Need to transfer your out-of-state registration to Florida? Complete the checklist below.
For additional information about an item, please refer to the corresponding section.

☐ Determine if your Transaction is Eligible
☐ Current Out-of-State Registration
☐ Proof of Lien/Lease
☐ 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

Who is Eligible for this Transaction?

When a bank, financial institution, or lease company holds the out-of-state title, the State of Florida provides for an exception that allows the owner(s) to only register their vehicle without transferring their out-of-state title to Florida. This is referred to as “Registration Only.” This procedure applies to US State & US Territory Titles for Manatee County Residents only.

Customers with vehicles from foreign countries (other than US Territories) must present their out-of-country/state proof of ownership. Therefore, the customer must contact the financial institution to release the documentation for titling in Florida.

If you paid off your loan or bought out your lease, please refer to the Out-of-State Title Transfer publication.

Proof of Ownership

You must submit your current out-of-state registration for your specific vehicle (original or state issued duplicate).

If your registration has expired or is lost, you must submit an official letter on letterhead stationary (legible fax copy accepted) from the State where the vehicle is currently titled. The letter must state the current titled owner name(s) and the vehicle details.

Proof of Lien/Lease

One of the following must be submitted to prove the title for the specific vehicle is in the possession of the bank, financial institution or lease company (must include the specific vehicle details):

- Payment Book, Coupon or Statement
- Lienholder’s Retail Contract
- A Copy of the Out-of-State Title
- Dealer Invoice with Lienholder’s Name
- Lease Agreement
- Out-of-State Registration with Lien/Lease Info
- Letter on Lienholder Letterhead with Lien Info

Identification

At least one registered owner or person appointed Power of Attorney for one registered owner must be present with their valid (unexpired) state-issued Driver License/ID Card. If using a Power of Attorney form for a registered owner, you must submit a copy of the valid (unexpired) state-issued Driver License/ID Card for the registered owner who you are representing.

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

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.

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 at the rate of 7% (Manatee County’s rate) 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.

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.

Registration Only……$250 - $275

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. Visit taxcollector.com to schedule an appointment today!

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.