

# Fax Broadcast

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

Date: March 21, 2006  
To: All Motor Vehicle, Vessel & Mobile Home Dealers  
From: Carmen McIlwaine, Department Supervisor  
Re: Fax Broadcast 2006-03

## **IMPORTANT CHANGES!!!**

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

DMV Procedure TL 01 has been revised as of 3/1/2006 to now 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. This change will take effect **April 1, 2006**. Any work processed in the dealer department April 1<sup>st</sup> or after will be rejected if proof of proper ID is not submitted with your work.

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

Acceptable proof of identification:

Our office policy has been that Dealers 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, 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.

Attached is a copy of the revised DMV Procedure TL 01 for your review. You can also view the procedure at: <http://casey.hsmv.state.fl.us/Intranet/dmv/Manuals/DMVProcedures/BTR/tl/T&Lcontents.htm> procedure TL 10 page TL01-03 #D and TL01-04 #G.

**Please distribute to all necessary personal**