



miamidade.gov

September 14, 2023

Office of the Tax Collector

Peter Cam, Tax Collector

200 N.W. 2 Ave.

Miami, Florida 33128

T 305-375-5448 F 305-375-4214

Revised Procedure for Transaction Drop-off and Processing

Dear Valued Customers:

As our valued customer we would like to inform you about an upcoming change in our procedures regarding the processing of transactions at the public service office aimed at streamlining our operation and ensuring efficient and accurate handling of each transaction.

Effective October 1, 2023, a daily maximum of five (5) transactions per customer will be processed in our public service office. All other transactions must be submitted for processing through our front desk with an estimated processing time of 1-2 business days.

Outlined below are the key points of the new procedure:

1. ****Drop-off Location**** All transactions, including associated documentation, should be submitted to the front desk located at Miami-Dade County Office of the Tax Collector 200 N.W. 2 Ave. Miami, FL 33128.
2. ****Processing Timeframe**** Our team is committed to providing swift and efficient service. As such, all submitted documents should be processed within 1-2 business days from the time of drop-off. Please note, transactions which are not collected within three (3) business days after notification of processing completion will be mailed and rights to lost item fee waiver forfeited.
3. ****Required Form**** To facilitate the processing of transactions and ensure accuracy, we kindly request that a completed form be submitted along with each transaction. The enclosed Public Service Office Drop Off Form must be filled out in its entirety, providing all necessary information required for accurate processing.

We understand that operational adjustments can present challenges, and we are here to support you through this transition. If you have any questions or concerns regarding this new procedure, please do not hesitate to contact our customer service team at 305-375-3305 or tc-publicserviceoffice@miamidade.gov.

Thank you for your continued partnership and cooperation. We look forward to a seamless transition to this improved process.

Sincerely,

Peter Cam,
Tax Collector

Attachments: Public Service Office Drop Off Form; Fast Title Service Walk-In Ledger

c: Gerardo Gomez, Assistant Tax Collector
Maritza McClaskey, Assistant Tax Collector
Andrew Lopez, Assistant Tax Collector

Delivering Excellence Every Day



Miami Dade Office of Tax Collector
Peter Cam, Tax Collector
200 NW 2nd Ave
Miami, FL 33128

PUBLIC SERVICE OFFICE - DROP OFF FORM

Name of Company

Date

Name of Person Dropping Off **(Please Print)**

Signature

Print Name of Contact Person

Telephone

QUANTITY OF ITEMS RECEIVED

Name of Clerk Accepting Work & Payment **(Please Print)**

Date

Time

Quantity of Title(s)

Quantity of Registration(s)

Quantity of Derelict(s)

Quantity of LBT

Quantity of Real Estate

Quantity of Other

How Many Checks: _____ Check(s) #: _____

AUTO TAG ONLY

Name of Clerk Who Processed Work

Date

Titles: _____ Registrations: _____ Derelict(s): _____ Rejected: _____

Comments

Name of Person Picking-Up (Please Print)

Signature

Clerk Returning Work & Payment (Please Print)

Date

Time

Transactions which are not collect 3 business days after notification of processing completion will be mailed and right to lost item fee waiver forfeited.



Miami Dade Office of Tax Collector

Peter Cam, Tax Collector

200 NW 2nd Ave

Miami, FL 33128

FAST TITLE SERVICE WALK-IN LEDGER FOR MULTIPLE TITLES

DATE		
CUSTOMER PRINTED NAME		
CUSTOMER'S SIGNATURE		
CUSTOMER'S ADDRESS		
CUSTOMER PHONE NUMBER		
IDENTIFICATION TYPE		
IDENTIFICATION DESCRIPTION	STATE:	COUNTRY:
IDENTIFICATION #		
TITLE #	AUDIT CONTROL #	BATCH #

CERTIFICATION: I, the undersigned, hereby confirm that the person receiving the Fast Florida Certificate of Title referenced herein, has verified that the recipient is the owner of record or has authorization via an authorization/release affidavit, a power of attorney or notarized/perjury clause affidavit signed by the owner of record allowing them to receive the fast title in their behalf.

NOTE: To review the EXCEPTIONS for licensed Florida dealers, refer to TL-46-04

Processing Title Clerk's Name: _____ TC#: _____

Date: _____