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Flagler County Tax Collector
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PROCEDURES FOR REGISTERING TITLING YOUR VEHICLE BY MAIL IN THE STATE OF FLORIDA

- **Title:** You must submit your original out of state title to this office. If you have purchased a new car then you will be required to submit the original manufacturer's certificate of origin. Photocopies are not acceptable.
- **Application for title: (HSMV Form 82040)** Please fill out all areas of this form that is applicable to you. To make application for title in Florida Section 12 on the back of the form must be signed by all applicants.
- **Sales Tax:** If you have owned the vehicle less than 6 months it will be necessary for you to submit a bill of sale showing the purchase price and sales tax paid. The sales tax rate for the State of Florida is 6%. The Flagler County rate is an additional 1% on the first \$5,000.00. You must meet or exceed this rate for there to be no sales tax due to Florida.
- **VIN Verification:** If you are registering vehicles that have previously been titled in another state then section 8 on the back of the title application must be completed, by a law enforcement or by an out of state motor vehicle dealer. The dealer verification must be submitted on their letterhead stationery with original signature and printed name of individual completing verification.
- **Sample Wording for Dealer letterhead**
(I, the undersigned, certify that I have physically inspected the above described vehicle and find the vehicle identification number on the vehicle to be: _____).
- **Proof of Florida Insurance:** Proof of Florida insurance is required to register your vehicle in the State of Florida.

****NOTE** - Active duty military stationed outside of the State of Florida may be exempted from Florida coverage. You must provide a copy of your active duty orders along with your out of state insurance and a sign the enclosed Military insurance affidavit.**
- **Registration Transfer:** If you are transferring a Florida License plate, please submit a copy of your current or most recent registration.
- **Contact Information:** Please provide a daytime phone number where you may be reached if there are any problems with your paperwork.
- **Payment Options:** Out of State checks are not accepted; please make local check, cashier's check or money order payable to: Suzanne Johnston, Flagler County Tax Collector. Or you may provide a phone number and we will call for payment by credit card, however our processing company will charge a processing fee of 2.35% on the total. There is a minimum \$2.00 fee charged when you use a debit or credit card, or an additional \$1.00 Fee for an electronic check

IF YOU HAVE ANY QUESTIONS PLEASE CALL (386) 313-4160