



## Randy Mask Sumter County Tax Collector

[www.sumtertaxcollector.com](http://www.sumtertaxcollector.com)

### **THE FOLLOWING IS REQUIRED TO OBTAIN FLORIDA TITLE AND REGISTRATION:**

- **All registered owners** must be present with their State-issued driver license or identification card.
- **The original out-of-state title.** If there is a lien on the title, we require a completed Form HSMV 83060, *with your lienholder's fax number*, which we will fax to the lienholder requesting the title be released to our office. *Once we receive the original title from the lienholder*, we will contact you to come in and process the transaction. You will receive the plate at that time. Additional paperwork needed for the following vehicles:
  - **Lease vehicle:** Copy of lease agreement and the *fax number* for the lienholder or leasing company. Your leasing company will also need to send us a power of attorney
  - **Vehicle titled in name of Trust:** We require original title, Trust Agreement or Certificate of Trust, and Trustees present to sign Title Application.
- **Proof of FLORIDA insurance issued by a Florida agent.** This may be a card, policy or binder.
- **The vehicle must be present for VIN verification purposes (WEATHER PERMITTING), or a COMPLETED Form HSMV 82042 verified and signed by a Florida notary public, police officer, Florida Division of Motorist Services employee, or Tax Collector employee.**
  - **When proof of ownership is not a certificate of title for an ancient or antique motor vehicle (model year after 1945 and of an age of 30 years or more after the model year) or an antique vessel, (at least 30 years old, and powered by the vessel's original-type power plant ) a VIN or HIN inspection is required. The VIN inspection must be obtained at the local Dealer Services Regional Office. The HIN inspection must be completed by a member of the Florida Fish and Wildlife Conservation Commission (FFWCC).**
- **Bill of sale if** the vehicle has been purchased within the last 6 months and a receipt showing sales tax paid.

The approximate fee is \$400.00 depending on the primary owner's birthdate and the weight of vehicle.

**2.5% fee added to all credit card payments (\$2.50 minimum)**

**\$2.50 flat fee on all debit card payments**

#### **Bushnell Office**

220 E. McCollum Ave.  
Bushnell, FL 33513  
Office: (352) 569-6740  
Fax: (352) 569-6741

#### **The Villages Office**

8033 E. C-466, Suite B  
The Villages, FL 32162  
Office: (352) 689-4645  
Fax: (352) 689-4646

#### **The Villages Sumter Service Center Wildwood Office**

7375 Powell Rd., Suite 135  
Wildwood, FL 34785  
Office: (352) 689-4540  
Fax: (352) 689-4541



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### **THE FOLLOWING IS REQUIRED TO OBTAIN OR UPDATE FLORIDA DRIVER LICENSE OR ID CARD:**

Effective January 1, 2010, Florida requires the following **original documents** be presented to obtain a Florida driver license or identification card. The out of state driver license or ID card will no longer be valid once a Florida driver license or ID card is issued. (You will **not** be required to present these documents for subsequent renewals unless your information [last name, address, etc] changes)

### **PRIMARY IDENTIFICATION - ONE OF THE FOLLOWING:**

- US Birth Certificate issued by the authorized government jurisdiction. **We are unable to accept hospital birth certificates.**
- Valid US Passport book or card (in current name)
- Certificate of Naturalization
- Certificate of Citizenship

**NAME CHANGE DOCUMENT** - If you are using your birth certificate and you have legally changed your name, we require proof of name change with the following documents:

- Original State issued or certified copies of **all** marriage certificates or court orders that show name change(s) to birth name. **We are unable to accept church marriage licenses.**

### **PROOF OF SOCIAL SECURITY NUMBER - ONE OF THE FOLLOWING:**

- Social security card
- W-2 form (**Must include complete social security number; photo copies are not acceptable**)
- 1099 form (**Must include complete social security number; photo copies are not acceptable**)
- Pay stub showing full name and complete social security number
- Print out from local Social Security Office showing full name and complete social security number

### **PROOF OF RESIDENTIAL ADDRESS - TWO OF THE FOLLOWING CONTAINING YOUR NAME AND RESIDENTIAL ADDRESS (DOES NOT APPLY TO CLP OR CDL HOLDERS):**

- Mortgage statement, closing documents or rental agreement
- Florida voter registration card
- Florida vehicle registration or title
- W-2 or 1099 Form
- Utility bill, work order or service hookup
- Insurance policy
- Medical card
- Letter from shelter or halfway house
- Mail from financial institutions

**VETERAN DESIGNATION** - Veterans who live in Florida are eligible for a discount of \$6.25 of their license and can add a Veteran designation to their Florida driver license or identification card . The word "Veteran" is placed on the bottom right corner of the card and can be used to show proof of status for discounts at participating merchants. **DD-214 REQUIRED and must state "Honorable Discharge"**

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### **IN ADDITION, THE FOLLOWING IS ALSO REQUIRED FOR COMMERCIAL DRIVER LICENSE/PERMIT HOLDERS:**

**ACCEPTABLE PROOF OF RESIDENTIAL ADDRESS:** - Drivers applying for or changing the address on an CLP or CDL can present two residential address documents from List A or one residential address document from List A and one from List B. These changes also apply to a person changing an address on a Florida CLP or CDL.

- **LIST A FOR CLP / CDL – ITEM PRESENTED MUST BE IN THE APPLICANT’S NAME**
  - A recent lease or rental agreement for the residence with a term of 6 months or greater in the name of the driver (must be dated within the last 6 months)
  - Current Florida voter registration card
  - Florida vehicle and vessel registration or title
  - Current homeowner’s insurance policy or bill
  - Current utility bill
  - Recent cellular or landline telephone bill (must be dated within the last 30 to 60 days)
  - Recent internet service provider bill (must be dated within the last 30 to 60 days)
  - Latest property tax bill
  - Mortgage deed for property in Florida

**CLP or CDL applicants unable to provide a proof of residential address from list A, must provide a Declaration of Domicile filed with the Clerk of the Circuit Court pursuant to Florida Statutes section 222.17 AND one proof of residential address document from list B.**

- **LIST B for CLP / CDL - Item Presented Must be in the Applicant’s Name**
  - Latest W-2 form or 1099 form (must be dated within the last 6 months)
  - Recent bank statement (must be dated within the last 60 days)
  - Recent credit card statement (must be dated within the last 60 days)
  - Latest military orders or documents
  - Recent pay stub (must be dated within the last 60 days)
  - Recent official government documents (must be dated within the last 60 days)

### **CDL MEDICAL CERTIFICATION DOCUMENT – IF REQUIRED TO CARRY**

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