

A Guide to Services



Ronnie Brannon, Tax Collector

Proudly Serving the People of Columbia County



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Prepared by the Columbia County Tax Collector and published by the Lake City Reporter at no expense to taxpayers.

Lake City Reporter

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Ronnie Brannon, Tax Collector

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Columbia County Tax Collector **Ronnie Brannon**



On the pages of this booklet, I hope that you, the citizens and property owners of Columbia County, will find information that will expand and enhance your knowledge of the Tax Collector's Office. After all, as a taxpayer you are by right and privilege an investor in this office.

The goal of this booklet is simple and straightforward: to arm and prepare taxpayers with information they need to conduct their business with the Tax Collector in an efficient manner. On these pages, you will find specific information regarding property taxes, driver licenses, vehicle and boat registrations and sales tax.

These pages contain contact information not only for the Tax Collector's Office but also for the other constitutional officers of Columbia County, county and city elected officials and departments as well as other frequently called numbers.

As your Tax Collector, I renew my commitment on a daily basis to provide you, as a taxpaying investor in county government, with a range of flexible services geared to meet your personal and business needs. Some of our services include:

- Expanded website and online services
- Credit card, debit card and free E-check payments in person, online or by phone
- Fast Title Service offered at both of our locations, (your title is processed in our office while you wait)
- Driver License renewals and address changes at all of our offices
- Drive thru service is offered at the Annex Office
- Florida Birth Certificates

As your Tax Collector, I represent you in the management of the executive branch of state government which includes the Department of Highway Safety and Motor Vehicles, the Florida Fish and Wildlife Conservation Commission and the Department of Revenue.

I am honored to be your Tax Collector and am eager to continue meeting challenges in an efficient, ethical and effective manner.

Yours in service,

Ronnie Brannon, Tax Collector
Proudly Serving the People of Columbia County

Tax Collector Ronnie Brannon's personal pledge to the citizens of Columbia County is to provide exceptional service in person, via the internet and by mail to each and every taxpayer. Each tax dollar and fee that must be collected by local or regional directive will be collected consistently and with great fairness in accordance with the laws of the Great State of Florida.



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COLUMBIA COUNTY TAX COLLECTOR

Office Locations & Hours of Operation

Main Phone Numbers

(386) 758-1077

Fax: (386) 719-7462

www.columbiataxcollector.com

Courthouse Annex Office

135 NE Hernando Ave

Suite 125

Lake City, Florida 32025

8:00 a.m. to 4:30 p.m. - Lobby

7:30 a.m. to 5:30 a.m. - Drive Thru

Drive Thru Service Available

Fort White Office

(Sheriff District Office)

118 SW Wilson Springs Rd.

Fort White, Florida 32038

8:00 a.m. to 4:30 p.m.

Wednesday Only

Closed for lunch 12:00-1 p.m.



This booklet was prepared for the Columbia County Tax Collector and printed at NO COST TO TAXPAYERS in an effort to increase the public's knowledge of the Tax Collector's Office. Advertisers are not endorsed by this office or any agency. Effort has been made to make this publication as complete and accurate as possible. All references contained in this publication have been compiled from sources believed to be the most recent, reliable and to represent the best current opinion on the subject. The answers appearing in this booklet are not to be considered legal advice, but are the opinions of the writer. The information contained within is subject to change without notice.

Ronnie Brannon, Tax Collector

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OVERVIEW OF THE TAX COLLECTOR'S OFFICE

In Florida, Tax Collectors are independent constitutional officers duly elected from their counties of residence by their fellow citizens and taxpayers. It is this independence coupled with the fact Tax Collectors deal with a variety of duties and responsibilities and provide a myriad of important public services, which allows them to exercise valuable leadership roles in Florida's government. They direct, plan, organize, budget, set and implement policies that affect not only their governments, but reach the state level as well

Along with their own local involvement in personnel and financial management matters, Tax Collectors participate in the management of the executive branch of state government including the Florida Fish and Wildlife Conservation Commission, the Department of Highway Safety and Motor Vehicles, and the Department of Revenue.

It is the Tax Collector who oversees all the collection of fees and distribution of game & fish licenses, license plates, mobile home decals, driver licenses etc. for these state departments and is able to coordinate and analyze the impact they have collectively. Staff members from the various departments of state along with state legislators should and do draw heavily on the broad base of knowledge accumulated by the Tax Collectors in drafting tax legislation and establishing rules and regulations for carrying out laws regarding the collection of taxes. As your tax collector I welcome your comments so that I might pass them on or make available the appropriate contact for you to communicate with directly.

CONSTITUTIONAL PROVISIONS

The elected county office of Tax Collector in Florida was established in the 1885 state constitution based on the ideas that local taxes could best be collected at the local level and by being an elected office, the Tax Collector would be more responsive to the needs of the community from which he/she was elected.

In most counties the Tax Collector is responsible not only for the collection of ad valorem taxes, which is the single largest tax collected in Florida, but also for taxes imposed by special levying districts and taxes imposed by state agencies.

TERM OF OFFICE

In most counties Tax Collectors are elected for 4 year terms at the general election held on the first

Tuesday next succeeding the first Monday in November and every 4 years thereafter. They can be removed from office by the governor for acts of malfeasance or by the electorate at the polls.

TAX COLLECTOR'S BUDGET & SALARY

In Columbia County the Tax Collector's budget is reviewed and approved through the Department of Revenue. Increases must be justified and the Tax Collector must budget within the confines of the commissions the office receives for the various services performed.

Being a fee officer, the Tax Collector's office receives a commission or fee for providing a service such as the service charge in the selling of a car registration. In this way, this office is a business which must operate as efficiently as possible while still providing each customer with the service he or she deserves.

Our office is able to operate so economically there are surplus fees left over at the end of the year which are not required for operating purposes. Any unused fees are given to the local taxing authorities. Likewise, it is the Tax Collector who decides which surplus funds, and how much are to be invested under the Surplus Funds and Investments Act.

AD VALOREM TAX COLLECTION

REAL ESTATE TAXES

Ad valorem taxes on real property are collected on an annual basis beginning on November 1 for the tax year January through December.

The Office of the Property Appraiser establishes the value of property and the Board of County Commissioners and other levying bodies set the millage rates. Using these values and allowing for exemptions, the tax roll is completed by the **Property Appraiser**. It is then certified to the Tax Collector who prints and mails the tax notice to the owner's last address of record as it appears on the tax roll, the owner of record being the owner as of January 1 of the tax year. **The Property Appraiser is responsible for address changes to the tax roll.** In cases where the property owner pays their taxes through an escrow account, the mortgage company will request the tax bill, and the owner will receive a copy of the bill. However, it is the responsibility of each taxpayer to see that their taxes are paid and that they do receive a tax bill. Tax statements are mailed around November 1st of each year with the following discounts in effect for early payment:

- 4% in November
- 3% in December
- 2% in January
- 1% in February
- Full amount in March

Taxes become delinquent April 1st of each year, at which time a 3% minimum mandatory charge and advertising costs are imposed.

DELINQUENT PROPERTY TAXES

Florida Statutes require the Tax Collector to conduct a tax certificate sale on or before June 1st for the preceding year's delinquent real estate tax parcels. Prior to the tax certificate sale, the Tax Collector must advertise the delinquent taxes in a local newspaper of general circulation. The advertisement must specify the place, date and time of the sale, the property owner's name, the property identification number, and the amount of the certificate to be sold. The face amount of the tax certificate is the sum of the unpaid real estate taxes and non-ad valorem assessments, 3% minimum mandatory charge, 5% Tax Collector's commission, sale fees, and advertising costs, when the sale is held in June.

Bidders are required to register online at the Tax Collector's website. Each bidder must complete an IRS W-9 form and supply the Tax Collector's office with his tax identification number or social security number.

Each tax parcel is offered for sale with the interest rate starting at 18% and interest is bid down until the certificate is sold. Tax certificates are sold to the lowest bidder. If there are no bidders, the tax certificate is struck to the county at the rate of 18%. Once the tax sale is closed, the payment of tax certificates must be made within 48 hours upon notification by the Tax Collector's office.

Tax certificates are first liens on real estate and bear interest at 18% per annum, unless the interest is bid lower at the time of the tax certificate sale. When a tax certificate is redeemed and the interest earned is less than 5%, mandatory interest of 5% is charged beginning June 1. This applies to all tax certificates except those with an interest rate bid at zero. The Tax Collector is entitled to a

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redemption fee on each tax certificate purchased or redeemed.

