



**Walton County Tax Collector**  
**Military Motor Vehicle/Travel Trailer Title**  
**Packet Checklist**

For accuracy, this mail packet should be completed online before printing.

Name:

Mailing Address:

City, State & Zip:

Florida Phone#:

Out-of-State Phone#:

E-mail Address:

In order to obtain a Florida Certificate of title, you must submit the following documentation:

**1. IDENTIFICATION REQUIREMENTS:**

- a. All individual(s) must submit a copy of one of the following with the application for title:
  - A driver license or ID card w/photo issued by any **US state or territory**
  - A **Canadian** driver license or ID card
  - A US **passport**
  - An out-of-country **passport**
  - If transaction is being completed by [Power of Attorney \(HSMV#82053\)](#) a copy of the driver license for both the applicant and the person appointed power of attorney is required.

**2. APPLICATION FOR CERTIFICATE OF TITLE (HSMV 82040):**

**Please Note:** For military personnel claiming a Florida Insurance exemption, an out of state address for mailing purposes is required in section 1 of the [Application for Certificate of Title \(HSMV#82040\)](#) under the "Owner's Mailing Address (Mandatory)" section. It is mandatory that a Florida address must be provided in section 1 of the Application for Certificate of Title (HSMV # 82040) under the "Owner's or Lessee's Physical Street Address in Florida"

(Mandatory)" section.

- **Complete sections 1, thru 6.** If company owned, an **FEID** number **MUST** be provided.
- If **out-of-state title**, section **8 MUST** be completed but only by a law enforcement officer, Military police or a Florida certified notary.

**\*Note: An out-of-state motor vehicle dealer may verify a VIN number on their letterhead signing and attesting to the fact that they have physically verified the VIN to be correct with a full description of the vehicle year, make and VIN; the letter must state that the dealer physically verified the VIN number. (An out-of-state motor vehicle dealer may not complete section 8 of form 82040.)**

- **All applicants MUST sign section 12.** (If signing as an agent of a business, the agent's position with the business must be noted.)

**3. ONE OF THE FOLLOWING MUST BE SUBMITTED TO SHOW PROOF OF OWNERSHIP:**

**\*CAUTION: COPIES CANNOT BE ACCEPTED AS PROOF OF OWNERSHIP\***

- NEW CARS: Manufacturer's Statement of Origin (MSO)

**\*Note: Odometer Disclosure statement must be completed on back of the MSO or Original Odometer Disclosure statement completed by DEALER & PURCHASER must be submitted.**

- USED CARS: Florida Title or Out-of-State Certificate of Title

**\*Note: Used cars 10 years or newer require the odometer and the date read to be disclosed on the title assignment per Federal Odometer Laws.**

\* The title must be signed over on the purchaser and seller lines and the odometer disclosure statement & applicable date must be completed when:

- Ownership is changing
- Adding/removing a name
- Transferring to/from a trust
- Name change

**4. BILL OF SALE OR COPY OF DEALER INVOICE:**

- Required for purchases and vehicles already titled in the proper owner's name for less than 6 months.
- Not required on vehicles titled or registered in the owner's name for 6 months or longer.

**\*Note: An [Exemption from Florida Sales Tax Affidavit](#) may apply, if a member of the United States military, who is a permanent Florida resident, is stationed outside**

Florida, purchases a vehicle outside of Florida (*but in the United States*) and is applying for a Florida title and registration. The transfer of title and registration of the vehicle is not subject to Florida sales and use tax if the vehicle will not be brought into Florida within 6 months from the date of purchase. A dealer invoice/Bill of sale must also be submitted. A copy of the military member's military orders indicating military member is stationed outside of Florida (not to expire for at least six months from the date of application for Florida title). The affidavit attesting to the following:

- I am a resident of the State of Florida
- I am currently residing outside of Florida pursuant to military orders.
- The vehicle/vessel will be held outside of Florida for longer than 6 months.
- I will not bring the vehicle/vessel into the State of Florida within 6 months from the date of purchase, even for temporary reasons.
- I recognize that I owe tax to the state in which the motor vehicle was purchased, unless a specific exemption applies.
- I do not intend to avoid sales or use tax in any state by registering the vehicle/vessel in Florida.

**5. CURRENT REGISTRATION:**

If you are transferring a current Florida license plate that is registered to the owner(s) of this vehicle, a copy of the current registration **or** the following information is required:

**Florida** License Plate Number to be transferred:

**6. MILITARY ORDERS:**

A copy of your military orders must be submitted to prove that you are a resident stationed outside of Florida.

