



## Checklist #2 Out of State Title Leased Vehicle

This packet has been designed by the Constitutional Tax Collector, serving Palm Beach County to help expedite the process of applying for a Florida title and/or registration with an out of state title. Below are the requirements to transfer an Out of State title to Florida.

### **MANUFACTURER'S CERTIFICATE OF ORIGIN OR AN OUT OF STATE TITLE**

If you do not have possession of the title, you must contact your leasing company for release of the title.

### **VEHICLE IDENTIFICATION NUMBER (VIN) VERIFICATION**

The VIN must be physically verified on all used vehicles not currently titled in Florida, this includes trailers with a net weight of 2,000 pounds or more. A Florida Notary Public, licensed Florida dealer or police officer from any state can verify the VIN. As a service to the public, the Tax Collector's office may also verify the VIN, weather permitting.

### **POWER OF ATTORNEY**

An original or certified copy of a Power of Attorney from the leasing company authorizing the lessee to sign on their behalf.

### **LEASE AGREEMENT**

A copy of the lease agreement is required to identify the lessee/registrant and must include a description of the vehicle.

### **PROOF OF FLORIDA INSURANCE**

- Must state that it is a Florida policy
- Cannot be expired or post-dated
- Must list the specific information for the new vehicle you are titling (i.e. VIN, year, make, model)
- Must list the 5-digit Florida Insurance Company Code Number

Proof of insurance is not required for the following: (1) Motorcycles, (2) Trailers, (3) Boats, (4) Mobile Homes, or (5) Off-Highway Vehicles.



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### IDENTIFICATION

All lessees must be present with one of the following valid (unexpired) documents:

- (1) State-issued Driver License/ID Card (includes US Territories)
- (2) Passport from any country
- (3) Canadian Driver License/ID Card

\*BUSINESSES are required to submit a federal identification number (FEID) if required and documentation showing that they are a valid business such as:

- A printout from SunBiz (sunbiz.org) for a Florida business. If the individual signing is not listed in Sunbiz, a letter on original business letterhead must be submitted stating that the person signing the application is authorized to do so and must be signed by an officer of the business listed in Sunbiz.
- Copies of governmentally filed FEID documents, fictitious name documents, corporation papers, "Certificate of Status" from the Department of State, etc.

### FEES

Title and registration fees are determined by the registered owner's date of birth, license plate type, vehicle type, vehicle weight and usage.

If you wish to process by mail, contact the Client Care and Research Center at (561) 355-2264 for fees.

Visit any of these locations to complete a transfer of title in person:

**Appointments are required. To schedule, visit: [www.pbctax.com/appointments](http://www.pbctax.com/appointments)**

**Belle Glade Service Center**  
PBC Glades Office Building  
2976 State Road 15  
Belle Glade, FL

**Central Palm Beach Service Center**  
4215 South Military Trail  
Greenacres, FL

**Westlake Service Center**  
16440 Town Center Parkway South  
Westlake, FL

**Delray Beach/South County Service Center**  
501 South Congress Ave  
Delray Beach, FL

**Palm Beach Gardens/NE County Courthouse Service Center**  
3188 PGA Blvd  
Palm Beach Gardens, FL

**West Palm Beach/Downtown Service Center**  
301 North Olive Avenue, Room #101  
West Palm Beach, FL