

# Fax Broadcast

**Ken Burton Jr. Manatee County Tax Collector**

Date: March 24, 2006  
To: All Attorneys and Title Companies  
From: Carmen McIlwaine, Dealer Department Supervisor  
Re: Fax Broadcast 2006-03A Motor Vehicle, Vessel & Mobile Home Transaction Change

## **IMPORTANT CHANGES!!!**

### **DMV Procedure changes to Identity Requirements**

**\*\*\* This change will take effect immediately \*\*\***

DMV Procedure TL-01 has been revised as of 3/1/2006 to list acceptable proof of identification that is required when titling a vehicle, vessel, or mobile home. If your customer does not have one of the following types of identification, they will not be able to apply for title. Any title work presented to our office on or after April 1<sup>st</sup> will be rejected if proof of proper ID is not submitted with the title work.

### **Titling in an individuals name(s)**

#### Acceptable proof of identification:

1. A Florida driver license or identification card.
2. An out of state driver license or identification card w/ photo.
3. A current US passport.
4. A Canadian driver license, identification card or current passport.
5. A driver license or identification card from any U.S. Territory.
6. A current out of country passport.

Our office policy has been that attorneys and title companies are required to submit copies of their customer's identification with their title work. We are now required to submit the customer's proof of ID with the title work that is sent to Tallahassee. **We will continue to require copies of ID for ALL customers even those with Florida Driver License or Florida ID cards. If your customer does not have an ID that is listed in the above list, we will not be able to process their application.**

### **Titling in a Business Name**

You are now required to obtain and submit acceptable proof with your title work of the validity of a business, such as, copies of governmentally filed Federal Employee Identification Number (FEID #) documents, fictitious name documents, corporation papers, "Certificate of Status" from the Department of State, etc. The following link will take you to the Department of State website, which will allow you to do an online search <http://www.sunbiz.org/corpweb/inquiry/search.html> to verify the business. You will need to submit copies of the above mentioned documentation with your title work to validate the business.

You can view DMV Procedure T-01 (page TLO1-03 #D and TLO1-04 #G ) at the following link:  
<http://casey.hsmv.state.fl.us/Intranet/dmv/Manuals/DMVProcedures/BTR/tl/TL-01.pdf>

**Please distribute to all necessary personnel**