

# Charlotte County Tax Collector

Vickie L. Potts

<http://taxcollector.charlottecountyfl.gov>



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

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.

### Processing

### Fees

Applications typically take 2 – 3 weeks from the time we receive the request until you receive the title **unless** there is a data error or the application is not in order. \$78.25  
\$9.00 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, **unless** there is a data error or the application is not in order. Additional  
\$7.50  
\$2.50 vessels  
This procedure requires the completion of the Authorization Release Affidavit.

**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) 743-1350 or (941)681-3710.

**STATE OF FLORIDA**  
 DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES  
 DIVISION OF MOTORIST SERVICES  
**SUBMIT THIS FORM TO YOUR LOCAL TAX COLLECTOR OFFICE**

[www.flhsmv.gov/offices/](http://www.flhsmv.gov/offices/)

**APPLICATION FOR DUPLICATE OR LOST IN TRANSIT/REASSIGNMENT FOR A  
 MOTOR VEHICLE, MOBILE HOME OR VESSEL TITLE CERTIFICATE**

<b>1</b>	<b>TYPE OF APPLICATION</b>												
<input type="checkbox"/> <b>VEHICLE/VESSEL DUPLICATE:</b> (Fee Required) LOST <input type="checkbox"/> STOLEN <input type="checkbox"/> Damaged (Certificate of Title must be submitted) <input type="checkbox"/> NOTE: An indication of lost, stolen or damaged is required.				<input type="checkbox"/> <b>VEHICLE/VESSEL LOST IN TRANSIT:</b> NOTE: No fee required if vehicle application is made within 180 days from last title issuance date and has been lost in mailing.				<b>VEHICLE/VESSEL DUPLICATE WITH TRANSFER:</b> (Both parties must be present for this transaction) <input type="checkbox"/> OR <input type="checkbox"/> AND NOTE: When joint ownership, please indicate if "or" or "and" is to be shown on the title when issued. <b>If neither box is checked, the title will be issued with "and".</b>					
OWNER'S NAME (Last, First, Middle Initial)				Owner's E-Mail Address				PURCHASER'S NAME (Last, First, Middle Initial)				Purchaser's E-Mail Address	
CO-OWNER'S NAME (Last, First, Middle Initial)				Co-Owner's E-Mail Address				CO-PURCHASER'S NAME (Last, First, Middle Initial)				Co-Purchaser's E-Mail Address	
OWNER'S MAILING ADDRESS						PURCHASER'S MAILING ADDRESS							
CITY				STATE		ZIP		CITY			STATE		ZIP
<b>CAUTION: IF ADDRESS DIFFERS FROM DMV RECORDS, ADDRESS VERIFICATION MUST BE SUBMITTED</b>						DATE OF BIRTH		PURCHASER'S DL/ID #		CO-PURCHASER'S DL/ID#			
<b>2</b>	<b>APPLICATION FOR DUPLICATE IS MADE BY:</b>												
<input type="checkbox"/> <b>Owner</b> LIENHOLDER DATE OF LIEN		MOTOR VEHICLE MOBILE HOME OR RECREATIONAL VEHICLE DEALER/ AUCTION LICENSE NUMBER (DEALER/AUCTION LICENSE NUMBER DOES NOT APPLY TO VESSELS: LIENHOLDER OR DEALER/AUCTION NAME: ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____											
<b>3</b>	<b>MOTOR VEHICLE, MOBILE HOME OR VESSEL DESCRIPTION</b>												
Vehicle/Vessel Identification Number			Make/Manufacturer		Year	Body	Color	License Plate or Vessel Registration Number			Florida Title Number		
<b>4</b>	<b>VEHICLE USAGE/BRANDS</b>												
<input type="checkbox"/> SHORT TERM LEASE		<input type="checkbox"/> LONG TERM LEASE		<input type="checkbox"/> POLICE VEHICLE		<input type="checkbox"/> PRIVATE USE		<input type="checkbox"/> TAXI		<input type="checkbox"/> FLOOD			
