



Ken Burton Jr.

Innovating Better Ways to Serve

Post Office Box 25300  
Bradenton, Florida 34206-5300

Phone: 941.741.4800

Monday – Friday, 9:00 - 4:30

taxcollector.com

# Specialized Boat Transactions

To continually strive to improve our customer service, we have implemented ways for specialized boat transactions to be processed. The options below provide you with the flexibility to meet your needs and avoid wait times in our lobbies. To process your specialized boat transaction, the following options are available:

## Option #1

### Visit the First Manatee South County Tag Agency

5756 14<sup>th</sup> Street W, Bradenton 34207 (Southwood Shops)

The First Manatee South County Tag Agency has extended hours **Monday thru Friday (9am-6pm)** and **Saturday hours (9am-2pm)** for your convenience. All transactions can be processed as a walk-in (some restrictions apply) or can be dropped off. Drop-off work will be processed within a **1-business day turnaround**. Please note that this office accepts cash, check, and debit. A 3.5% fee will be charged on all check transactions to guarantee funds and on all debit transactions as a processing fee. If you have any questions, you can contact that agency at 941.782.6050. To schedule an appointment, visit [autotagagency.net](http://autotagagency.net).

## Option #2

### Drop off work at the DeSoto Office

819 301 Blvd W, Bradenton 34205

Most transactions are completed and available for pickup within **2 business days, after 4pm** (not including the day the work is dropped off and holidays). **As a courtesy, our office will call the number provided on your control sheet when your work is ready for pickup.** *When picking up or dropping off work, you must check-in with the receptionist.*

A Control Sheet must be submitted with the drop off work. It is preferred that the control sheet, drop off work, and check be placed in an envelope or folder when dropped off at the DeSoto Office. Please choose 1 form of payment below:

- 1) Submit 1 blank check (for each control sheet submitted) made payable to Ken Burton, Jr., Tax Collector (no cash accepted).  
OR
- 2) Submit a [Credit Card Authorization Form](#) (for each control sheet submitted). A 2.5% processing fee (minimum of \$2.50) for debit/credit cards will apply. Our office does **not** retain any portion of this fee. This form must be printed and submitted with the drop off work.

Also, any rejected work will be returned with a checklist detailing the reason for rejection. Work that is resubmitted after corrections have been made is still subject to the 2-business day turnaround.

## Option #3

### Process your work by visiting other area Tax Collectors

If you cannot visit the **First Manatee South County Tag Agency** and need your work processed sooner than the DeSoto Office's **2-business day** turnaround, you may visit another tax collector's office. Below are the offices closest to you:

<p><b>Pinellas County Tax Collector</b> 1067 62nd Ave S St. Petersburg, FL 33705 727.464.7777</p>	<p><b>Hillsborough County Tax Collector</b> 3002 College Avenue Ruskin, Florida 33570 813.635.5200</p>	<p><b>Sarasota County Tax Collector</b> 101 Washington Blvd S Sarasota, FL 34246 941.861.8300</p>
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The information in this document is believed to be correct and is subject to change and is not warranted.

**THESE TRANSACTIONS MAY ONLY BE PROCESSED AT:**

First Manatee South County Tag Agency  
5756 14<sup>th</sup> St W, Bradenton 34207 (Southwood Shops)  
Fax 941.213.4419

DeSoto Office  
819 301 Blvd W, Bradenton 34205  
Fax 941.741.3585

**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.**

ReferredDeSotoOnly-BoatTransactions – Last Update: 07/29/2020



Manatee County

Tax  
Collector

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The following are transaction requirements for specialized boat transactions.

## Old Boat Never Registered

**What qualifies as an Old Boat Never Registered?** Manufactured boats (not homemade) that are at least 5 years old that were previously exempt from titling requirements due to (1) previously being used exclusively on a private lake or pond, or (2) previously non-motorized and less than 16 feet in length.

### What is required to title and register my Old Boat Never Registered?

If ownership is not changing:

1. A copy of the applicant's valid, unexpired identification (State-issued driver license/ID card or passport from any country)
2. [HSMV 82040](#), properly completed
3. [Affidavit](#) (*signed by the owner*) explaining why the boat was never previously registered.
4. One of the following concerning the hull ID number:
  - a. A legible pencil tracing (*signed by the owner*) of the hull ID number on tracing paper.
  - b. If the hull number cannot be located, contact the Florida Fish and Wildlife Conservation Commission (FWC) at 863.648.3200; the boat will need to be inspected by FWC.
5. Sales tax will be due, unless proof of sales tax paid or exemption information is provided.

If ownership is changing:

1. A copy of the applicant's valid, unexpired identification (State-issued driver license/ID card or passport from any country)
2. [HSMV 82040](#), properly completed
3. [Affidavit](#) (*signed by the seller*) explaining why the boat was never previously registered.
4. [Affidavit](#) (*signed by the purchaser*) explaining why the boat is now being titled and registered.
5. One of the following concerning the hull ID number:
  - a. A legible pencil tracing (*signed by the seller or purchaser*) of the hull ID number on tracing paper.
  - b. If the hull number cannot be located, contact the Florida Fish and Wildlife Conservation Commission (FWC) at 863.648.3200; the boat will need to be inspected by FWC.
6. Notarized (*or perjury clause*) [bill of sale](#).
7. Sales tax will be due, unless proof of sales tax paid or exemption information is provided.

## Sojourner Boat Registration

### What is a Sojourner Boat Registration?

An individual who brings their out-of-state/country registered boat into Florida and operates the boat on Florida waterways is allowed to do so for only 90 days without obtaining a Florida registration/decal. Once they have resided in Florida for more than 90 days, they must either title/register the boat (*if they are going to live in Florida permanently*) or **purchase a sojourner registration** (*if they plan on taking the boat back to their home state/country in the future*).

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819 301 Blvd W, Bradenton 34205  
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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.

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# Specialized Boat Transactions

## What is required to obtain a Sojourner Boat Registration?

In order to obtain a Sojourner Boat Registration, you will need to provide the following:

1. A copy of the applicant's valid, unexpired identification (State-issued driver license/ID card or passport from any country)
2. A copy of the out-of-state/country registration (*showing the boat details, out-of-state/country #, and owner names*).
3. Application for Non-Titled Boat form [HSMV 87244](#).

## Homemade Boat

The following **must** be submitted in order to title and register a Homemade Boat.

A copy of the applicant's valid, unexpired identification (State-issued driver license/ID card or passport from any country), along with:

### If you are the builder:

- HSMV Form [87002](#) (Statement of Builder)
- Proof of Sales Tax Paid or Exemption Information
- Florida Fish & Wildlife Conservation Commission Inspection, if applicable (*see note below*)

### If purchased from the builder (in addition to the items listed above):

- A Notarized (*or perjury clause*) [Bill of Sale](#) must **also** be completed

Note: If your Homemade Boat is 16 feet or more in length, it is required to be inspected by the FWC before it can be titled and registered. The contact information for the closest Florida Fish and Wildlife Conservation Commission (FWC) Regional Office is below. You must call this office to arrange for an FWC officer to inspect your homemade boat.

Phone: 863.648.3200

### Southwest Region Locations

Hillsborough County  
5110 Gandy Blvd.  
Tampa, FL 33611

Polk County  
3900 Drane Field Rd.  
Lakeland, FL 33811

Lee County  
2423 Edwards Dr.  
Fort Myers, FL 33901

Contact information for other Regional Offices can be found at [MyFWC.com](#).

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