Out-of-State Title Transfer

Need to transfer your out-of-state title to Florida? Complete the checklist below.

For additional information about an item, please refer to the corresponding section.

- Original Title
- Valid Identification
- Florida Insurance Card, Policy, or Binder
- Vehicle Identification Number (VIN) Verification
- Sales Tax (if applicable)
- Acceptable Method of Payment
- Schedule an Appointment on Taxcollector.com

Original 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” 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.

NOTE: Cross-outs, white-out, alterations, or erasures may void the title and require you to submit a Notarized or Perjury Clause Bill of Sale signed by the seller; obtainable by visiting the motor vehicle forms section of taxcollector.com. If your vehicle has a lien or if it is a lease and you do not have possession of the title, you would need to refer to our Registration Only information.

Identification

All owners/purchasers* must be present with one of the following valid (unexpired) documents:

- State-issued Driver License/ID Card (includes US Territories)
- Passport from any country
- Canadian Driver License/ID Card.

If a purchaser cannot be present, consider using a Power of Attorney form, which can be obtained from taxcollector.com or in our office. 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.

NOTE: It is not mandatory for buyer and seller to visit our office together, but it may expedite the process.

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

- SunBiz (sunbiz.org) for a Florida business or
- rasi.com/resource-center/business-entity-search.asp for an Out-of-State business

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.

Vehicle Identification Number (VIN) Verification

The Vehicle Identification Number (VIN) and odometer must be verified on all vehicles being transferred to Florida from Out-of-State. Print the VIN Verification Form and have it completed before coming to our office; a Florida notary, licensed dealer, or a law enforcement officer may complete the VIN Verification Form.

The information in this document is believed to be correct and is subject to change and is not warranted.

OOSTitleTransfer – Last Update: 07/21/2020

- First Manatee South County Tag Agency
  3350 18th St. W.
  Bradenton, FL 34207
  Fax 941.798.2964

- DeSoto
  189 301 Blvd. W.
  Bradenton, FL 34205
  Fax 941.741.3585

- Lakewood Ranch
  6007 111th St. E.
  Bradenton, FL 34211
  Fax 941.751.2004

- North River
  4333 US 301 N.
  Ellenton, FL 34222
  Fax 941.721.2004

- Palma Sola
  7411 Manatee Ave. W. #200
  Bradenton, FL 34209
  Fax 941.798.2964

Note: The requirements listed above are the requirements of the Manatee County Tax Collector’s office only. For requirements and instructions for the First Manatee South County Tag Agency, contact that agency at 941.782.6050.
Out-of-State Title Transfer

Proof of Florida Insurance

- Must state that it is a Florida policy
- Cannot be expired or post-dated
- Must list at least one owner’s name that will be recorded on the new title
- 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

**NOTE:** If the vehicle you are titling is a truck that weighs more than 5,000 lbs, visit the Heavy Truck FAQ on taxcollector.com for additional insurance requirements.

The Florida Department of Highway Safety and Motor Vehicles does not require our office to view proof of insurance for the following: (1) Motorcycles, (2) Trailers, (3) Boats, (4) Mobile Homes, or (5) Off-Highway Vehicles.

Sales Tax

If you have owned the vehicle for less than 6 months, proof of sales tax paid (to a reciprocal State/US Territory) must be submitted with your transfer paperwork. A dealer invoice or title/registration, which specifically lists sales tax paid, are the most common ways to prove this. If you are unable to provide this proof, sales tax will be collected on the Fair Market Value of the vehicle. This value will be determined and declared by you, with the understanding that the Fair Market Value may prompt investigation by the Florida Department of Revenue.

If you just purchased the vehicle, you will be required to pay sales tax, if applicable. The sales tax rate is based on the county in which you reside. The sales tax rate in Manatee County is 7%.

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.

Titles must be transferred within 30 days of the purchase date to avoid late fees.

- Title Transfer……$95.75 - $115.75
- Registration……$300.00 - $325.00

**Fees may be reduced if you previously had a license plate in your name in Florida.** Estimate does not include sales tax.

Appointments

An appointment is highly recommended to expedite your visit! Customers with appointments are given priority and are served before those that visit our office without one.

Appointments can be scheduled for vehicle, boat, and mobile home title transfers. Limit 4 transactions per appointment. Visit taxcollector.com to schedule an appointment for your out-of-state title transfer today!

Vehicle History Report

Would you like to verify the title and brand history of a vehicle before purchasing it? For a small fee of $5.95, you can purchase a vehicle history report from Auto Data Direct, Inc. (ADD). ADD is a United States Department of Justice approved provider of consumer access to National Motor Vehicle Title Information System (NMVTIS) vehicle history reports. **Note: Owner data is excluded from these reports.**

Not a Manatee County resident? Out-of-County residents can only be served at First Manatee South County Tag Agency, located at 5756 14th St W, Bradenton. You can contact that office at 941.782.6050 or visit autotagagency.net for more information.

The information in this document is believed to be correct and is subject to change and is not warranted.

OOSTitleTransfer – Last Update: 07/21/2020

- First Manatee South County Tag Agency
  - 5756 14th St. W.
  - Bradenton, FL 34207
  - Fax 941.213.4419

- DeSoto
  - 819 301 Blvd. W.
  - Bradenton, FL 34205
  - Fax 941.741.3585

- Lakewood Ranch
  - 6007 111th St. E.
  - Bradenton, FL 34211
  - Fax 941.751.8280

- North River
  - 4333 US 301 N.
  - Ellenton, FL 34222
  - Fax 941.721.2004

- Palma Sola
  - 7411 Manatee Ave. W. #200
  - Bradenton, FL 34209
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