



Joe G. Tedder, CFC, Tax Collector
Imperial Polk County & The State of Florida

MEMORANDUM

TO: Polk County Dealers
FROM: Sabra Seay, Director of Branch Operations
DATE: 6/1/2006
SUBJECT: Proof of Identity

The Department of Highway Safety & Motor Vehicles has recently notified the Tax Collectors of an important procedural change that will affect dealer transactions.

Effective July 10, 2006, we will no longer be able to accept any dealer transactions that do not meet the identification requirements mandated by DHSMV in DMV Procedure TL-01.

The requirements for vehicles titled to individuals are as follows:

If the customer has a current or expired Florida DL or ID card, the number needs to be entered on the title application. No further proof of ID is required.

However, if the customer's proof of identification is something other than a Florida DL or ID card, the dealer is required to submit a copy of this proof with their customer's title application.

A copy of one of the following proofs of identification is required to be submitted with title applications to the tax collector:

- A current or expired out of state driver license or identification card with photo
- A current or expired US passport
- A current or expired out of country passport
- A Canadian driver license, identification card or current passport
- A driver license or identification card from any US Territory

Note: International driver licenses, International passports and any identification obtained via the internet are not accepted as proof of identity by the Department of Highway Safety & Motor Vehicles. Military ID's are acceptable for walk-in customers. However, they cannot be copied and therefore may not be used on dealer or mail transactions.

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The requirements for vehicles titled to businesses are as follows:

Documentation to prove the validity of a business is required. Acceptable proof of validity of a business is as follows:

- Copies of governmentally filed FEID documents
- Fictitious name document
- Incorporation papers
- Certificate of Status from the Department of State

Acceptable proof must be submitted with the title application.

Note: Personal identification of the owner of a sole proprietorship is acceptable when the name of the business includes the first and last name of the owner. (i.e. John Smith's Tax Service).

The following web address for the Department of State provides access for searches for corporations and fictitious name documents. A copy of the business information printed from this website can be used to identify a corporation or information on fictitious name documents. The web address is www.sunbiz.org/corpweb/inquiry/search.html.

Note: The person signing for the business MUST list their position or title to the company. (i.e. Southern Sign Co. signed by John Doe, President)