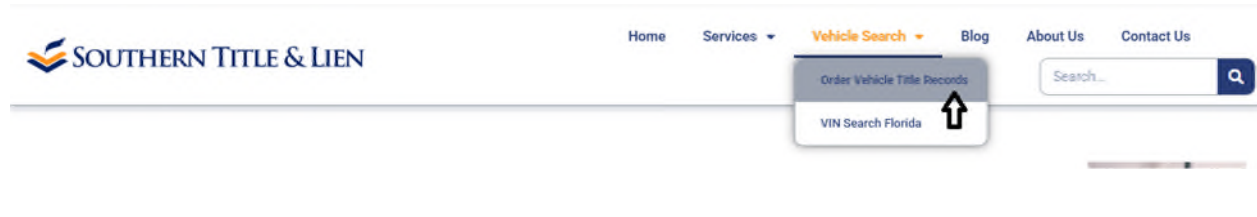


## How to Order a Vehicle Title Record

### Step 1: Download the Form

Visit our website: [Order Vehicle Title Records](#)

Click the **blue download button** to obtain the form. Ensure you download both pages, including the **DPPA Rules**.



### Step 2: Print the Form

Print out both pages. The first page is the request form, and the second page contains legal disclosures and DPPA Rules, which must be included when submitting your request.

### Step 3: Complete the Form

1. **Case Number (If Available):** If you don't have a case number yet, enter the name of the person who abandoned the vehicle on your property there instead.
2. **Reason for Request:** If an individual - Enter **#4 (Civil Matter)** as the reason for abandoned vehicle. *This is an exemption # per the DPPA reasons to be able to receive the information.*

A screenshot of the Florida Highway Safety and Motor Vehicles (FLHSMV) Motor Vehicle, Vessel and Mobile Home Records Request form. The form is titled 'MOTOR VEHICLE, VESSEL AND MOBILE HOME RECORDS REQUEST' and includes the following information:

**FLHSMV**  
FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES  
DIVISION OF MOTORIST SERVICES  
2900 Apalachee Parkway, Room B231, Mail Stop 57  
Neil Kirkman Building - Tallahassee, FL 32399

**MOTOR VEHICLE, VESSEL AND MOBILE HOME RECORDS REQUEST**  
FEES ARE REQUIRED AT TIME OF REQUEST AND ARE PAYABLE TO DIVISION OF MOTORIST SERVICES.  
PLEASE ALLOW A 2-WEEK PROCESSING TIME FROM THE DATE WE RECEIVE THIS REQUEST.

**Requester's Information:**

JOHN DOE Name of Requester	1/30/25 Date of Request	CASE#20251234 Reference # (Case/File Name)
123 MAIN STREET Street Address	4 To receive personal information, provide the exemption number(s) above from the list on the back of this form. * If you request your own personal information, see note below.	youremail@anywhere.com Email Address
TAMPA City	FL State	12345 Zip
Under penalty of perjury, I affirm that I am entitled to receive this information and understand that I may not redisclose this information, except as provided in section 119.0712(2), Florida Statutes, and the Driver's Privacy Protection Act of 1994, 18 U.S.C. ss. 2721 et seq.		(727)123-4567 Telephone Number
_____ Signature of Requester or Contact Person		

3. **Your Information:** Fill in your full legal name, address, phone number, and email.

Note\* **If a Business** – Enter #3 for the DPPA Exemption Number which refers to being a legitimate business on the DPPA Rules and Regulations. (such as a Storage Facility, Storage Lot, Marina, etc)



FLORIDA HIGHWAY SAFETY AND MOTOR VEHICLES

**DIVISION OF MOTORIST SERVICES**

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**MOTOR VEHICLE, VESSEL AND MOBILE HOME RECORDS REQUEST**

FEEES ARE REQUIRED AT TIME OF REQUEST AND ARE PAYABLE TO DIVISION OF MOTORIST SERVICES.  
PLEASE ALLOW A 2-WEEK PROCESSING TIME FROM THE DATE WE RECEIVE THIS REQUEST.

**Requester's Information:**

ABC COMPANY / JOHN DOE		1/30/25	JANE SMITH / INV#12345
Name of Requester	Date of Request		Reference # (Case/File Name)
123 MAIN STREET		3	youremail@anywhere.com
Street Address	To receive personal information, provide the exemption number(s) above from the list on the back of this form . * If you request your own personal information, see note below.		Email Address
TAMPA	FL	12345	
City	State	Zip	Fax Number

**Under penalty of perjury, I affirm that I am entitled to receive this information and understand that I may not redisclose this information, except as provided in section 119.0712(2), Florida Statutes, and the Driver's Privacy Protection Act of 1994, 18 U.S.C. ss. 2721 et seq.**

Signature of Requester or Contact Person		(727)123-4567
		Telephone Number

**\*NOTE: If requesting your own personal information you must sign this request.**

4. **Type of Record and Vehicle Information:** Provide as much detail as possible, including the VIN (Vehicle Identification Number), Title number or Plate # if available.

