Vehicle Registration and Title Process Change

Going forward, all registration and title paperwork for new vehicles purchased from in-state (Florida) dealers must be processed by the dealership, as the tax collector office has discontinued its in-person dealer services.

To facilitate processing, be sure to include tag and title processing fees as appropriate in your vehicle purchase agreement or PO and notify the dealer that UCF requires a yellow state tag and permanent registration.

The employee acquiring the vehicle should sign all paperwork upon vehicle delivery, except for the title application and power of attorney form, which the dealer should give to Procurement Services to sign. All title and registration paperwork must use the following address:

University of Central Florida
12424 Research Parkway, Suite 355
Orlando, FL 32826

If the dealer doesn’t process the paperwork, our staff may process it through a private tag agency. Please note that this takes an estimated additional 2-4 weeks to process.

Review our tag and title procedures and vehicle document signature guide to determine which documents should be signed by the department. Please reach out to us at procurement@ucf.edu with any questions.

Thank you,

UCF Procurement Services