



**ANNE M. GANNON**  
**CONSTITUTIONAL TAX COLLECTOR**  
*Serving Palm Beach County*  
*Serving you.*

**North County Service Center**

3185 PGA Boulevard, Palm Beach Gardens, FL 33410  
 www.pbctax.gov • Tel (561) 355-2264

Date: \_\_\_\_\_

Lienholder Name: \_\_\_\_\_

Lienholder Address: \_\_\_\_\_

Lienholder City, State, Zip: \_\_\_\_\_

**SUBJECT: REGISTRATION OF VEHICLE WITH OUT-OF-STATE TITLE WITH LIEN**

**PLEASE FOLLOW ONE OF THE LISTED PROCESSES.**

**PROCESS 1:** Privately owned vehicles - Our office is assisting the individual(s) named in Section 1 of this form with registering a vehicle in Florida. The individual(s) indicated you are the lienholder. To register a vehicle in Florida, we require the individual(s) to apply for a Florida title at the time of registration or to produce proof the title is held by an out-of-state lienholder.

**Option A:** Mail the title to the address in Section 2. The vehicle will be registered and titled in Florida showing your institution as lienholder. We prefer you follow this option.

**NOTE:** If you release the title, in accordance with Florida statutes, the Department of Highway Safety and Motor Vehicles requires titles with liens be held electronically. This means Florida's Electronic Lien and Title (ELT) program requires mandatory participation from lenders.

**Option B:** If you do not release the title, you must mail/email our office a letter on your letterhead indicating there is an outstanding lien on the described vehicle (include the year, make and vehicle identification number) AND a copy of the title (front and back).

**Option C:** The out-state certificate of title is electronic. In this case, the letter on letterhead stationery from the lienholder must state the title is being held electronically. An email copy is acceptable.

**PROCESS 2: Leased vehicles – Option A:** Mail the following items to the address in Section 2 : Original Title, power of attorney for the individual(s) named in Section 1 and your Florida Sales Tax Exemption Number. **Option B:** If you do not wish to release the title, you must submit the following: a letter on letterhead indicating you do not want to apply for a Florida title and authorize the lessee to register the vehicle on a registration only basis, copy of the lease agreement, and an original Power of Attorney allowing the lessee to sign the required documentation.

**A copy of this letter must be provided with the title when sent to our office. In addition, if mailing via USPS, FedEx, etc., provide your client with a tracking number to confirm receipt of the title.**

Your cooperation in this matter is appreciated.

**SECTION 1:**

**Name and Address of Applicant(s):**

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email address: \_\_\_\_\_

Best contact phone #: \_\_\_\_\_

**Vehicle Description:**

Account #: \_\_\_\_\_

Vehicle ID #: \_\_\_\_\_

Year: \_\_\_\_\_

Make: \_\_\_\_\_

**SECTION 2:**

**Send all information to the following address:**

**Mail:** Tax Collector, Palm Beach County  
 3185 PGA Boulevard  
 Palm Beach Gardens, FL 33410  
 Attn: North County Service Center

**Email:** NC@pbctax.com  
 Subject: Out of State Title