the dealer's license should be submitted.

Make check or money order payable to Charlotte County Tax Collector.

<b>PROCESSING</b>	<b>FEES</b>
Applications typically take 2 – 3 weeks from the time we receive the request until you receive the title <b>unless</b> there is a data error or the application is not in order.	\$ 29.75 \$ 6.50 vessels
Charlotte County offers a "Fast Title" service which means when we process your request we will mail the title back with your receipt. You would not have to wait for the title to come from the state, <b>unless</b> there is a data error or the application is not in order. This procedure requires the completion of the Authorization Release Affidavit.	Additional \$ 7.00 \$ 5.00 vessels

### **APPLICATIONS FOR DUPLICATE WITH TRANSFER REQUIRE BOTH BUYER AND SELLER TO BE PRESENT AT THE TAX COLLECTOR'S OFFICE. NO MAIL IN APPLICATIONS WILL BE ACCEPTED.**

No fee is required if the vehicle or vessel application is made within 180 days from the last title issuance date and has been lost in mailing. Applicant must wait 20 days from the title issuance date to apply for a lost in transit.

Complete all forms in detail without any write-over, erasures, or whiteouts, as this will void the document. When completed mail forms and your payment to Charlotte County Tax Collector 410 Taylor Street Punta Gorda, Fl. 33950. If you have any questions please feel free to contact our office at (941) 637-2141.



## Instructions for Completing the Form HSMV 82101

### Section 1 – Type of Application

- If the request is for a vehicle or vessel title duplicate or to replace one which was lost in transit, check the appropriate box on the left side of this section and fill-in all applicable information.

**No fee is required if the vehicle/vessel application is made within 180 days from last title issuance date and has been lost in mailing. Applicant must wait 20 days from title issue date to apply for lost in transit.**

**However, fees will be charged for duplicates or lost in transit replacement requests made after more than 180 days from the last title issuance date.**

- If you (owner or lienholder) are an individual and your address has changed from the one on the department's record, submit a copy of one of the following items showing the current address:
  - Driver license
  - Paid receipt for utility or telephone service
  - Proof of homestead exemption
  - Paid contract or turn-on order for utility service
  - Rental or lease contract agreement
  - Current year motor vehicle, mobile home or vessel certificate of registration
  - Copy of insurance policy for motor vehicle, mobile home or vessel
  - Other documentary evidence that provides independent proof of address change

If the owner or lienholder on record is a form of business other than an individual or sole business owner and the address shown is different than on Department records, a verification letter on original business letterhead must state that the person signing this application is authorized to do so and be signed by someone other than the person who signed the application.

- If the request is for a duplicate title with transfer of title to another owner, complete the right side of this section.

**Note:** Both parties must be present and able to produce picture identification. A power of attorney may NOT be used, except when an insurance company is involved and a total loss is being paid.

### Section 2 – Application for Duplicate is made by

- Check the appropriate box and if required, provide license number, name and address.

### Section 3 – Motor Vehicle, Mobile Home or Vessel Description

- Complete all applicable information.
- **License Plate or Vessel registration number** is required for a duplicate with transfer ONLY for the new purchaser (unless the box in section 6 is checked, which certifies that the vehicle/vessel will not be operated on Florida highways or waterways).

### Section 4 – Vehicle Usage/Brands

- Check the appropriate box(es).

### Section 5 – Lienholder Information

- Write "NONE" in the first box if there is no lienholder; otherwise, lienholder must complete all information in this section.

### Section 6 – Application Attestment/Signatures and Odometer Declaration/Disclosure

- Check the box to indicate whether the motor vehicle has a five or 6-digit odometer, unless the motor vehicle is exempt from the odometer requirement.
- Enter the odometer reading from the motor vehicle, unless the motor vehicle is exempt from the odometer requirement.
- If the motor vehicle has a 5-digit (instead of a 6-digit) odometer, check the box to indicate "IN EXCESS OF ITS MECHANICAL LIMITS."
- If there is any reason to doubt that the odometer reading does not accurately reflect actual vehicle mileage, check box to indicate "IS NOT ACTUAL MILEAGE."
- If the vehicle is being sold (duplicate with transfer), enter the date and selling price.
- If the vehicle/vessel will not be operated on Florida roads/waterways and no license plate is being transferred, check box to indicate.
- Check box to indicate type of reassignment (if duplicate with transfer transaction); purchase, gift, inheritance, or court order.
- The applicable customer(s) must print and sign their name(s) in the spaces provided.

### Fees and Addresses:

Fees are located on our website (<http://www.hsmv.state.fl.us/hsmvdocs/Fees-01.pdf>).

Addresses for all Florida county tax collector's offices are located on our website at: ([www.hsmv.state.fl.us/offices](http://www.hsmv.state.fl.us/offices)). Some of these county agencies offer a fast title service for an additional fee.

**THIS FORM IS A COMBINATION OF FORMS HSMV 82101, 82055 AND 87009.**

## Authorization/ Release Affidavit

Owner Information:

Vehicle Description

\_\_\_\_\_  
Name of Registered Owner

\_\_\_\_\_  
Title Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Year

\_\_\_\_\_  
Make

\_\_\_\_\_  
City State, Zip

\_\_\_\_\_  
Vehicle Identification Number

\_\_\_\_\_  
Phone Number-Including area code

I \_\_\_\_\_ authorize \_\_\_\_\_ to  
receive my title certificate for the above described vehicle.

Under Penalties of perjury I declare that I have read the foregoing document and certify that the statement is true. I understand that a person who knowingly makes a false declaration is guilty of the crime of perjury by false written declaration, a felony of the third degree, punishable as provided in Fla. statues 775.082, 775.083 and 775.084

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of owner (s)