Tax certificates are canceled or reduced if errors, omissions, or double assessments are made. If a tax certificate is canceled or reduced the interest earned on the canceled or reduced part is 8% per annum or amount bid, whichever is lower. Individual and county held tax certificates are transferable by endorsement at any time before they are redeemed. The official endorsement of a tax certificate by the Tax Collector is sufficient evidence of transfer.

The tax certificate holder can apply for a tax deed when 2 years or more have elapsed since April 1 of the year of issuance. Application for tax deed is made at the Tax Collector's website. This application allows the property to be sold at public auction. However, the owner may retain the property by paying the taxes at any time before the sale.

HOMESTEAD TAX DEFERRAL

Any person entitled to claim Homestead Tax Exemption on their property may elect to defer a portion or all of their real estate taxes based on the applicant's age and income. The deferred amount of taxes becomes a lien against the homestead property. The interest on deferred taxes may not exceed 9.5%.

Applications for Homestead Tax Deferral may be obtained from the county Tax Collector as of November 1, and must be returned to the Tax Collector prior to January 31 of the following year – in which the taxes are assessed.

BUSINESS TAX

Columbia County issues a Business Tax Receipt under Florida Statute Chapter 205 and Columbia County Ordinance 87-12 as amended. A Business Tax Receipt is a privilege tax to engage in or manage any business, profession or occupation within its jurisdiction, including the City of Lake City and the Town of Fort White. All businesses in Columbia County are required to possess a valid Business Tax Receipt unless specifically exempt by county ordinance.

The categories for Business Tax Receipts are often broad and encompass many similar businesses under one heading. Some state statutes or county ordinances may require the employees of the Tax Collector's office to see proof of compliance before issuing a Business Tax Receipt.

All Business Tax Receipts expire on September 30 each year. Business Tax Receipts can be renewed on or after August 1st each year. On October 1st they are considered delinquent and subject to penalties each month thereafter with a maximum of 25%. New Business Tax Receipts are issued at any time during the year and are prorated April 1st, at which time a half-year fee applies.

INSTALLMENT PAYMENT PLAN for REAL ESTATE PROPERTY and TANGIBLE PERSONAL PROPERTY

The law allows taxpayers to pay their taxes on an installment plan, if they so choose and if their estimated tax due is more than \$100.00. In order to participate in this plan, application forms are available at any location or they can be printed from the website and an application for each tax notice must be returned to the Tax Collector's office prior to May 1st, and the first payment must be made.

The June payment will be accepted with a 6% discount if paid by June 30th. A late payment of the first (June) installment will be accepted when accompanied by a 5% penalty of the installment amount due.

A taxpayer who elects the installment method pays based on an estimated tax equal to the actual taxes for the preceding year.

Once the first payment has been made, one is required to continue on the installment plan for the remainder of that year, and in the event a payment is not received at the time it is due, the taxpayer is required to remit with the next installment the total of the current installment amount plus any installment amount that is due but unpaid. No discount is allowed on a missed installment payment. Any amount remaining unpaid on April 1 is subject to all the provisions of law pertaining to delinquent taxes.

Payment schedule is as follows:

Installment	Date Installment Must Be Made By	Amount Due
1st	June 30th	1/4 of the total estimated taxes discounted 6%.
2nd	September 30th	1/4 of the total taxes discounted 4.5%.
3rd	December 31st	1/4 of the estimated taxes plus 1/2 of the adjustment made based on the actual taxes for the current tax year. Discounted 3%.
4th	March 31st	1/4 of the estimated taxes plus 1/2 of the adjustment made based on the actual taxes for the current tax year. No discount.

TANGIBLE PERSONAL PROPERTY TAXES

Except for mobile homes on rented land, tangible personal property taxes are based on the value of the tangible assets, as declared on the tangible tax return.

Each tangible personal property tax return is eligible for an exemption from ad valorem taxation of up to \$25,000 of assessed value. A single return must be filed by April 1st with the Property Appraiser’s Office for each site in the county where the owner of TPP transacts business. The \$25,000 exemption does not apply in any year a tax payer fails to timely file a return.

Failure to file or filing a late tangible tax return may result in a penalty assessment. If you did not file a return for the prior tax year, please contact the Property Appraiser. Mobile home owners are exempt from filing an annual return.

- Tangible assets include, but are not limited to:
- 1) Businesses – signs, supplies, equipment, etc.
 - 2) Rental Property – furnishings and appliances provided in a rental unit in a condo, house, duplex or multiplex.
 - 3) Mobile homes – attachments such as carports, utility sheds and screened porches.

Tax notices are mailed on or about November 1 of each year with payments receiving the following discounts for early payment:

- 4% if paid in November • 3% if paid in December • 2% if paid in January
- 1% if paid in February • Full amount in March

Taxes become delinquent April 1st of each year at which time a 1.5% interest per month (18% per annum) is added to the bill. Within 45 days after the Personal Property tax becomes delinquent, a list of delinquent tangible personal property taxpayers will be advertised once in a local newspaper, and a \$10 collection fee plus the cost of advertisement is added to the delinquent bill. The Tax Collector’s office will petition the courts to ratify a tax warrant for unpaid tangible personal property taxes. A ratified tax warrant authorizes the Tax Collector to seize and sell as much tangible personal property as needed to satisfy the delinquent taxes, legal fees, and interest or garnish an individual’s bank account pursuant to F.S. 197.413(8)

FREQUENTLY CALLED NUMBERS

Constitutional Officers

Sheriff- Mark Hunter	(386) 752-9212
Clerk of Circuit Court – P. DeWitt Cason	(386) 758-1342
Tax Collector – Ronnie Brannon	(386) 758-1077
Property Appraiser – Jeff Hampton	(386) 758-1083
Supervisor of Elections – Liz Horne	(386) 758-1026

Municipalities

City of Lake City	(386) 752-2031
Town of Fort White	(386) 497-2321

Taxing Authorities

Board of County Commissioners	(386) 758-4100
Columbia County School Board	(386) 758-8000
Lake Shore Hospital Authority	(386) 755-1090
Suwannee River Water Management District	(386) 362-1001

Other Numbers

State Attorney's Office	(386) 758-0470
Public Defender's Office	(386) 758-0540
Columbia County Building Department	(386) 758-1008
Columbia County Economic Development Board	(386) 758-1033
Columbia County Health Department	(386) 758-1037
Columbia Public Works	(386) 758-1019
Solid Waste Collection	(386) 752-1275
Landfill for Solid Waste	(386) 752-6050
Florida Fish and Wildlife Conservation Commission	
Licensing and Permitting	(386) 758-0525
Department of Highway Safety & Motor Vehicles	
Education Information	(850) 617-2000
Vehicle and Mobile Home Title and Registration	(850) 617-2000
Florida Department of Revenue (Taxpayer Assistance)	1-800-352-3671
Florida Department of Revenue (Sales Tax)	(386) 758-0420
U.S. Internal Revenue Service	1-800-829-1040

COLUMBIA COUNTY TAX COLLECTOR WEBSITE

www.Columbiataxcollector.com

The Columbia County Tax Collector website has been prepared to inform you of the many services provided by your Tax Collector's office. We can be found on the world-wide web at www.Columbiataxcollector.com. Visiting our website may answer many of the questions you have, save you time, gas expense or a phone call. Some of the topics covered are: TAXES, DMV/ TAGS, TAX CERTIFICATE SALE, MOBILE HOME TAGS, SPECIALTY TAGS, and DRIVER LICENSES. There is also a CALENDAR OF EVENTS which lists important reminders and events throughout the calendar year, and a GLOSSARY OF TERMS used by the Tax Collector's office. The record search is an interactive service that allows the user to display the taxes of any property in Columbia County by name or number. Once you are at our website, you can click on the "Customer Comments" link which will help you to make contact. We will respond to your comments or suggestions.

Payment of your property taxes, tangible personal property taxes as well as motor vehicle transactions may also be processed online at www.Columbiataxcollector.com.

Ronnie Brannon, Tax Collector

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Columbia County Sheriff: Mark Hunter



Mission Statement:

Columbia County Sheriff's Office Personnel are dedicated to serving our community with integrity and compassion while delivering proactive, professional law enforcement services to meet the diverse needs of our community.

