

# Completing Your Title for Transfer

Titles issued prior to 12/05 will appear differently.

The image shows two Florida title forms. The top form is a 'LIEN SATISFACTION' form, and the bottom form is a 'CERTIFICATE OF TITLE'. The Certificate of Title form has several numbered callouts: 1 points to the 'Transfer of Title by Seller' section; 2 points to the 'Date of Issue' field; 3 points to the 'Date of Sale' field; 4 points to the 'Date of Title' field; 5 points to the 'Mileage' field; 6 points to the 'Date of Odometer Reading' field; 7 points to the 'Signature of Seller' field; 8 points to the 'Printed Name of Seller' field; 9 points to the 'Printed Name of Seller' field; 10 points to the 'Signature of Purchaser' field; 11 points to the 'Printed Name of Purchaser' field; and 12a points to the 'Lien Release' field.

## Completed by the SELLER(S):

1. Print name of purchaser(s)
2. Address of purchaser(s)
3. Selling price (if received as a gift/no money was exchanged, enter the word "gift"; if a trade, enter the word "trade")
4. Enter the date the sale took place
5. Current odometer reading (Mileage must be entered by the seller at the time of sale to be recorded on the new title. Odometer reading is mandatory for all vehicles with a model year of 2011 or newer. Odometer reading is optional in vehicles with a model year of 2010 or older.)
6. Enter the date the odometer was read
7. Check the odometer box (check only one: Actual, In Excess, or Not Actual. If a box is not checked, the title transfer will not be processed and additional paperwork will be required.)
8. Signature of seller(s) If owners names are connected by "and," all owners must sign.
9. Printed name of seller(s) If owners names are connected by "and," all owners must print their name.

## Completed by the PURCHASER(S):

10. Signature of purchaser(s)  
If your name is going on the title, you must sign.
11. Printed name of purchaser(s)  
Required for all buyers.

## LIENHOLDER(S):

12. If there is a lienholder listed on the paper title, they will need to sign the lien release listed on the title (12a) or provide an original lien satisfaction. If the title is being transferred without the lien being released, a signed statement from the lienholder must be provided on their letterhead as to why (example: transfer of equity, name change, etc.).

## Tips for Successful Title Transfer:

- The original title, manufacturer's certificate of origin, or other legal proof of ownership must be completed in full prior to applying for transfer.
- All applicants must be present with valid identification or provide a valid power of attorney.
- Information on the title cannot be missing, altered, or written over. When mistakes are made, a signed affidavit explaining the error(s) is required.
- To obtain a license plate, proof of current Florida insurance policy must be provided (excluding motorcycles and trailers).

**Note** - If the title is currently being held electronically, the seller is not required to produce a paper title if the buyer and seller visit a tax collector's office or private tag agency together with valid photo ID to transfer ownership. If the buyer and seller are not able to visit an office at the same time, the seller must request a paper title be printed and complete the steps outlined in this document.