<input type="checkbox"/> REPLICA		<input type="checkbox"/> KIT CAR		<input type="checkbox"/> REBUILT		<input type="checkbox"/> ASSEMBLED FROM PARTS		<input type="checkbox"/> MANUFACTURER'S BUY BACK					
<b>5</b>	<b>LIENHOLDER INFORMATION</b>												
If no lien, Print "None"		<input type="checkbox"/> FEID #	<input type="checkbox"/> DL# & Sex and Date of Birth		<input type="checkbox"/> DMV Account #		Date of Lien		Lienholder Name				
Lienholder E-Mail Address				Lienholder Mailing Address				City		State		Zip	
<input type="checkbox"/> If Lienholder authorizes the Department to send title to the owner, check box and countersign. <input type="checkbox"/> If this box is not checked, title will be mailed to the first lienholder. (DOES NOT APPLY TO VESSELS) _____ <span style="float: right;">(Signature of Lienholders Representative)</span>													
<b>6</b>	<b>APPLICATION ATTESTMENT/SIGNATURES AND ODOMETER DECLARATION/DISCLOSURE</b>												
<b>WARNING: Federal and state law require that you state the mileage in connection with an application for Certificate of Title. Providing a false statement may result in fines or imprisonment.</b> I (WE) STATE THAT THIS <input type="checkbox"/> 5 or <input type="checkbox"/> 6 DIGIT ODOMETER NOW READS <input type="text"/> <input type="text"/> <input type="text"/> , <input type="text"/> <input type="text"/> <input type="text"/> XX (NO TENTHS) MILES, DATE READ ____/____/____, AND I/WE HEREBY CERTIFY THAT TO THE BEST OF MY/OUR KNOWLEDGE THE ODOMETER READING: <b>CAUTION: READ CAREFULLY BEFORE YOU CHECK A BOX</b> <input type="checkbox"/> 1. REFLECTS ACTUAL MILEAGE. <input type="checkbox"/> 2. IS IN EXCESS OF ITS MECHANICAL LIMITS. (EXCESS OF ITS MECHANICAL LIMITS APPLIES TO 5 DIGIT ODOMETERS) <input type="checkbox"/> 3. IS NOT THE ACTUAL MILEAGE. <b>WARNING - ODOMETER DISCREPANCY</b>													
<input type="checkbox"/> <b>I CERTIFY THAT THE MOTOR VEHICLE/VESSEL DESCRIBED ABOVE WILL NOT BE OPERATED ON THE STREETS AND HIGHWAYS/WATERWAYS OF THIS STATE AND NO FLORIDA LICENSE PLATE HAS BEEN TRANSFERRED TO OR PURCHASED FOR THIS MOTOR VEHICLE.</b>													
I am/we are the owner(s), lienholder(s), and am legally authorized to apply for and receive the Duplicate Certificate of Title. I/we further agree to indemnify the Department and defend the Certificate of Title against all actions or claims by any person. <b>UNDER PENALTIES OF PERJURY, I/WE DECLARE THAT I/WE HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.</b>													
IF APPLICABLE, I ATTEST TO HAVING ACQUIRED THE MOTOR VEHICLE, MOBILE HOME OR VESSEL DESCRIBED ABOVE BY: <input type="checkbox"/> PURCHASE <input type="checkbox"/> GIFT <input type="checkbox"/> INHERITANCE <input type="checkbox"/> COURT ORDER								Date Sold		Selling Price \$			
Signature of Purchaser: _____				Printed Name of Purchaser: _____									
Signature of Co-Purchaser: _____				Printed Name of Co-Purchaser's: _____									
Signature of Seller/ Owner/Lienholder: _____				Printed Name of Seller/ Owner/Lienholder: _____									
Signature of Co-Owner: _____				Printed Name of Co-Owner: _____									
<b>7</b>	<b>FOR FLORIDA DMV OR TAX COLLECTOR/LICENSE PLATE AGENCY USE ONLY</b>												
<input type="checkbox"/> Duplicate authorization verification completed		Signature			Printed Name			County		Agency #		Date Completed	

