

Date: 05/08/2018	Policy and Procedure Update
Subject: Dealer Update	

Overview:

New procedures have rolled out from DHSMV for:

- System outage information for ETR Participants
- Pre-Printed Temporary Plates for trailers weighing less than 2,000 pounds
- Replacements for all license plates
- EFS agents voiding transactions and license plate voids
- Dealer Kiosk is active at all office locations

System Outage Information for ETR Participants:

- An ETR dealer may issue a pre-printed temporary license plate only in the case of an ETR outage. The following requirements must be met when a pre-printed temporary license plate is issued due to an ETR System outage:
 - Complete form [HSMV 82082](#) - Off-Line Issuance of a Pre-Printed Temporary License Plate, in full and retain in the dealer records for a period of 5 years
 - The issuance information must be reported to the department within one business day (excluding weekends and holidays) of the issuance of the temporary license plate
 - Refer to DMS Procedure RS-05 for more information about electronic temporary transfers and system outages

Pre-Printed Temporary Plates for Trailers Weighing less than 2,000 lbs:

Entities issuing pre-printed temporary license plates for trailers weighing less than 2,000 pounds must submit to the tax collector's office for processing:

- An accurately completed [HSMV 82082](#) (a copy of this form should be retained by the issuing entity for its records)
- Copy of the customer's proof of identity:
 - Current US Driver License or passport
 - If the company is a business, it must provide an FEID number if applicable, verification that the business is authorized to conduct business in Florida, or a Florida city/county business license or number
- Current FL insurance policy, card, binder or insurance affidavit

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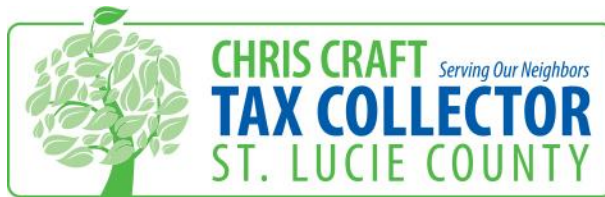
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Replacements for All License Plates:

Form [HSMV 83146](#) is required for all replacements to license plates, validation decals or parking permits **except** a license plate that is de-authorized by the department. Form HSMV 83146 must be accurately completed and signed by the applicant. This applies to transfers of cancelled plate credits.

EFS Agents Voiding Transactions:

The EFS agent may void a transaction for several reasons. The DMV Procedures Manual has updated to reflect new procedure for EFS Dealers when they void license plates. A [Certificate of Disposal](#) will be required when sending voided license plates to the tax collector. The new procedure is located here: [EFS Inventory](#)

Dealer Kiosks:

A Dealer Kiosk is now active in all locations. Effective immediately, this will be required for all dealer transactions. All dealers and runners will be required to register and will receive a key fob from our dealer specialist at all locations.

- To sign up visit our website at tcslc.com and go to [the Dealers Corner](#)
- Fill out the dealer and runner applications, and bring them with you during your next visit