



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

**Governmental Center** • 301 N. Olive Avenue, 3rd Floor • West Palm Beach, FL 33401  
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**Serving you.**

**Belle Glade**

**Service Center**

2976 State Road 15  
Belle Glade  
33430

**Central Palm Beach**

**Service Center**

4215 South Military Trail  
Lake Worth  
33463

**Delray Beach/South County**

**Service Center**

501 South Congress Avenue  
Delray Beach  
33445

**Palm Beach Gardens**

**Driver License Office**

3185 PGA Boulevard  
Palm Beach Gardens  
33410

**Palm Beach Gardens/NE County**

**Service Center**

3188 PGA Boulevard  
Palm Beach Gardens  
33410

**Royal Palm Beach**

**Service Center**

200 Civic Center Way  
Royal Palm Beach  
33411

**West Palm Beach/Downtown**

**Service Center**

301 North Olive Avenue  
West Palm Beach  
33401

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

Our office is assisting the person(s) whose name and address appear in Section 1 of this form in registering a vehicle in the state of Florida. The applicant has indicated that you are the lienholder on the described vehicle. For the vehicle to be registered in Florida, we require the individual 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. **We request that you comply with one of the two options provided below.**

- 1) Mail the title to the address in Section 2 of this form. The vehicle will be registered and titled in Florida showing your institution as lienholder. The title will be held electronically. We prefer that you follow this method.

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

- 2) If you will not release the title, you must send our office a copy of the title with a letter on your letterhead indicating there is an outstanding lien on the described vehicle. The year, make and vehicle identification number (VIN) of the vehicle must also be included in the letter. A email copy is acceptable. No documentation is required for registrations.

If the vehicle is leased, please submit your Florida Sales Tax Exemption Number and an original Power of Attorney allowing the lessee to sign the required documentation

Your cooperation in this matter is appreciated.

**SECTION 1:**

Name and address of applicant (s)

**Vehicle Description:**

Account #

Vehicle ID

Year

Make

E-mail address

Best contact number

**SECTION 2:**

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

Tax Collector, Palm Beach County  
200 Civic Center Way  
Royal Palm Beach, FL 33411  
Attn: Royal Palm Beach Branch  
Email-RP@pbctax.com