Columbia County Sheriff's Office

4917 East US Highway Lake City, FL 32055

(386) 752-9212

www.Columbiasheriff.org

Clerk of the Circuit Court/Comptroller: P. DeWitt Cason



For over 160 years, the Clerk of the Circuit Court has been elected by the people of Florida as the protector of the public trust. The Clerk of the Circuit Court maintains the constitutional doctrine of checks and balances at the local level by serving the public in a number of capacities.

The Clerk serves county government as chief financial officer, accountant, and auditor for the Board of County Commissioners. The Clerk collects and distributes statutory assessments. Guarding public records, public funds, and public property are also duties of

the Clerk.

In serving the courts, the Clerk ensures that court orders, judgments, and/or directives are carried out within parameters allowed by law. The Clerk maintains court records. Court fines, fees, assessments, child support, and alimony are collected and disbursed by the Clerk's Office.

The Clerk serves the State of Florida by collecting and disbursing documentary stamps and intangible taxes for the Department of Revenue. The Clerk collects and disburses numerous fees and assessments for the benefit of State Trust funds.

The Clerk serves the public by acting as the custodian of public funds and ensuring that taxpayers' money is managed according to law. The Clerk works constantly to ensure that policies and procedures are in place and followed to ensure financial accountability and to diligently protect the public trust.

Columbia County Clerk of Court

173 NE Hernando Ave Lake City, FL 32055

(386) 758-1342

www.Columbiaclerk.com

Ronnie Brannon, Tax Collector

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Property Appraiser: Jeff Hampton



As your Property Appraiser, I am charged by the Florida Constitution with placing fair, equitable and just value on all property in Columbia County. To maintain an acceptable quality of life in Columbia County, local governments need revenue. Your property taxes partially support public education, law enforcement, fire safety, street maintenance, park and recreation areas and other services. The Property Appraiser's Office does not determine your taxes. The various taxing authorities set the yearly tax, or millage rate. Columbia County taxing authorities include the city and

county commissions, the school board, water management districts, the industrial development authority and the hospital authority. Once the tax rate is set, it is applied to your property value. Then, your property tax is computed. The Property Appraiser's office keeps all appraisals up-to-date and on permanent file. You have a right under Florida's Public Records Law to inspect these records.

Columbia County Property Appraiser

135 NE Hernando Ave. Suite 238 Lake City, FL 32055

(386) 758-1083

www.Columbia.floridapa.com

Supervisor of Elections: Liz P. Horne



As an elected official, the Supervisor of Elections administers all elections in Columbia County, ensuring those elections are fairly and accurately conducted in compliance with election law and that all registered voters are provided with equal access to the process.

The Supervisor of Elections office is also responsible for all voter registration records and functions; issuing voter information cards; qualifying candidates for county office, overseeing candidate campaign finance reporting and financial disclosure reports; providing voter outreach programs to the community and

schools; providing election assistance to municipal officials; recruiting and training poll workers; identifying and equipping polling places; maintaining voting equipment and providing election information and statistics to the citizens.

Columbia County Supervisor of Elections

971 W Duval St, Ste 102 Lake City, FL 32055

(386) 758-1026

www.votecolumbia.com

Ronnie Brannon, Tax Collector

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COLUMBIA COUNTY SCHOOLS

Superintendent of Schools: **Alex L. Carswell Jr.**

Columbia County Schools is prepared to offer every student the opportunity to become their best. Whether they are seeking to prepare for the workforce, career/technical training, higher education, or a career in the military we stand ready to provide and assist with everything they will need to succeed.

Students will receive an outstanding academic foundation at the elementary, middle and high school levels. At Columbia High School and Fort White High School all students will have the opportunity to excel in academics, athletics and career preparation.

Our initiative will be for everyone to give their best every day. "Every single day, every single student deserves the best that we have to offer." This mentality will ensure that our schools will be successful in preparing our future leaders!

Columbia County Schools provide a world class education in rural North Florida. Come join the team.

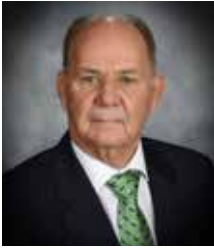
#teamcolumbia



Columbia County Schools
372 West Duval Street
Lake City, FL 32055
(386) 755-8000



COLUMBIA COUNTY SCHOOL BOARD



District 1
Danny Green
(386) 365-4704

greend@columbiak12.com



District 4
Keith Hudson
(386) 758-0057



District 2
Dana Brady-Giddens
(386) 365-3103

bradyd@columbiak12.com



District 5
Stephanie K. Finnell
(386) 623-3301

finnells@columbiak12.com



District 3
Steve Nelson
(386) 758-3294

nelsons@columbiak12.com

Columbia County Schools
372 West Duval Street Lake City, FL 32055
(386) 755-8000

COLUMBIA COUNTY SCHOOL LOCATIONS

High Schools

Columbia High School
469 SE Fighting Tiger Drive
Lake City, FL 32025
(386) 755-8080

Fort White High School
17828 SW State 47
Fort White, FL 32038
(386) 497-5952

Pathways Academy
1301 NW LaBonte Lane
Lake City, FL 32055
(386) 755-8296

Middle Schools

Fort White Middle School
2253 SW Cook St.
Fort White, FL 32038
(386) 497-5957

Lake City Middle School
843 SW Arlington Blvd.
Lake City, FL 32025
(386) 758-4800

Richardson Sixth Grade Academy
646 SE Pennsylvania St.
Lake City, FL 32025
(386) 755-8130

Elementary Schools

Columbia City Elementary
7438 SW State Road 47
Lake City, FL 32024
(386) 758-4850

Eastside Elementary
256 SE Beech Street
Lake City, FL 32025
(386) 755-8220

Five Points Elementary
303 NW Johnson Street
Lake City, FL 32055
(386) 755-8230

Fort White Elementary
18119 SW State Road 47
Fort White, FL 32038
(386) 497-2301

Melrose Park Elementary
820 SE Putnam Street
Lake City, FL 32025
(386) 755-8260

Niblack Elementary
837 NE Broadway Ave.
Lake City, FL 32055
(386) 755-8200

Pinemount Elementary
324 SW Gabriel Place
Lake City, FL 32024
(386) 755-8179

Summers Elementary
1388 SW McFarlane Ave
Lake City, FL 32025
(386) 755-8250

Westside Elementary
1956 SW County Rd 252B
Lake City, FL 32024
(386) 755-8280

Other Schools

Adult Education
409 SW Saint John's Street
Lake City, FL 32055
(386) 755-8190

Chrysalis Center
466 West Duval Street
Lake City, FL 32055
(386) 755-8193

COLUMBIA COUNTY COMMISSION



District 1
Ronald Williams



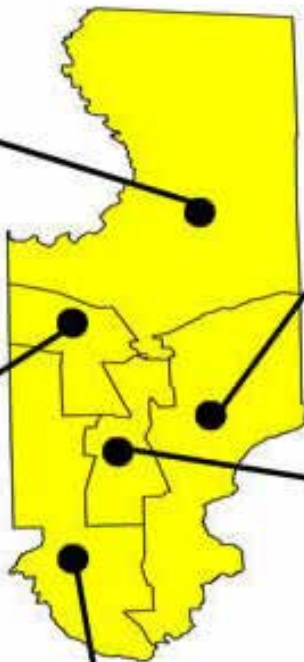
District 4
Everett Phillips



District 3
Bucky Nash



District 5
Tim Murphy



District 2
Rusty DePratter

COLUMBIA COUNTY COMMISSION

Commissioner Ronald Williams

District 1

Phone: (386) 752-0158

penny_stanley@Columbiacountyfla.com

Commissioner Rusty DePratter

District 2

Cell: (386) 623-3320

rusty_depratter@Columbiacountyfla.com

Commissioner Bucky Nash

District 3

Contact Information:

Phone: (386) 758-1005

bucky_nash@Columbiacountyfla.com

Commissioner Everett Phillips

District 4

Contact information:

Phone: (386) 758-1005

everett_phillips@Columbiacountyfla.com

Commissioner Tim Murphy

District 5

Contact Information:

Phone: (386) 961-1330

tmurphy@Columbiacountyfla.com

Frequently Called Numbers

General Information _____	(386) 758-4100
Building and Zoning _____	(386) 758-1008
Code Enforcement _____	(386) 758-1038
Emergency Management/911 Addressing (Non-Emergency) _____	(386) 758-1125
Environmental Health _____	(386) 758-1058
Fire Department (Non-Emergency) _____	(386) 754-7071
Health Department _____	(386) 758-1037
Human Resources _____	(386) 758-2123
Landfill _____	(386) 758-1348
Mosquito Control _____	(386) 752-6050
Public Works _____	(386) 758-1019
Solid Waste Collection _____	(386) 752-1275
Veterans Service _____	(386) 758-1013