**7. INITIAL REGISTRATION EXEMPTION AFFIDAVIT (HSMV 82002):**

This [Initial Registration Exemption form \(HSMV#82002\)](#) is to exempt the Registration Fee to qualified military members. The top section must be completed with the vehicle information. Military Members must review page 2 of this application and select qualifying Exemption and enter that exemption number on page 1. The military Member must sign, print and date at bottom of form.

**8. PROOF OF INSURANCE WITH FLORIDA LICENSED INSURANCE COMPANY:**

Insurance in Florida by an out-of-state insurer is not sufficient; insurance must be furnished from a company licensed in Florida.

**Please note:** This affidavit attached may only be completed if you have a current Florida insurance policy. If you are exempt from Florida insurance because you are a permanent Florida resident stationed outside of the state of Florida and have a current out-of-state insurance policy, please complete the [Military Insurance Exemption Form](#) and check the appropriate box.

**\*Important update effective July 1, 2012, the Department of Motor Vehicles requirements for military members stationed out-of-state.** A letter on letterhead stationery from the out-of-state insurance company/agent stating that the military member is currently insured in the state where he/she is actively stationed. This letter should contain all policy information including name of insured, effective date of insurance, insurance company name, policy number, and vehicles covered. (A faxed letter on letterhead stationery is permissible).

**9. CALCULATION OF FEES:** [License Plate Rate Chart \(HSMV#83140\)](#)

**10. CHECK, MONEY ORDER or CREDIT CARD:**

- Check or Money Order in US Funds made payable to:  
**Rhonda Skipper, Walton County Tax Collector**
- Your check is welcome provided it includes: Full Name, Street Address, along with 2 telephone numbers with area code.
- Note: If your check is returned, it may be re-presented electronically. By submitting your payment by check, you are authorizing service charges and processing fees, as permitted by F.S. 832, to be debited from the same account by paper draft or electronically, at the option of the Tax Collector (for the returned check).
- Credit Cards (a 2.5% convenience fee applies) payable with American Express, Discover, MasterCard & Visa. Complete the [Credit Card Authorization Form](#).

**11. Mail your paperwork to:**

Rhonda Skipper, Tax Collector  
Attn: Tags & Title Department  
PO Box 510  
DeFuniak Springs, FL 32435  
Phone: 850-892-8121  
[www.waltontaxcollector.com](http://www.waltontaxcollector.com)

**Mailing Overnight Physical Address**  
571 US Hwy 90 E  
DeFuniak Springs, FL 32433

**\*Note:** Please allow 5-7 business days for processing and mail time. If you would like expedited mail services, a prepaid overnight envelope must be supplied with your transaction. \*Fast titles require additional signatures by mail and additional fees.

**\*Note:** Title work must be mailed overnight mail or certified mail so that it may be tracked by the sender. The sender is responsible to confirm delivery of title work to our office with mail provider (i.e. Fed Ex, UPS, and USPS). There is a 10 business day turnaround time upon receipt of title work.

## Did you include all required documents?

- Your contact information on the front cover page of the Mail Packet
- Proof of Identification (for **all** applicants) (Copy of Driver's License, etc)
- Military orders showing assigned duty station
- Application for Title (form 82040) – 2 pages  
All applicable sections and section 12 **signed** by all applicants? Did you provide the mandatory Florida physical address in section 1?
- Original Certificate of Origin (if purchased brand new) or Original Certificate of title (if purchased used). Photocopies **will not** be accepted!
- Separate Odometer Disclosure (On new purchases & vehicles 10 years and newer)
- Is the title signed over between buyer and seller with the odometer disclosure statement & applicable dates completed (when applicable)?
- Bill of Sale and/or copy of dealer invoice if just purchased
- Power of Attorney (If applicable)
- Current registration (if transferring a valid Florida license plate) and did you write the plate information on the mail packet in the plate transfer section?
- Proof of Florida Insurance – Complete Florida Insurance Affidavit in its entirety (Owner's name, insurance company name, policy number, insurance company's Florida 5 digit company code and owner's signature).

**Note:** This affidavit can only be completed if you have a Florida policy/agent. If you currently do not have a Florida policy/agent, you must contact your insurance company to have your policy changed to Florida before you can be issued a Florida license plate/registration.

- Stationed out-of-state military members only, a letter on letterhead stationary from the out-of-state insurance company is required to be submitted.
- Check, money order in US funds made payable to **Rhonda Skipper Walton County Tax Collector** or credit card agreement. Checks must include:
  - Full Name, Street Address and phone number with area code.