
INSTRUCTIONS TO TITLE AND REGISTER AN OUT OF COUNTRY MOTOR VEHICLE IN FLORIDA
Regional Office, Palmetto, FL

We apologize for any aggravation this process may bring you, but these steps are necessary to comply with both Federal Law and State of FL statutes. We appreciate your understanding.

Step 1 - Customs

You will need to Import the vehicle via US Customs and Border Patrol (CBP). CBP will provide you with a Stamped "Entry Summary" form. Below are the numbers for local CBP offices.

Fort Myers	239-561-6205
Naples	239-430-9321
Port of Manatee	941-729-9301
Sarasota	941-359-5040

NOTE: If you shipped the vehicle to the United States using a broker, you will already have these documents.

You will also need to present Form HS-7 from NHTSA.gov. This may be printed from the Web.

Step 2 – Dealer Services

An inspection to verify the validity of the vehicle is required by FL Statute. Only Bureau of Dealer Licensing personnel are authorized to conduct this vehicle verification. Please call to schedule the verification after you have obtained an Entry Summary form from CBP and have are prepared to provide all "ownership" documents in English, or a translation by a certified translator. Contact us at; 941-723-4551, press 4 and we will assist you in scheduling an inspection appointment at one of the following locations;

Port Charlotte
*Palmetto

*You do not need to call for an appointment at our office in Palmetto, hours are Monday through Friday, 8:00 AM to 5:00 PM.

Step 3 – Tax Collector Office

After you receive the Inspection verification Affidavit from us, you may go to the Tax Collectors office in your home county to complete the title/registration process. Lee County residents should visit www.LeeTC.com to make a "Titles and Registrations" appointment.

We look forward to serving you in the future.