For an emergency call 911

Ronnie Brannon, Tax Collector

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CITY OF LAKE CITY

City of Lake City
205 N Marion Ave.
Lake City, FL 32055
(386) 752-2031



Frequently Called Numbers

City Manager	_____	(386) 719-5768
Utilities	_____	(386) 752-2031
Solid Waste Collection	_____	(386) 758-7800
Public Works	_____	(386) 758-5400
Police Department	_____	(386) 752-4344
Fire Department(Non-Emergency)	_____	(386) 752-3312
Building and Zoning	_____	(386) 719-5750
Natural Gas	_____	(386) 758-5405

For an Emergency call 911

MAYOR & CITY COUNCIL



Mayor Stephen Witt
(386) 755-0876
(386) 755-2863
witts@lcfla.com



District 12
Jake Hill
(386) 719-5756
hillj@lcfla.com



District 10
Eugene Jefferson
(386) 752-0001
(386) 719-5756
jeffersone@lcfla.com



District 13
Melinda Moses
(386) 755-2943
(386) 719-5756
mosesm@lcfla.com

Ronnie Brannon, Tax Collector
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District 14
George Ward
 (386) 752-0422
 (386) 752-5470
 wardg@lcfla.com



City Manager
Wendell Johnson
 (386) 719-5768
 johnsonw@lcfla.com

TOWN OF FORT WHITE

Town of Fort White
PO Box 136
Fort White, FL 31038
(386) 497-2321

Hours of Operation
Monday- Thursday 1:00 p.m. - 6:00 p.m.
Friday 9:00 a.m. - 2:00 p.m.



Frequently Called Numbers

Public Works – Monday – Friday 7a.m. – 3:30 p.m.	_____	(386) 497-4946
Sheriff's District Office	_____	(386) 497-3797
Fort White Library	_____	(386) 497-1108
Health Department	_____	(386) 497-4899
Tax Collector's Office – Every Wednesday	_____	(386) 497-2456
Property Appraiser – Jan. – Feb.- Wednesday Only	_____	(386) 497-1626
Residential Solid Waste	_____	(386) 497-2321
Business Solid Waste	_____	(386) 758-7800
Senior Citizens Center	_____	(386) 497-1504

For an Emergency call 911

Mayor and City Council

Mayor- Demetric Jackson
 Ward 1 - Donald Cook Jr.
 Ward 2 - Joanne Maini
 Ward 3 - Warren Barnes Jr.
 Ward 4 – Matthew Lance

CALENDAR MONTHS and EVENTS

YOUR BIRTHDAY

- Your motor vehicle tag expires the last day of the month prior to your birth month with a grace period up to midnight of your birthday. You may renew beginning 90 days prior to your birth month. (This includes passenger cars, recreational vehicles, small trailers, and trucks less than 5,000 lbs., parking permits and vessels.)

JANUARY

- Apply for property tax exemptions in the Property Appraiser's office through March 1. Exemptions include: homestead, widow, disability etc. Also file Agricultural classification.
- File Tangible Tax Returns through April 1 in the Property Appraiser's office.
- Receive 2% discount on payment of property taxes.

FEBRUARY

- Receive 1% discount on payment of property taxes.

MARCH

- Gross amount of property taxes due.
- Fourth installment for taxes is due, no later than March 31.

APRIL

- Taxes become delinquent on April 1 and payment must be in cash or certified funds only.
- Real Estate interest is 3% plus advertising costs, automatically starts April 1.
- Pay 1.5% per month delinquent interest on Tangible Personal Property Taxes.

MAY / JUNE

- Advertise list of delinquent taxes. Real Estate to be advertised for three consecutive weeks, tangible for one week.

- Application for installment payment plan for taxes is due prior to May 1.
- Register to bid at Tax Sale, complete W-9, make deposit.
- On or before June 1, tax certificate sale of delinquent real estate taxes held on line.
- First installment of taxes due no later than June 30.

AUGUST

- Deadline for filing petitions to the Value Adjustment Board is on or before the 25th day following the mailing of the proposed property tax notices by the Property Appraiser.

SEPTEMBER

- Second installment of taxes is due no later than September 30.

OCTOBER

- The Tax Roll should be certified by the Property Appraiser and delivered to the Tax Collector for annual notices to be produced.
- Archery Season opens.

NOVEMBER

- Tax roll is open for collection of real and tangible personal property taxes. 4% discount allowed for month of November. Property owner is responsible to ascertain amount of taxes due and ensure they are paid.
- Hunting Season opens.

DECEMBER

- 3% discount allowed on payment of property taxes.
- Third installment of taxes due no later than December 31.
- Mobile Home registrations must be renewed in December.

GLOSSARY OF TERMS

AD VALOREM

Derived from the Latin phrase meaning “according to worth”. This refers to a tax based upon the assessed value of property, used interchangeably with “property tax”.

APPRAISAL

The dollar value assigned to your property by the Property Appraiser. It is upon this amount less any exemptions, that your taxes are based.

ASSESSMENT

This refers to the actual amount of taxes you will owe based upon the appraised value of your property, less any exemptions, and the current applicable millage rate in effect.

DMV

A division within the Department of Highway Safety and Motor Vehicles located in Tallahassee

HIN

Hull Identification Number

MILLAGE RATE

Also known as the “Aggregate Millage,” is a dollar amount you will pay in taxes for every \$1,000 of appraised valuation which has already been placed by your local Property Appraiser. The millage rate is determined by the Board of County Commissioners and other levying bodies and is used in the determination of your assessment or actual taxes due.

REAL PROPERTY

Land, buildings, fixtures, and all other improvements to land. A parcel of real property is a tract of land and the improvements attached to it. The terms land, real estate, realty, and real property may be used interchangeably.

REGISTRATION

A state operating license for a vehicle, vessel or trailer which is issued with an identifying number, an annual certificate of registration, and a decal designating the year for which an operating fee is paid.

ROLL BACK RATE

Is the millage rate that is required to provide the same revenue from ad valorem taxes as was levied during the prior year.

SURPLUS FUNDS INVESTMENT ACT

Refers to Chapter 218, Part IV of the Florida Statutes, which provides for the investment of surplus funds held by local governmental bodies and levying authorities. The Statute itself, known as the “Investment of Local Government Surplus Funds Act”, became effective October 1, 1997 with the overall goal of assisting local government bodies in achieving the highest possible investment returns commensurate with a very low degree of risk. The investment decision of funds rests entirely with the Tax Collector and is a major exercise of discretion imposed upon him.

TAG

Vehicle license plate.

TANGIBLE PERSONAL PROPERTY

All assets used in a business or rental activity that are used to generate income. Examples include: furniture, fixtures, tools, machinery, household appliances, equipment, signs, leasehold improvements, supplies, leased equipment.

TAX CERTIFICATE

A legal document representing unpaid delinquent real property ad valorem assessments (including special assessments, interests and related costs and charges) issued against a specific parcel of real property and becoming a first lien, superior to all other liens.

TAX DEED

The holder of a tax certificate may apply for a tax deed any time after 2 years from the date the taxes became delinquent by making application with the Tax Collector. If taxes are not redeemed by the date set for the tax deed sale, the property is sold at the courthouse to the highest bidder and is administered by the Clerk of Circuit Court.

TRUTH IN MILLAGE

A law requiring full disclosure by taxing authorities to the taxpayers and general public of the rates and amounts of taxes, prior to levying the taxes.

TITLE

Legal proof of ownership for a motor vehicle, vessel, trailer over 2000 lbs., or mobile home.

VIN

Vehicle Identification Number (unique number affixed by the manufacturer found in one or more locations on motorized vehicles)

HUNTING and FISHING LICENSES

HUNTING and FISHING LICENSE RECEIPT

A license receipt is issued listing all hunting and fishing privileges permitted to the individual named on the receipt along with the expiration date(s) of the privileges.

RESIDENCY REQUIREMENTS

Prior to the issuance of any resident annual, 5-Year, Lifetime, Permanent Senior (64+), Senior Citizen (65+) or Disability license, proof of Florida residency should be established for a period of 6 continuous months or more. Proof of residency is not required on the issuance of a non-resident license.

A resident for the purpose of obtaining a hunting/fishing license is defined as:

1. Any person who has resided in this state for six continuous months prior to the issuance of a license and who has an intent to reside in Florida and claim Florida as their primary residence.

