



Visit Us Online at:  
[www.AlachuaCollector.com](http://www.AlachuaCollector.com)

Downtown Location  
 12 SE 1st Street  
 Gainesville, FL 32601

Southwest Location  
 3837 Windmeadows Blvd  
 Gainesville, FL 32608

Northwest Location  
 5830 NW 34th Blvd  
 Gainesville, FL 32653

# Affidavit to Surrender License Plate by Mail

*Our mission is to serve the public with integrity, innovation, fiscal responsibility, and respect.*

In order to surrender/cancel a license plate by mail, the registered owner of the license plate must submit the following:

1. This affidavit fully completed by the license plate owner.
2. The actual license plate to be surrendered/cancelled (if available).
3. **A legible copy of the license plate owners proof of valid identification such as:**
  - A Florida Drivers license or Identification card.
  - An out of state driver license or identification card w/photo.
  - A US passport. An out of country passport.
  - A Canadian driver license, identification card or passport.
  - A driver license or identification card from any U. S. Territory. (American Samoa, Guam, Marianas, Puerto Rico and US Virgin Islands)
4. **If you are surrendering a license plate to avoid suspension of your driver license, please include a check or money order in the amount of \$6.25, payable to Alachua County Tax Collector. This must be in our office before the day of suspension.**

For further information please visit our website at: [AlachuaCollector.com](http://AlachuaCollector.com)

<b>1. OWNER INFORMATION</b>			
Printed Name of Owner:		Driver License Number:	
Current Mailing Address:		Email Address:	
City:	State:	Zip	Phone:
<b>2. LICENSE PLATE SPECIFICATIONS</b>			
<b>License Plate Number (Must be Provided):</b>			
<b>Please Check One of the Following:</b>			
<input type="checkbox"/>	<b>License Plate IS Available:</b> The License Plate is AVAILABLE for surrender/cancellation and has been included with this affidavit. I authorize the Alachua County Tax Collector to cancel the provided license plate on my behalf, and mail me the cancelled receipt.		
<input type="checkbox"/>	<b>License Plate IS NOT Available:</b> The license plate is UNAVAILABLE for surrender. The license plate is Lost/Destroyed/Stolen or otherwise unavailable. If found, the license plate will not be affixed to any motor vehicle. I authorize the Alachua County Tax Collector to cancel the indicated license plate on my behalf and mail me the cancelled receipt.		
<b>Enter a Reason for Surrendering the License Plate:</b>			
<b>3. APPLICANT'S ATTESTMENT</b>			
UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING DOCUMENT AND THAT THE FACTS STATED IN IT ARE TRUE.			
_____ Signature of Applicant/Owner			_____ Date

**MAIL TO:** Alachua County Tax Collector - 5830 NW 34th Blvd, Gainesville, FL 32653 **PH:** (352) 374-5236

**COPY OF VALID PHOTO IDENTIFICATION MUST BE INCLUDED IN ORDER TO PROCESS REQUEST**

