



Ken Burton Jr.  
Innovating Better Ways to Serve

Post Office Box 25300  
Bradenton, Florida 34206-5300  
Phone: 941.741.4800  
Monday – Friday, 9:00 - 4:30  
taxcollector.com

# Out-of-State Title Transfer

**Not a Manatee County resident?** Out-of-County residents can only be served at First Manatee South County Tag Agency, located at 5756 14th St W, Bradenton. You can contact that office at 941.782.6050 or visit [autotagagency.net](http://autotagagency.net) for more information.

Below are the requirements to transfer an Out-of-State vehicle to Florida.  
Visit [taxcollector.com](http://taxcollector.com) to schedule an appointment for your transaction!

## ORIGINAL TITLE

If newly purchased, both buyer and seller must properly complete the "Transfer of Title by Seller" section on the title. It must include printed names and signatures of buyer(s) and seller(s), odometer reading and date read, selling price, and date of sale. If the vehicle is already titled in your name in the previous state, you will leave the title blank.

**NOTE:** Cross-outs, white-out, alterations, or erasures may void the title and require you to submit a Notarized or Perjury Clause [Bill of Sale](#) signed by the seller; obtainable by visiting the [motor vehicle forms section](#) of [taxcollector.com](http://taxcollector.com). If your vehicle has a lien or if it is a lease and you do not have possession of the title, you would need to refer to our [Registration Only](#) information.

## IDENTIFICATION

All purchasers\* 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.

If a purchaser cannot be present, consider using a [Power of Attorney](#) form, which can be obtained from [taxcollector.com](http://taxcollector.com) or in our office. You will be required to submit a copy of the absent individual's identification along with the completed form. The form must contain original signatures.

**NOTE:** It is not mandatory for buyer and seller to visit our office together, but it may expedite the process.

\***BUSINESSES** are required to submit documentation showing that they are a valid business. This can be done with a printout from:

- SunBiz ([sunbiz.org](http://sunbiz.org)) for a **Florida** business or
- [rasi.com/resource-center/business-entity-search.asp](http://rasi.com/resource-center/business-entity-search.asp) for an **Out-of-State** business

The printout must show an "active" status. If the individual acting on behalf of the business is not listed on the printout, they must also submit, on letterhead, a letter that authorizes them to act on behalf of the business.

## VEHICLE IDENTIFICATION NUMBER (VIN) VERIFICATION

The VIN must be verified on all vehicles being transferred to Florida from Out-of-State. To save time, consider printing a [VIN Verification Form](#) and having it completed before coming to our office. A Florida notary, licensed dealer, or a law enforcement officer may complete the [VIN Verification Form](#). If it is not completed in advance, our office can verify the VIN as a courtesy, weather permitting. The vehicle must be brought to our office to have this completed.

The information in this document is believed to be correct and is subject to change and is not warranted.

OOSTitleTransfer – Last Update: 02/05/2018

First Manatee  
South County Tag Agency  
5756 14th St. W.  
Bradenton, FL 34207  
Fax 941.782.6045

DeSoto  
819 301 Blvd. W.  
Bradenton, FL 34205  
Fax 941.741.3585

Lakewood Ranch  
6007 111<sup>th</sup> St. E.  
Bradenton, FL 34211  
Fax 941.751.8281

North River  
4333 US Hwy 301 N.  
Ellenton, FL 34222  
Fax 941.721.2004

Palma Sola  
7411 Manatee Ave. W. #200  
Bradenton, FL 34209  
Fax 941.798.2964

**Note:** The requirements listed above are the requirements of the Manatee County Tax Collector's office only. For requirements and instructions for the First Manatee South County Tag Agency, contact them at 941.782.6050.



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## PROOF OF FLORIDA INSURANCE (must state that it is a Florida policy)

- Cannot be expired or post-dated
- Must list at least one owner's name that will be recorded on the new title
- 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

**NOTE:** If the vehicle you are titling is a truck that weighs more than 5,000 lbs, visit the [Heavy Truck](#) FAQ on [taxcollector.com](http://taxcollector.com) for additional insurance requirements.

The Florida Department of Highway Safety and Motor Vehicles does not require our office to view proof of insurance for the following: (1) Motorcycles, (2) Trailers, (3) Boats, (4) Mobile Homes, or (5) Off-Highway Vehicles.

## SALES TAX

If you just purchased the vehicle, you will be required to pay sales tax, if applicable. The sales tax rate is based on the county in which you reside. The sales tax rate in Manatee County is 7%.

If you have owned the vehicle for less than 6 months, proof of sales tax paid must be submitted with your transfer paperwork. A dealer invoice or title/registration, which specifically lists sales tax paid, are the most common ways to prove this. If you are unable to provide this proof, sales tax will be collected on the Fair Market Value of the vehicle. This value will be determined and declared by you, with the understanding that the Fair Market Value may prompt investigation by the Florida Department of Revenue.

## ESTIMATED FEES

**WE ACCEPT CASH, CHECK, OR DEBIT ONLY.  
NO CREDIT CARDS.**

Titles must be transferred within 30 days of the purchase date to avoid late fees.

- Title Transfer.....\$95.75 - \$115.75
- Registration.....\$300.00 - \$325.00

Fees **may** be reduced if you previously had a license plate in your name in Florida. Estimate does not include sales tax.

## APPOINTMENTS

Schedule an appointment and receive a free car wash coupon upon arrival to our office! Customers with appointments are given priority and are served before those that visit our office without one.

Appointments can be scheduled for vehicle, boat, and mobile home title transfers. Limit 4 transactions per appointment.

Visit [taxcollector.com](http://taxcollector.com) to schedule an appointment for your out-of-state title transfer today!

## VEHICLE HISTORY REPORT

Would you like to verify the title and brand history of a vehicle before purchasing it? For a small fee of \$5.95, you can purchase a vehicle history report from [Auto Data Direct, Inc. \(ADD\)](#). ADD is a United States Department of Justice approved provider of consumer access to National Motor Vehicle Title Information System (NMVTIS) vehicle history reports. *Note: Owner data is excluded from these reports.*

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