2. Any member of the United States Armed Forces who is stationed in this state including spouse and dependent children residing in the same household.

The provision for filing for domicile with the Clerk of the Circuit Court to establish residency has been deleted as well as the provision for a student enrolled in a college or university in Florida.

This means an individual must show intent to maintain Florida as their primary residence by registering to vote, obtaining a Florida drivers license or by filing Homestead Exemption. An individual who resides in Florida six months and has not made Florida their permanent residence is ineligible to purchase resident hunting and fishing licenses.

HUNTING & FISHING LICENSE – General Information

Effective January 1, 1997, the law requires anyone born on or after June 1, 1975 to pass a Hunter Safety

Education course before a hunting license can be purchased.

The expiration date of all licenses and permits will be 12 months from the date of issuance except the short term licenses (3 day, 7 day, 10 day), the Tarpon Tag, which expires on June 30 and the Mi-

gratory Bird permit, which expires on March 31.

Senior Citizen licenses are optional (no fee license). Residents age 65 years of age or older have the option of carrying proof of age and residency or they may obtain a complimentary license from any Tax Collector's Office. Individuals who qualify for a Disability License will be issued a license that is good for either two consecutive years or five consecutive years as long as the licensee remains a resident of Florida. Licensees are required to provide proof of eligibility each time a license is renewed. Licenses may be renewed by submitting an application and supporting documents directly to the Florida Fish and Wildlife Conservation Commission.

For additional information regarding hunting and fishing licenses, you may log onto www.myfwc.com.



McDuffie
MARINE SPORTING GOODS, INC.



BOATS



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GOLF CARTS



ATVs

We also sell hunting & fishing equipment!

386-752-2500
www.mcduffiemarine.com
1866 W US Hwy 90, Lake City, FL 32055
Hours: Monday–Friday, 8-5:30
Saturday, 8-1 | Sunday Closed

Ronnie Brannon, Tax Collector

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FLORIDA DRIVER LICENSES

WARNING

Under section 322.212 (5), Florida Statutes, it is a third degree felony to use a false or fictitious name in any application for a driver license or identification card, or to knowingly make a false statement, knowingly conceal a material fact, or otherwise commit a fraud in any such application. Violators face immediate arrest and, upon conviction, penalties up to a maximum fine of \$5,000 and imprisonment up to 5 years.

The Department will suspend the driving privilege for one year of any person who makes a fraudulent application for a Florida driver license.

Under section 322.36, Florida Statutes, it is unlawful for any person to authorize or knowingly permit a motor vehicle to be operated by any person who does not hold a valid driver license.

WHO NEEDS A DRIVER LICENSE?

If you live in Florida and want to drive a motor vehicle on public streets and highways. If you move to Florida and have a valid license from another state, you must get a Florida license within 30 days of becoming a resident. You are considered a resident of Florida if you: enroll your children in public school, or register to vote, or file for a home- stead exemption, or accept employment, or reside in Florida for more than six consecutive months.

WHO DOES NOT NEED ONE?

The following persons may drive in Florida without a Florida driver license, if they have a valid license from another state or country:

Any non-resident who is at least 16 years old, persons employed by the United States government driving a United States government motor vehicle on official business, any non-resident attending college in Florida or any non-resident working for a firm on a contract for the United States government. (This exemption is only for 60 days.)

Persons who drive only vehicles like farm tractors or road machines temporarily on the

highway may drive without a license. A licensed driver who lives in another state and travels regularly between his home and work in Florida. Non-resident migrant farm workers even though they are employed or place children in the public schools, providing they have a valid license from their home state. Members of the Armed Forces stationed in Florida and their dependents, with these exceptions:

Service member or spouse claims homestead exemption (All drivers in family must obtain Florida licenses), Service member becomes employed (All

drivers in family must obtain Florida licenses)

Spouse becomes employed (Spouse and children who drive must obtain Florida licenses), Child becomes employed (Only employed child who drives must obtain Florida license)

LEARNER'S DRIVER LICENSE

A person who holds a Learner's license must be accompanied by a licensed driver, 21 years of age or older, who occupies the front passenger seat closest to the right of the driver. Drivers can only drive during daylight hours the first three months from the original issue date and must be accompanied by a licensed driver 21 years or older, occupying the front passenger seat. After the first three months, drivers may operate a vehicle from 6 a.m. to 10 p.m. with a licensed driver, 21 years of age or older, occupying the front passenger seat. Drivers with a Learner's license are ineligible for a motorcycle endorsement.

REQUIREMENTS

Be at least 15 years old. Pass vision, road signs and road rules tests. Have the signature of one parent (or guardian) on the parent consent form, if under age 18.

Completion of Traffic Law and Substance Abuse Education Course. Two forms of identification (see Identifying Yourself). Social Security Number.

Must be in compliance with school attendance, if under 18. The 2000 Florida Legislature amended section 322.05, Florida Statutes, changing the requirements to obtain a Class E license for a driver under the age of 18 holding a learner's license. The following requirements must be met in order to obtain a regular Class E license if a learner's license is issued on or after October 1, 2000: Must hold the learner's license for 12 months or until the 18th birthday. Must have NO moving traffic violation convictions 12 months from the issue date of the Learner's license.

Florida law requires identification, proof of date of birth and social security number (if issued) from all customers before a driver license or identification card can be issued. Each application for an original (first-time) driver license or identification card MUST present one primary and one secondary identification.

IDENTIFICATION REQUIREMENTS

Florida law requires identification, proof of date of birth, proof of residential address, and proof of social security number. (if issued, Chapter 322, Florida Statutes, requires the Department see proof

Ronnie Brannon, Tax Collector

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of social security number for the issuance of driver license and identification cards) from all customers before a driver license or identification card can be issued. The name assigned to the social security number must match the name that will appear on the Florida driver license or identification card. If you have recently changed your name, update your records with the Social Security Administration before you apply for your license or identification card.

Each U.S. citizen renewing or applying for a new driver license or identification card in person after January 1, 2010 must submit:

(You will not be required to present these documents for subsequent renewals unless your information- last name, address etc-changes)

• **Name Change**

If you have legally changed your name by marriage or court order, you must submit the original or a certified copy of your marriage certificate or court order. No photocopies will be accepted unless certified by the issuing authority. For multiple name changes, you must show a document trail linking your current name to your chosen proof of identity. Marriage licenses must be from a government agency. Church issued licenses cannot be accepted.

1) Primary Identification

Gather one original or certified copy of the following documents:

- Certified United States birth certificate, including territories and District of Columbia.
- Valid United States Passport or Passport Card
- Consular Report of Birth Abroad
- Certificate of Naturalization, Form N-550 or Form N-570
- Certificate of Citizenship, Form N-560 or Form N-561

NOTES: A birth certificate must be issued by a government agency. Hospital birth certificates cannot be accepted.

Please come prepared to present one of the listed identification documents as proof of citizenship or legal presence.

When Necessary, marriage certificates, court orders, or divorce decrees must be provided to tie the name on the primary identification to the name the customer would like to place on the driver license or identification card.

2) Proof of Social Security Number

Gather one original or certified copy of the following documents that show your social security number:

- Social Security card in your current full name
- W-2 form
- Pay check
- SSA-1099
- Any 1099

3) 2 Proofs of Residential Address

Gather TWO different documents from the following list showing your residential address: (internet printouts or faxes of these documents are acceptable)

- Deed, mortgage, monthly mortgage statement, mortgage payment booklet or residential rental/lease agreement.
 - Florida Voter Registration Card
 - Florida Vehicle Registration or Title
 - Florida Boat Registration or Title (if living on a boat/houseboat)
 - Two proofs of residential address from applicant's parent, step-parent, legal guardian or other person with whom the applicant resides, along with a statement from a parent, step-parent, legal guardian or other person with whom the applicant resides
 - A utility hook up or work order dated within 60 days of the application
 - Automobile Payment Booklet
 - Selective Service Card
 - Medical or health card with address listed
 - Current homeowner's insurance policy or bill
 - Current automobile insurance policy or bill
 - Educational institution transcript forms for the current school year
 - Unexpired professional license issued by a government agency in the U.S.
 - W-2 form or 1099 form
 - Form DS 2019, Certificate of Eligibility for Exchange Visitor (j-1) status
 - A letter from a homeless shelter, transitional service provider, or a half-way house verifying that they receive mail for the customer. The letter must be accompanied by the Certification of Address Form
 - Certification of Address Form combined with a letter from a homeless shelter, transitional service provider, or a half-way house (see above)
 - Utility bills, not more than two months old
 - Mail from financial institutions; including checking, savings, or investment account statements, not more than two months old
 - Mail from Federal, State, County or City government agencies
 - Transients- Sexual Offender/Predator/Career Offender: FDLE Registration form completed by local Sheriff's department.
- NOTE: Persons holding valid licenses from other states U.S. possessions, France, or Canada are only required to take a vision test unless their driving ability is questionable. Persons holding a license from Germany and Taiwan are required to take the vision, hearing and written exam. The driving test may be waived unless their driving ability is questionable.