## Instructions for Completing the Form HSMV 82101

### **Section 1 – Type of Application**

- **Vehicle/vessel duplicate** – This box indicates you want to order a replacement title. **Also, check the appropriate box indicating lost, stolen or damaged. A fee is required for this type of application.**
- **Vehicle/vessel lost in transit** – This box indicates you have ordered a title and at least 20 days have passed and you have not received the title. No fee is required if the application is made within 180 days of the last title issuance which was lost in the mail. Fees are charged for duplicates or lost in transit requests after more than 180 days from the previous issuance.
- **Vehicle/vessel duplicate with transfer** – This box should be checked if you need to order a duplicate title and immediately transfer it to another owner. Both parties must be present and have photo identification. A power of attorney may not be used, except when a total loss from an insurance company is being paid.

**Address Change Directions – For an individual owner or lienholder, if the address differs from the address on the department's record, one of the following must be submitted:**

- 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

**Section 2 – Application for Duplicate is made by:** Check the appropriate box to indicate who is applying for the duplicate. Provide name, address and, if you are a dealer, provide your dealer license number.

**Section 3 – Motor Vehicle, Mobile Home or Vessel Description:** Complete all applicable information. The purchaser must provide a license plate or vehicle registration number if you are requesting a duplicate with transfer unless the vehicle or vessel will not be operated on Florida highways or waterways. If the vehicle or vessel will not be operated on Florida highways or waterways, the box in section 6 must be checked stating such.

**Section 4 – Vehicle Usage/Brands:** Check the appropriate box to indicate how the vehicle will be used. If the vehicle is your personal vehicle, private use should be checked.

**Section 5 – Lienholder Information:** If there is no lienholder, the word none should be indicated in the first box. If a lien is being added to the record at the time the application is submitted, all information should be completed.

**Section 6 – Application Attestment/Signatures and Odometer Declarations/Disclosures:** Check the box to indicate whether the vehicle has a five or six-digit odometer and enter the odometer reading from the vehicle. The vehicle is exempt from the odometer requirement if it is 10 years old or older.

- Enter the odometer reading from the motor vehicle, unless the motor vehicle is exempt from the odometer requirement. If there is any reason to doubt the odometer reading does not accurately reflect "actual" mileage, check the box to indicate "not actual mileage." If the vehicle has more than 99,999 on the odometer reading and it is a 5-digit odometer, the box "in excess of mechanical limits" must be checked.
- If a duplicate with transfer is requested, enter the date of sale and the selling price. The appropriate box indicating the type of transaction must also be checked. If the vehicle/vessel will not be operated on Florida highways or waterways, the box must be checked.
- The appropriate customer(s) must sign and print their names in the spaces provided.

### **Fees and Addresses:**

Fees are located on our website <http://www3.flhsmv.gov/DMV/Proc/Fees/Fees-01.PDF>. Addresses for all Florida county tax collectors' offices are located on our website at: <http://www.flhsmv.gov/offices>. Some county agencies offer a fast title service for an additional fee.

The applicant must provide proof of identity (driver license, identification card, etc.) with their completed application. This includes proof of identity for any individual signing as an authorized agent for a company/business, when applicable. This condition does not apply to a Florida licensed motor vehicle, mobile home or recreational dealer, a Florida licensed motor vehicle auction, a licensed insurance company, a lienholder, a Florida vessel dealer or their authorized agent.

Check your local phone book government pages or visit the following website for current mailing addresses:  
<http://www.flhsmv.gov/offices/>

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

HSMV 82101 (Rev. 06/11) S

[www.flhsmv.gov](http://www.flhsmv.gov)

## 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)