



Dealer Information

Hillsborough County Dealer Information

We value Hillsborough County Businesses and understand that your time is important. We recognize that timely completion of your work is necessary for the operation of your business, and we remain committed to providing that service to you. Hillsborough County utilizes the resources of a verified third-party vendor to process your transactions. We offer two drop-off options for having your transactions processed within the county. Please review the full packet for details on both options. If you are new to processing in Hillsborough County, please complete the contact form on the following page.

Miscellaneous Information

- Transactions will not be processed if the dealer's license is revoked, cancelled or suspended, or if an unredeemed dishonored check is outstanding.
- If you are a Courier/Title Service, you must provide a current copy of your Hillsborough County Business Tax each year.
- Dealers must provide their assigned PIN. We are not authorized to keep this information on file. A copy of your current dealer's license is only needed once a year.

Contact Form

Please fill out the form below:

Business Name: _____

Business Type: _____

Primary Contact Person: _____

Primary Phone Number: _____

Primary Email Address: _____

Primary Mailing Address: _____

Primary Physical Address: _____

Please return form via email to smartlockers@hillstaxfl.gov or bring to any location for submission. Allow 24 hours, once form has been submitted, before attempting to access the smart lockers.

Drop Off Requirements:

Step #1 – Complete the [standard drop off sheet](#) & payment

Note: Ensure you complete the [standard drop off sheet](#) legibly.

Submit the form of payment below:

1. Submit 1 check (for each [standard drop off sheet](#) submitted) made payable to Dealer Tag Agency (no cash accepted) with the amount blank.

Step #2 – Visit an office location

Drop-off by doing **one** of the following below:

1. Utilize the Smart Lockers located at the Brandon or North Tampa Location,

or

2. Visit any other location and drop off inside the building at the Welcome Desk.

- *View our [Smart Lockers video](#) for instructions on dropping off and picking up your work.*
- *It is preferred that the [standard drop off sheet](#), drop off work, and payment be placed in an envelope or folder when dropped off inside a location or when placed inside the Smart Lockers.*

Processing Time:

Most transactions are completed and available for pickup within **3 business days*** (not including the day the work is dropped off and holidays). You will receive an email when the work is ready for pickup at the Smart Lockers.

Any rejected work will be returned with a checklist detailing the reason for rejection. Work that is resubmitted after corrections have been made is still subject to the 3-business day turnaround.

Examples of turnaround times:

- Work dropped off on Monday will be ready for pickup on Thursday (3 business days).
- Work dropped off on Friday will be ready for pickup on Wednesday (3 business days).

Helpful Links:

- [Application for Certificate of Title Motor Vehicle \(82040 MV\)](#)
- [Application for Certificate of Title Mobile Home \(82040 MH\)](#)
- [Application for Certificate of Title Boat \(82040 VS\)](#)
- [FLHSMV DMV Procedures](#)
- [Motor Vehicle Forms](#)
- Smart Locker Instructions:
 - [How to Make a Pickup](#)
 - [How to Make a Dropoff](#)