<b>Type of Record Request:</b> <input checked="" type="checkbox"/> <b>Motor Vehicle</b> <input type="checkbox"/> <b>Vessel</b> <input type="checkbox"/> <b>Mobile Home</b> <input type="checkbox"/> <b>Last known address</b>				
<input checked="" type="checkbox"/> <b>Certified Record Request</b> (An additional \$3.00 is required per record)			<i>(Records are available up to 10 years. You may attach a separate sheet for additional requests.)</i>	
<b>CURRENT REGISTRATION REQUEST - \$ .50 Each</b>				
12345678901234567	CHEV	2019	12345678	ABC123
<small>VIN/HIN Number</small>	<small>Make</small>	<small>Year</small>	<small>Title Number</small>	<small>License Plate or FL #</small>
<input checked="" type="checkbox"/> <b>Current</b>		OR	<input type="checkbox"/> (as of): Month Day Year	
<b>TITLE RECORD REQUEST (By Vehicle/Vessel Identification Number or Title Number Only)</b>				
<input type="checkbox"/> <b>Title History Printout</b> (lists owner(s) of vehicle) - <b>\$1.00</b>		<input type="checkbox"/> <b>Complete Title History</b> (scanned images)- <b>\$25.00</b>		
<input type="checkbox"/> <b>Specific Title Transaction - \$1.00 Per Page</b> (Month, Day and Year)		We request \$25.00 as initial payment for each record. The fee is \$1 per page. If additional fees are required, we will contact you.		
<b>MOTOR VEHICLE RECORD REQUEST BY NAME AND PERSONAL INFORMATION - \$ .50 Each</b>				
First	Middle	Last	Date of Birth	Driver License/ID number

5. **Read and Agree to DPPA Rules:** Ensure you understand and comply with the Driver Privacy Protection Act (DPPA).

### **DRIVER'S PRIVACY PROTECTION ACT EXEMPTIONS**

Pursuant to section 119.0712(2), F. S., personal information in motor vehicle and driver license records can be released for the following purposes, as outlined in 18 United States Code, section 2721.

Personal information referred to in subsection (a) shall be disclosed for use in connection with matters of motor vehicle or driver safety and theft, motor vehicle emissions, motor vehicle product alterations, recalls, or advisories, performance monitoring of motor vehicles and dealers by motor vehicle manufacturers, and removal of non-owner records from the original owner records of motor vehicle manufacturers to carry out the purposes of titles I and IV of the Anti Car Theft Act of 1992, the Automobile Information Disclosure Act (15 U.S.C. 1231 et seq.), the Clean Air Act (42 U.S.C. 7401 et seq.), and chapters 301, 305, and 321-331 of title 49, and, subject to subsection (a)(2), may be disclosed as follows:

1. For use by any government agency, including any court or law enforcement agency, in carrying out its functions, or any private person or entity acting on behalf of a Federal, State, or local agency in carrying out its functions.
2. For use in connection with matters of motor vehicle or driver safety and theft; motor vehicle emissions; motor vehicle product alterations, recalls, or advisories; performance monitoring of motor vehicles, motor vehicle parts and dealers; motor vehicle market research activities, including survey research; and removal of non-owner records from the original owner records of motor vehicle manufacturers.
3. For use in the normal course of business by a legitimate business or its agents, employees, or contractors, but only -
  - (a) to verify the accuracy of personal information submitted by the individual to the business or its agents, employees, or contractors; and
  - (b) if such information as so submitted is not correct or is no longer correct, to obtain the correct information, but only for the purposes of preventing fraud by, pursuing legal remedies against, or recovering on a debt or security interest against, the individual.
4. For use in connection with any civil, criminal, administrative, or arbitral proceeding in any Federal, State, or local court or agency or before any self-regulatory body, including the service of process, investigation in anticipation of litigation, and the execution or enforcement of judgments and orders, or pursuant to an order of a Federal, State, or local court.

#### **Step 4: Sign and Prepare for Mailing**

Sign and date the form where indicated. Make sure all information is accurate to avoid processing delays.

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#### **Step 5: Mail the Form with Payment**

- Send the completed form via **USPS Certified Mail** to the address listed at the top of the form.
  - Include a check for **\$3.00**, payable as instructed on the form, to request a **certified copy**.
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#### **Important Notes:**

- Incorrect or incomplete forms may cause delays in processing.
- The request is only for **vehicle title records** and does not grant ownership rights.
- Processing times may vary, and can take 30 days or longer to receive the information.

If you have any questions, please contact us at **727-286-7150** or email [sales@southerntitleliens.com](mailto:sales@southerntitleliens.com).

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