Memorandum

From: Office of the Seminole County Tax Collector

Date: 10/11/2023

Re: Fast Title Authorization Letters

***IMPORTANT: As of November 17th, 2023, all authorization letters on file with our offices will become null and void. As we attempt to update all records, we will require a new, current letter for every dealership and business wishing to receive fast titles in Seminole County.

As a reminder to all dealers and businesses processing work in Seminole County, per DHSMV TL-46 any persons requesting fast titles to be printed that are not an owner or officer per the corporate documents or state license are required to have a letter of authorization signed by an owner or officer. **To ensure the authorization letters are being signed by an owner or officer, we will require a copy of the signer's driver's license effective January 23rd, 2024. Please be sure to include this with any letters submitted after this date.**

Below are the requirements necessary for each letter:

- Date of letter

- The first and last name of **ALL** individuals *currently* authorized to obtain fast titles

- The words "Fast Title Authorization"

- Signature and title of person signing the letter

- Must be original and on dealership or business letterhead

- A copy of the signer's driver's license attached to letter

Please also note that each NEW letter submitted will supersede all prior letters – this means that any employees listed on an older letter will be removed and only employees listed on the **most** current letter will be authorized to obtain fast titles. **Letters are only valid one year from the date written and must be updated annually.**

Authorization letters that do not meet all the above requirements will be returned for correction. Fast titles will not be released to any individual that does not have proper authorization.

We trust you understand the importance of fast titles being received only by authorized individuals on behalf of your company and will work with our offices to provide accurate and up to date information.

Sanford Branch	**Casselberry Branch**	**Altamonte Branch**	**Oviedo Branch**	**Lake Mary Branch**	**Winter Springs Branch**
1101 E First St	104 Wilshire Blvd	150 N Westmonte Dr	1490 Swanson Dr #100	845 Primera Blvd	1495 E SR 434
Sanford, FL 32771	Casselberry, FL 32707	Altamonte Springs, FL 32714	Oviedo, FL 32765	Lake Mary, FL 32746	Winter Springs, FL 32708