



Request for Florida Title and/or License Plate

Lienholder / Lessor Name

Date

Mailing Address

City

State

ZIP

Subject: _____

Year

Make

Vehicle Identification Number

Dear Lienholder / Lessor:

I _____ am applying for a Florida title and/or license plate.

The following items are required to be submitted to Lee County Tax Collector:

- **A copy of this letter**
- The **original paper certificate of title** with the date of the lien
- **Typed or written document including the following information:**
 - ① The complete name and address of the lienholder and/or lessor
 - ② The Florida DMV Account Number or Federal Employer Identification Number for lienholder or lessor (if either is an individual a photocopy of the individual's state issued ID or Driver License must be submitted)
- **For leased vehicles, the following must be submitted:**
 - ① Original Power of Attorney (lessee to sign on behalf of lessor for titling purposes)
 - ② Florida Sales Tax Registration Number
 - ③ A copy of the lease agreement listing the lessee's name(s)

Submit the required documents to:

If sent by United States Postal Service
Lee County Tax Collector
P O Box 1590
Fort Myers, FL 33902

If sent by UPS or FedEx
Lee County Tax Collector
2480 Thompson Street
Fort Myers, FL 33901

Upon completion of a title application, the Florida title will be maintained electronically by the Florida Department of Highway Safety and Motor Vehicles per Florida Statute 319.27.

My signature below is an authorization to release the required information to the Lee County Tax Collector.

Signature of Owner / Lessee

Signature of Co-owner / Co-lessee

Printed Name(s) of Owner / Lessee

Daytime Phone Number

Current Mailing Address

Email Address

City / State / ZIP

Loan / Account Number

***IMPORTANT* Select a Service Center below for processing**

Bonita Springs

Cape Coral

Downtown Fort Myers

Lehigh Acres

South Fort Myers

By mail

Under Florida law, any communication with our agency is considered public record, including email address, and may be released upon a public records request.

Instructions for Completing Request Letter by Owner/Lessee:

- ❶ Enter the requested information in the corresponding spaces as indicated.
- ❷ Select the service center location where you prefer to process your application at the bottom of the form.
- ❸ Keep a copy of this letter for your records and submit the original form to your lienholder or leasing company. Contact your lienholder / leasing company after 1 week of submission to verify receipt or if you have any questions regarding the date they mailed the paperwork to us.
- ❹ Our office will notify you by mail when the title is received with instructions.

Note: *If your vehicle is titled in the State of Kansas form TR42 is required to be submitted along with this letter.*

Important information:

This letter has instructions for your lienholder / leasing company for submission of your documents.

Additional Required Items from Owner/ Lessee:

- Vehicles with an out-of-state title must be present or provide an original completed HSMV Form 82042 Vehicle Identification Number and Odometer Verification. Note: Inclement weather conditions may delay vehicle identification number (VIN) verifications performed at our offices. The form can be located on our official website at www.leetc.com/forms-and-documents/.
- Proof of valid Florida insurance for this vehicle.
- Each title applicant must be present with their valid identification (see below), or an appointed Power of Attorney must present an original or a certified copy of the Power of Attorney document (along with their own identification) and a copy of the applicant's identification.
 - A valid driver license or identification card issued by Florida or any US Territory
 - A valid Canadian driver license or identification card
 - A valid passport or passport card from any country with a stamp or mark affixed giving evidence of lawful legal presence in the US
 - A current Permanent Resident card
- If your vehicle was purchased within the last six months, you must provide proof of purchase price and proof of sales tax paid, if applicable. Additional taxes equivalent to Florida's sales tax or local tax may be due.