Commercial driver licenses – see Florida Manual for Truck and Bus Drivers for required exams.

EXAMINATION INFORMATION

VISION TEST – standard vision screening

Lenses or Glasses: You will be restricted to wearing corrective lenses when you drive if you need to wear contact lenses or glasses to pass the test. Telescopic lenses

– You are not eligible for a driver license if you wear glasses with telescopic lenses.

REQUIREMENTS

Your driving privilege will be revoked if you are unable to meet the rules of vision standards. To pass, you must meet the following vision standards with or without corrective lenses:

20/40 or better vision in each eye with or without corrective lenses meets state requirements without referral to an eye specialist. 20/50 or worse vision in either eye with or without corrective lenses are referred to an eye specialist for possible improvement.

20/70 or worse vision in either eye, or in both eyes together may pass with or without corrective lenses. If vision cannot be improved; however, if one eye is blind or 20/200 or worse, the other eye must be 20/40 or better.

The use of telescopic lenses to meet visual standards is not recognized in Florida.

Florida Organ and Tissue Donor Program

Through the miracle of transplantation, many people are living healthy, productive lives. However, the need for donated organs and tissues continues to outpace the supply. Right now, there are thousands who would be helped if more of us became organ and tissue donors. Organ and tissue donations provide each of us with a special opportunity to help others. Donation of vital organs and tissues can save lives where no other hope is available. Heart, liver, lung and kidney transplants save lives every day. Additionally, bone, skin and cornea transplants often restore sight and save burn victims.

REVOCATION AND SUSPENSION OF LICENSE

Driving a motor vehicle in Florida is a privilege you earn. You cannot obtain a license in Florida under the following conditions:

If your license is suspended or revoked in any state; If you are addicted to drugs or alcohol; If you cannot drive safely because of mental or physical problems; (Deafness alone will not prevent a person from being issued a driver license.) If you are under the legal age for licensing (15 for Learner's license,

16 for Class E). Every driver who obtains a license must drive safely to keep it. If you break the traffic laws or become an unsafe driver, your license can be taken away. It can be suspended, revoked, or canceled. Your license can be **SUSPENDED** if you: Make a fraudulent driver license application. Allow your license to be used for a purpose that is against the law. Are convicted in a traffic court and the court orders that your license be suspended. Refuse to take a test to show if you are driving while under the influence of alcohol or drugs. Misuse a restricted license. Earn a certain number of points for traffic offenses on the point system. Break a traffic law and fail to pay your fine or appear in court as directed. Fail to pay child support. Fail to carry insurance on your vehicle. Fail to stop for a school bus. Use tobacco if you are under age. Retail theft. Your license must be **REVOKED** if you are found guilty of, or department records show: Driving while under the influence of alcohol, drugs or other controlled substances. A felony in which a motor vehicle is used. Not stopping to give help when the vehicle you are driving is involved in a crash causing death or personal injury. Lying about the ownership or operation of motor vehicles. Three cases of reckless driving within one year. Forfeiting bail and not going to court to avoid being convicted of reckless driving counts the same as a conviction. An immoral act in which a motor vehicle was used. Three major offenses or 15 offenses for which you receive points within a 5-year period. A felony for drug possession. Vision worse than the standard minimum requirements. Racing on the Highway.

A court may also order that your license be revoked for certain other traffic offenses.



MOTOR VEHICLE TAGS & TITLES

TITLES

Original/Florida/Out of State/Out of Country
As agent for the Department of Highway Safety and Motor Vehicles, the tax collector is responsible for providing the necessary service and recordkeeping procedures used in processing motor vehicle and mobile home titles. All motor vehicles and mobile homes must be titled unless otherwise exempted.

Individuals purchasing vehicles shall provide an MSO (Manufacturer's Statement of Origin), MCO (Manufacturer's Certificate of Origin), Florida title, out-of-state title or other required proof of ownership properly completed from seller to purchaser. Elements of sale shall include:

- Purchaser's name and address
- Date of Sale
- Amount of Sale
- Identification Number
- Mileage Disclosure (if required)
- Signature and hand printed name of seller(s)
- Signature and hand printed name of purchaser(s)

Individuals relocating to Florida must provide out-of-state title or other required proof of ownership to obtain title.

Titles, registrations, and/or supporting documents submitted in a foreign language must be translated into English. Translations must include a notarized statement by the translator indicating fluent knowledge in both English and the foreign language, translates documents as a normal course of business, that his/her translation of the document is accurate and he/she is not a party to the transaction.

For an additional fee, titles may be issued directly at any Columbia County Tax Collector's office at time of application. (Some transactions do not qualify for expedited service.)

SALES TAX – 7%

When the selling price is not indicated on the MSO/MCO or title, proof of purchase price should be provided in the form of a bill of sale or invoice showing purchase price, sales tax paid and any trade-in allowance on first time vehicle purchases. Vehicles coming into Florida from out of state/out of country may have additional taxes due equivalent to Florida's sales and/or local taxes.

RECORDING A LIEN

When recording a lien, the lien holder's name, address, date of lien and federal employer identification number (FEID) from the lien holder must be provided at time of application. Lien holders under the Electronic Lien Title (ELT) program must provide their DMV Account/Customer Number.

MILEAGE

Mileage is required to be disclosed on vehicles that are less than 10 calendar years old. Mileage information must be indicated on the MSO/MCO or supplemental dealer reassignment(s) or title, if new purchase. Mileage on vehicles coming from out of state remaining in the titled owner's name will be declared on HSMV Form #82042 or #82040.

VEHICLE IDENTIFICATION NUMBER VERIFICATION

Vehicles coming to Florida from another state must have a vehicle identification number (VIN) verification completed by one of the following:

- Florida Notary
- Florida DMV Compliance Examiner/Inspector
- Law Enforcement Officer of any jurisdiction
- Tax Collector employee
- Out of state motor vehicle dealer – must be on dealership letterhead. This does NOT Include vehicles from American Samoa,

Virgin Islands, Guam and Puerto Rico

Vehicles coming to Florida from another country are required to have VIN verification completed by a DMV Compliance Examiner/Inspector.

Vehicles must be present at time of verification

IDENTIFICATION

Each applicant, or their appointed power of attorney, must complete the application for title. If appearing in person at the Tax Collector's Office, personal identification must be presented in the form of a driver license or identification card issued by any U.S. motor vehicle department, passport or military identification. If you are the appointed power of attorney, the original signed or certified copy of the signed appointment must be presented at time of application.

INSURANCE

Proof of current Florida insurance must be presented in the form of an automobile policy, ID card or binder. If the vehicle will not be driven on the highways of Florida, the applicant must complete a non-use affidavit.

DUPLICATE TITLES

If the original Florida title has been lost or destroyed, only the title owner(s) may apply for a duplicate title. If there is more than one titled owner and the names are joined by "and", all owners must sign the application. When there is an outstanding lien on record, only the lien holder of record may apply for the duplicate unless the titled owner provides a lien satisfaction.

INTERNATIONAL REGISTRATION PLAN

The International Registration Plan is a reciprocal agreement between a majority of states in the U.S. and the provinces of Canada.

It serves to promote and encourage the fullest possible use of the highway system by authorizing the proportional registration of

commercial motor vehicles and the recognition of commercial vehicles proportionally registered in other jurisdictions. Its purpose is to implement the concept of one registration plate for one vehicle. Apportioned registration under the IRP is administered exclusively by the Bureau of Motor Carrier Services, Division of Motor Vehicles. All tags are issued by the central office. Trip permits are issued through private wire service companies.

MOTORCYCLES

A motorcycle is considered a motor vehicle by virtue of having a seat or saddle for the use of the rider and designed to travel on no more than three wheels in contact with the ground, but excluding a tractor or a moped.

Title and annual registration is required.

