



In Office Use Only: Clerk's Initials \_\_\_\_\_

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

Customer Care Center (850) 892-8121

**REQUEST OF TITLE FROM LIENHOLDER OR LEASE COMPANY**

Please contact your lienholder/lease company for their Title Department's correct phone and fax number. E-mail this completed form to: [titlerequest@waltontaxcollectorfl.gov](mailto:titlerequest@waltontaxcollectorfl.gov)

**LIENHOLDER/LEASE COMPANY INFORMATION:**

**Lienholder/Lease Company Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Fax Number to the TITLE Department:** \_\_\_\_\_

**SUBJECT: REGISTRATION OF A VEHICLE/VESSEL WITH AN OUT-OF-STATE TITLE AND LIEN**

The county tax collector or license plate agency, being authorized agents of the department pursuant to Section 320.03(1), Florida Statutes, has received a request from:

**REGISTERED OWNER/LESSEE'S NAME & MAILING ADDRESS:**

**DAYTIME PHONE #:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**E-MAIL ADDRESS:**  
\_\_\_\_\_

**VEHICLE/VESSEL INFORMATION:**

Year	Make/Manufacturer	Vehicle / Vessel Identification Number

desiring to register a vehicle/vessel in the State of Florida. The customer has indicated that you are the lienholder on the described vehicle/vessel. In order for the vehicle/vessel to be registered in Florida, we require the customer to apply for a Florida title at the same time or to produce proof that the title is being held by an out-of-state lienholder who will not release the title to the State of Florida for titling purposes. Consequently, we request that you comply with **one** of the two options provided below and **return the required documents to:**

**WALTON COUNTY TAX COLLECTOR**  
**(SELECT OFFICE LOCATION MAILING ADDRESS FOR PROCESSING)**

- DEFUNIAK SPRINGS:** 571 U.S. Hwy. 90 E., DeFuniak Springs, FL 32433
- FREEPORT:** 842 State Hwy. 20 E. Ste. 122, Freeport, FL 32439
- SANTA ROSA BEACH:** 31 Coastal Centre Blvd. Ste. 100, Santa Rosa Beach, FL 32459

1.) Please mail the title to the selected office location listed above. Upon completion of the title application, the Florida title will be maintained electronically with your lien recorded by the Florida Department of Highway Safety and Motor Vehicles per Florida Statute 319.27. A registration will be issued for the customer. **This is the method we prefer that you follow.**

2.) If you are unable to release the title, it will be necessary for you to send a copy of the title you are holding, along with a letter on your letterhead stationery, which indicates there is still an outstanding lien on the vehicle/vessel. The year, make and vehicle/vessel identification number (VIN) of the vehicle must be included in the letter. A registration will be issued for the customer.

\* **Lease Company:** An original notarized Power of Attorney form appointing the Lessee must accompany the requested title to process the Florida title application.

**Please note when we receive the title, then we will mail the customer a letter with a list of required items they will need to present to process the title transaction. TITLES WILL ONLY BE HELD FOR A MAXIMUM OF 30 DAYS.**