

**INSTRUCTIONS FOR FILING A PETITION FOR TITLE TRANSFER
(DECLARATORY JUDGMENT)**

F.S. 319.22/328

State of Florida DHSMV Procedure TL-11 (8)

Requirements:

- Forms may be obtained from the local Tax Collector's Office or by purchasing them from the Clerk of Court for \$1.00. Forms may also be accessed free of charge at www.leeclerk.org.
 - Filing fee made payable to the Lee County Clerk of Court. Refer to Clerk's Fees at www.leeclerk.org.
 - Bill of Sale or Proof of Payment that includes description and VIN# of vehicle
 - If notarization is needed: notary fee and valid picture ID.
1. Complete and submit the signed petition along with the filing fee and notary service charge if requesting notarization of your forms.
 2. Provide the bill of sale or proof of payment.
 3. An Order Allowing 30-Day Objection (by the DHSMV) will be forwarded by the clerk to the judge. If you are notified that the judge will require a hearing, please see a clerk for instructions on how to arrange for this.
 4. Upon receipt of the signed Order Allowing 30-Day Objection, the clerk will provide copies to the DHSMV and, you, the petitioner.
 5. At the conclusion of the 30-Day time period, if there are no objections filed by the DHSMV, the Clerk of Court will forward the Order Directing Issuance of Title to be considered by the judge.
 6. Please monitor your case by accessing our website, www.leeclerk.org.
 7. Once you confirm that the Order Directing Issuance of Vehicular Title has been entered, you may purchase a certified copy from the Clerk of Court to present to the Lee County Tax Collector's Office, Registration & Title Division, for issuance of your title. Refer to Clerk's Fees at www.leeclerk.org.
 8. The Clerk will record the Order Directing Issuance of Vehicular Title in the Official Records and your case will be closed.

For more information, please call (239) 533-5000 or ask to speak to a Civil Division Customer Service Clerk. Thank you.

In Re: Petition For Issuance of Title Transfer of

Case No. _____

Petitioner

PETITION FOR ISSUANCE OF TITLE TRANSFER

F.S. 319.22/328

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I, _____, respectfully request the court for issuance
of a vehicular, mobile home or vessel title for reasons stated as follows:

I request the title for the vehicle, mobile home or vessel be issued under the
name of _____ described in the attached
bill of sale or proof of payment bearing VIN # _____.

I attest to the best of my knowledge that the vehicle, mobile home or vessel has not
been stolen.

Petitioner

Subscribed and Sworn before me this _____ day of _____, 20____ by
_____.

Notary Public or Deputy Clerk

Commission Expires:

____ Personally known
____ Produced Identification
Identification Produced: _____