MOPEDS

A moped is any vehicle with pedals to permit propulsion by human power, having a seat or saddle for the use of the rider and designed to travel on not more than 3 wheels, with a motor rated not in excess of 2 brake horsepower and not capable of propelling the vehicle at a speed greater than 30 miles per hour on level ground, and with a power-drive system that functions directly or automatically without clutching or shifting gears by the operator after the drive system is engaged.

A new plate fee is required for the first issuance of the plate and renewal is required annually. Titles are not required for these types of vehicles.

MOTORIZED DISABILITY ACCESS VEHICLES

These vehicles are designed to be fueled by gasoline and used primarily for handicapped individuals with normal upper body abilities.

It must travel on not more than 3 wheels, with a motor rated not in excess of 2 brake horsepower and not be capable of propelling the vehicle at a speed greater than 30 m.p.h. on level ground with a power-drive system that functions directly or automatically without clutching or shifting gears by the

operator after the drive system is engaged. If an internal combustion engine is used, the displacement may not exceed 50 cubic centimeters. These vehicles are registered with the same registration tax and fees as motorcycles. However, they are unique because they are not required to be titled.

MOBILE HOMES

Mobile Homes are subject to Florida registration.

Mobile Homes (manufactured homes) require a Certificate of Title. There is a separate title document for each section of the home. The Property Appraiser's office must be contacted either before or after you have titled your mobile home.

Attachments such as carports, utility sheds and screened porches are assessed on the tangible tax roll in addition to purchasing a mobile home sticker. Any mobile home without a current sticker shall be presumed to be tangible personal property and will be properly assessed and placed on the Tangible Tax Roll by the Property Appraiser.

Mobile home registration renewal notices are mailed by the middle of November each year. All mobile home stickers must be renewed by December 31. Current mobile home stickers expire December 31 each year. Back taxes will be assessed for each year for any previous period or periods for which the registrations should have been made in this state. Mobile home stickers are required for each section of your home even if you do not receive renewal notices. If you have not received a renewal notice, you should bring the title number, identification numbers, previous registration, or sticker number of your mobile home to the Tax Collector's office.

A nonresident military person stationed in Florida under military orders who is living in a mobile home located in Florida may secure a sticker at a lesser fee.

REAL PROPERTY (RP) STICKERS

All mobile homes or recreational vehicles permanently affixed to the land and declared

as real property are issued RP stickers. Owners must secure a form DR-402 from respective property appraiser's office. These stickers are a nominal fee and are permanent and transferable to a new owner when the mobile home and land are sold as a unit.

DISABLED PARKING PERMITS

Parking Permit Placards can be issued to an individual certified as having specific disabilities that limits or impairs the ability to walk or is certified to be legally blind. These



permits can also be issued to an organization that can adequately demonstrate a bona fide need for such a permit because they provide regular transportation services to persons certified as being disabled.

Organizations may be issued as many permits as they have vehicles used to transport disabled persons.

These permits will be issued for four (4) years. The expiration date of parking permits will be the birthday of the disabled person or June for organizations.

Persons entitled to disabled parking permits who own a motor vehicle may choose to obtain a wheelchair plate in lieu of the parking permit placard.

TEMPORARY DISABLED PARKING PERMITS

A \$15.00 temporary disabled parking permit placard may be issued to a person certified as temporarily disabled in such a way that limits or impairs the ability to walk or is temporarily sight impaired.

Only one valid temporary disabled parking permit placard may be issued to a person for the duration of the disability, but it may not exceed 6 months from the date of issuance.

VESSEL REGISTRATION & TITLE

As agent for the Department of Highway Safety and Motor Vehicle (Bureau of Vessel Titles and Registration), the tax collector

is responsible for providing the necessary service and record keeping procedures used in processing vessel titles and registrations. All Florida vessels with motors must be titled and registered. Exemptions include federally documented vessels and vessels used exclusively on a private lake or pond. A title fee is charged and a registration fee is determined by the length of the vessel. There is an additional titling fee for vessels previously registered or titled out of state. Fast titles may also be obtained at an additional fee.

Vessels are registered according to the first registered owner's birth month, with the expiration of midnight of the birth date. Company owned vessels are registered each year in June, with an expiration of June 30.

PROCEDURE FOR OBTAINING FLORIDA VESSEL TITLE

- New vessels must have Manufacturer's Statement of Origin completed by seller (dealer/store). Application HSMV 82040 must be completed by owner(s). Proof that sales tax has been paid or sales tax will be collected when making application for title.
- Florida titles must be completed and transferred upon ownership change within 30 days. A delinquent fee will be charged if title transfer is applied for after the 30 day period.
- If applicable, sales tax must be paid or in certain cases, proof of tax exemption. In addition to the sales tax, some counties charge a local discretionary sales tax.
- To obtain title on a used vessel from a non-titled state, proof of ownership is required; a current registration, a bill of sale and in some cases a pencil tracing of the hull identification number. Even if a vessel is titled in another state, pencil tracings may be required when applying for Florida title.
- The bill of sale must be signed by the registered owner appearing on the vessel registration.
- When recording a lien, the lien holder's name, address, date of lien, and federal employer identification number (FEID) from the lien holder must be provided at time of

application. Lien holders under the Electronic Lien

SOJOURNERS (Reside Temporarily)

Florida recognizes valid registration certificates and numbers from another state issued to visiting boaters for a period of 90 days. A nonresident boater who intends to use their vessel in Florida in excess of 90 days must register it with the county tax collector.

COMMERCIAL VESSELS

Registered through the Tax Collector's office. For additional information you may log onto our website at www.Columbiataxcollector.com or visit www.hsmv.state.fl.us.

LICENSE PLATE/VALIDATION STICKERS

Motor vehicles/trailers driven/towed on the highways of Florida are required to display a license plate. Validation stickers are issued to mobile homes and vessels.

The registration date is determined by the first registered owner's birth date on the registration and expires at midnight on the birth date. Mobile home registrations are required to be registered by December 31st. Company vehicles are due by June 30th except for lease vehicles, where the registration month is based on the first letter of the lease company name. Trucks over 5,000 lbs., trucks/tractors, and semi-trailers are due by December 31st, unless the vehicle qualifies for half-year renewal at which time the registration is due June 1st.

The registration date for a vessel is determined by the first registered owner's birth date. Vessels in the name of a company are due by June 30th.

INITIAL REGISTRATION FEE

Florida Statute 322.072 provides for an additional initial registration fee of \$225 to be imposed upon the initial application for registration of certain classifications of motor vehicles unless otherwise exempt pursuant to Florida Statutes.

RATES

Annual license taxes for the operation of motor vehicles and vessels as defined in Florida Statute 320.01 and 328.72 shall be paid upon registration or re-registration based on weight, horsepower or length.

A non-resident military service person stationed in Florida under military orders may secure a plate for a lesser fee. A prorated registration tax is calculated on trucks over 5,000 lbs., tractors, buses and certain trailers.

In addition, a delinquent registration fee shall be imposed on any registrant who fails to renew their registration(s) for a motor vehicle, trailer, motorcycle, vessel or mobile home beginning on the 11th calendar day of the month succeeding the month in which the renewal registration was due.

LICENSE PLATES

The State of Florida issues a metal license plate with an alpha numeric numbering system based on the license plate classification. These plates are kept for ten years and pursuant to Florida Statute 320.06 are replaced on the 11th year of renewal.



In addition to the standard configured license plate, the State of Florida offers a variety of license plates recognizing special interest groups/ organizations, Florida colleges and Florida professional sports teams. Personalized plates are available for all of these classifications and can be ordered through any tax collector's office for an additional fee for each initial registration and re-registration.

The following plates are also available; however Florida Statutes require that certain criteria be met to obtain the plate:

Temporarily Employed Plates – Florida Statutes provide for a temporarily employed plate and registration certificate valid for 90 days to applicants who are temporarily employed in

Florida. These plates may be renewed for one additional 90 day period. These plates cannot be issued on heavy trucks and truck tractors used for hire with a declared gross vehicle weight (GVW) exceeding 26,000 lbs.

Military Related Plates – Florida provides for the issuance of special military plates for Disabled Veterans, Ex-Prisoners of War, Members of the National Guard, Paralyzed Veterans of America, Pearl Harbor survivors, recipients of the Purple Heart, a US Paratrooper, US Reserve, Operation Enduring Freedom, Operation Iraqi Freedom, Combat Infantry Badge, Combat Action Badge, Vietnam War Veteran, Korean Conflict Veteran, Silver Star, Distinguished Service Cross, Navy Cross, and Air Force Cross. These plates are only available for individuals providing proof of qualifications, which includes military documentation and type of vehicle on which the plate will be placed.

