





**J.R. KROLL**

Seminole County Tax Collector

 (407) 665-1000

 SeminoleCounty.Tax

 PO Box 630, Sanford, FL 32772

## Memorandum

From: Office of the Seminole County Tax Collector

Date: November 1, 2024

Re: Fast Title Authorization Letters

**\*\*\*IMPORTANT: As of November 18th, 2024, 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 signed by an owner or officer, we will require a copy of the signer's driver's license.**

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