

**STATE OF FLORIDA**  
***Division of Motorist Services***

<b>PROCEDURE #</b>  TL-37	<b>SUBJECT:</b> APPLICATION FOR CERTIFICATE OF TITLE FOR A REBUILT MOTOR VEHICLE, MOBILE HOME OR MOTORCYCLE PREVIOUSLY DECLARED SALVAGE OR JUNK
<div style="margin-left: 40px;"><p>4. Form HSMV 84490, Statement of Builder, accurately completed by the applicant and the DMV Compliance Examiner.</p><p>5. The original bills of sale or receipts with the name, address, and signature of the seller for all major component parts. A signature is not required on a business receipt. The identification number for each major component part used to build the motor vehicle/motorcycle must be shown on the bill of sale/receipt for that part. If that part has its own serial number (engines, transmissions, etc.), the serial number of the part should be on the bill of sale/receipt as well. The bill of sale/receipt should specifically describe the part (i.e., engine, transmission, airbag, etc.). The bill of sale or receipt for any engine must also include the year of the engine. Receipts/bills of sale must be in the name of the applicant/rebuilder.</p><p>a. <b>Motor vehicle major component parts are defined as:</b></p><div style="margin-left: 20px;"><p>1. Any fender, hood, and bumper.</p><p>2. The cowl assembly (fire wall) (The top portion of the front part of an automobile body, supporting the windshield and dashboard).</p><p>3. The rear quarter panel, trunk lid, door, decklid, and floor pan.</p><p>4. The engine (A machine that converts energy into mechanical motion; the source of power).</p><p>5. The frame (An open structure or rim encasing, holding or bordering).</p><p>6. The transmission (An automotive assembly of gears and associated parts by which power is transmitted from the engine to a driving axle; a system of gears).</p><p>7. The catalytic converter.</p><p>8. The airbag.</p></div><p>b. <b>Truck major component parts are defined as all of the above listed parts and any truck bed, including dump, wrecker, crane, mixer, cargo box or any bed, which mounts to a truck frame.</b></p><p>c. <b>Motorcycle major component parts are defined as:</b></p><div style="margin-left: 20px;"><p>1. The body assembly (frame, fenders and gas tanks) or any single part of the body assembly.</p></div></div> <div style="margin-left: 40px;"><p><b>NOTE: Harley Davidson frames prior to 1970 do not have vehicle identification numbers. Bills of sale for these frames are acceptable. This does not include other makes.</b></p><div style="margin-left: 20px;"><p>2. The engine (A machine that converts energy into mechanical motion; the source of power) means cylinder block, heads, engine case and crank case.</p></div></div>	
<b>PAGE#</b>	TL-37-04

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<p style="text-align: center;">3. The transmission (An automotive assembly of gears and associated parts by which power is transmitted from the engine to a driving axle; a system of gears) means drive train.</p> <p><b>NOTE: A manufacturer's Certificate of Origin (MCO) for a crankcase or transmission case does not do away with the requirement for a bill of sale or receipt for the engine or transmission.</b></p> <p style="text-align: center;">4. The front fork assembly (or any single part of the front fork assembly).</p> <p style="text-align: center;">5. Wheels.</p> <p style="text-align: center;">d. <b>Mobile home major component parts are defined as the frame.</b></p> <p><b>NOTE:</b> If the required bills of sale or receipts cannot be obtained, see DMV procedure TL-07.</p> <p style="text-align: center;">6. Photographs of the entire motor vehicle, mobile home or motorcycle in its wrecked condition, from at least two angles, in focus, showing all damage that was done to the vehicle.</p> <p><b>NOTE:</b> The DMV Compliance Examiner may also request a photocopy of the insurance adjuster's report or the repair estimate of the vehicle damage (in addition to the photographs), if they deem necessary.</p> <p style="text-align: center;">7. Florida sales tax or specify the sales tax exemption information on an accurately completed form HSMV 82040, Application for Certificate of Title with/without Registration, or form HSMV 82041, Application for Vehicle/Vessel Certificate of Title and/or Registration.</p> <p>Sales tax must be collected according to the purchase price of the motor vehicle and the purchase price of all component part bills of sale/receipts where sales tax was not already collected.</p> <p style="text-align: center;">8. All title fees should be submitted to the Tax Collector's office or a license plate agency.</p> <p>The applicant will be given the original form HSMV 82040, the original form HSMV 84490 and photocopies of all bills of sale/receipts for all major component parts, which must be presented to the Tax Collector's office or license plate agency. The documentation will be in a 5x7 or 8x10 envelope which has been sealed by the Compliance Examiner. The examiner will place their Regional stamp over the sealed area of the envelope. If the seal appears to be broken, do not accept the documentation in the envelope. They must be referred back to the Regional Office. If the envelope is acceptable, the Tax Collector personnel must verify that the bills of sale submitted to them are the same number as those indicated on the form HSMV 84490. At that time the applicant can transfer or purchase a metal license plate. All documentation must be submitted to the department by the Tax Collector's office or license plate agency.</p> <p>If the application is processed in the Regional Office, all documentation must be submitted to the department for imaging. The mailing address is: Department of Highway Safety and Motor Vehicles, High Speed Scanning Unit, MS# 71, Room BB01, 2900 Apalachee Parkway, Tallahassee, FL 32399-0500.</p>	
<b>PAGE #</b>	TL-37-05