Amateur Radio Plates – Florida Statute 320.083 provides for the holder of a valid amateur radio station license issued by the Federal Communication Commission to be issued a special license plate inscribed with the official call letters of that station. The applicant must be a Florida resident. These plates are restricted to specific classifications of motor vehicles.

BIRTH CERTIFICATES

Florida Certified Birth Certificates

Certified copies of birth certificates dating back to 1930, from all counties within the State of Florida can now be obtained through our offices. The application for Birth Certificate must be completed by an eligible recipient, such as the: Registrant (must be 18 or older), or Parent (must be listed on the birth certificate record). Valid Identification must be presented at the time of application.

The primary acceptable form of identification includes:

- A valid, current, not expired Driver's License
- State Issued Identification Card
- Passport
- Military ID Card.

For additional acceptable forms of identification please contact our office.

The following information will be required

to obtain a birth certificate:

- Child's Full Name
- Date of Birth
- County of Birth
- Mother's Full Name (including maiden name)
- Father's Full Name (if applicable)

The fee to obtain a birth certificate through our office is \$18.25 for the first copy, \$5.00 for additional copies of the same birth certificate.

Acceptable forms of payment: cash, money order, certified funds.

NO PERSONAL CHECKS.

Through our generous community sponsors the cost of running this program is paid for by sponsor dollars and does not cost the Tax Collector or the School Board of Columbia County any money.

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KIDS TAG ART



The Columbia Tax Collector in partnership with the Columbia County School Board is excited to announce the Kids Tag Art program.

This program inspires elementary school students to create their own specialty license plate, while at the same time learning about design elements and principles. In addition, it provides supplemental funding

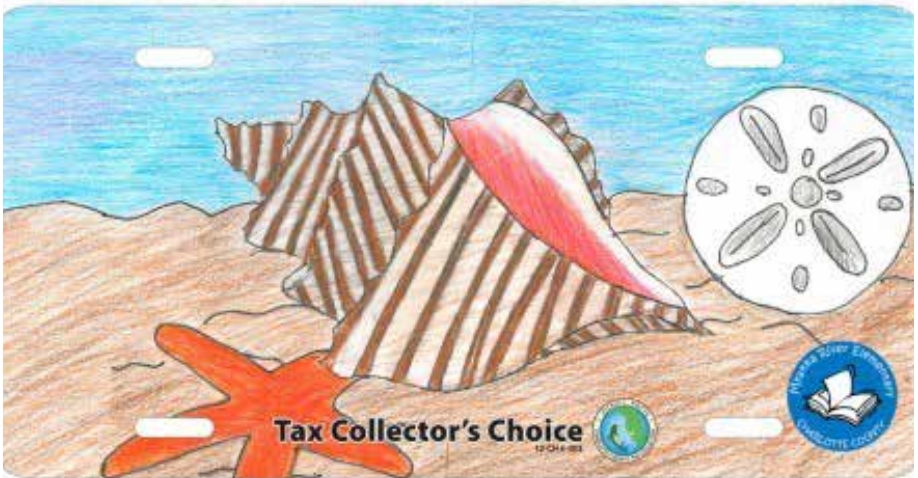
for art supplies to all participating public elementary schools across Columbia County.

The Kids Tag Art program allows each elementary school student to draw a vanity license plate that can be purchased and placed on the front of your car. The profit raised from the selling of these tags stays in each elementary school for that schools art teacher to use in their classrooms.

The following information will be required to obtain a birth certificate:

This program starts the first week of school so please be on the lookout for your kids tag order form.

If you are interested in signing up to be a community sponsor or would like more information about this program please email kta@columbiataxcollector.com or call (386) 758-1080.



CONCEALED WEAPONS

Fast track your Florida Concealed Weapon License application or renewal at our main office located in the Courthouse Annex.

First-Time Applicants

- You must be 21 years of age or older.
- You must be able to demonstrate competency with a firearm.
- Unless you are serving overseas in the United States Armed Forces, you must currently reside in the United States (U.S.) AND be a U.S. citizen or deemed a lawful permanent resident alien by Department of Homeland Security, U.S. Citizenship and Immigration Service (USCIS).

If you are serving overseas in the U.S. Armed Forces, submit a copy of your deployment documentation with your application. Those who are 'Resident Aliens' must provide a valid Permanent Resident Alien card.

Acceptable Training Documentation

- Any hunter education or hunter safety course approved by the Florida Fish and Wildlife Conservation Commission or a similar agency in another state;
- Any National Rifle Association firearms safety or training course;
- Any firearm safety or training course or class available to the general public offered by a law enforcement agency, junior college, college, or private or public institution or organization or firearms training school, utilizing instructors certified by the National Rifle Association, the Criminal Justice Standards and Training Commission, or the Department of Agriculture and Consumer Services;
- Any law enforcement firearms safety or training course or class offered for security guards, investigators, special deputies, or any division or subdivision of law enforcement or security enforcement;
- Any firearms training or safety course or

class conducted by a state-certified instructor or by an instructor certified by the National Rifle Association.

Renewals

We print Renewed Concealed Weapon Licenses in our office. Walk in to renew and walk out with your renewed Concealed Weapon License.

Required Information for Renewals

- Your Concealed Weapon License Number or Concealed Weapon License Renewal Notice.
- State issued Photo ID that includes full name and date of birth
- Legal name change documentation if applicable i.e. marriage certificate, court records, etc.

Expedited Service for Active Military Members and Veterans

Our office is proud to assist with the expediting of Florida Concealed Weapon License applications for active military members and veterans.

Active military personnel who want to expedite their Florida Concealed Weapon License application should bring a copy of their Common Access Card or other form of official military identification to their appointment.

We can also accept a copy of service members' current orders as proof of active duty status.

Honorably discharged veterans should bring a copy of their DD 214 long form.

Concealed Weapon Licenses are valid for seven years.

You may renew your license 150 before the expiration date printed on your license

If your license is more than 180 days expired, you will be required to apply for a new license.

For the current cost of a Concealed Weapon License please visit: <http://www.columbiatax-collector.com/OtherServices/ConcealedWeapons.aspx>



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COMMUNITY CENTERS

Deep Creek Community Center

11934 N. US Highway 441
Lake City, FL 32055
Phone: 386-719-7568
Contact: Coby Law at
386-755-6975 (Milton's Grocery Store)

Lulu Community Center

205 SW Community Drive
Lulu, FL 32601
Phone: 386-758-2136
Contact: Renee Markham at
386-752-7499

Mason City Community Center

11110 S. US Highway 441
Lake City, FL 32025
Phone: 386-758-1394
Contact: Harry Dicks at 386-365-2900
Contact: Emily Harden at 386-752-6545

Westside Community Center

431 SW Birley Ave
Lake City, FL 32024

Fort White Community Center

17579 SW State Road 47
Fort White, FL 32038
Phone: 386-497-3089
Contact: Ft. White Town Hall at
386-497-2321

Richardson Community Center

255 NE Coach Anders Lane
Lake City, Florida 32055
Phone numbers: 386-754-7095
Contact: Mario Coppock at 386-754-7095
Contact: Nicole Smith at 386-754-7095

Springville Community Center

3710 NW Suwannee Valley Road
Lake City, FL 32055
Phone: 386-752-5484
Contact: Fred McIntosh at 386-752-4205
Contact: Gloria McIntosh at 386-755-1099

PARKS & RECREATION

Southside Recreation Complex

1963 SW Bascom Norris Dr.
Lake City, FL 32025
386-719-7545

Alligator Lake Recreation Area

420 SE Alligator Glen
Lake City, FL 32025
386-719-7545

Falling Creek Falls

953 NW Falling Creek Rd
(County Rd 131)
Lake City, FL 32055
386-719-7545

Winfield Community Center & Recreation Area

1324 NW Winfield St.
Lake City, FL 32055
Phone: 719-7509
Contact: Willy B. Allen at 386-397-0917 Con-
tact: Rentz Galloway at 386-752-5643

Five Points Park

Corner of Old Valdosta Hwy and Laverne Ave
386-719-7545

Bethlehem Park

157 SW Bethlehem Ave
Fort White, FL 32038
Contact: Neomia Brown at 386-438-4340
Contact: Harvey McCloud at 386-454-2526

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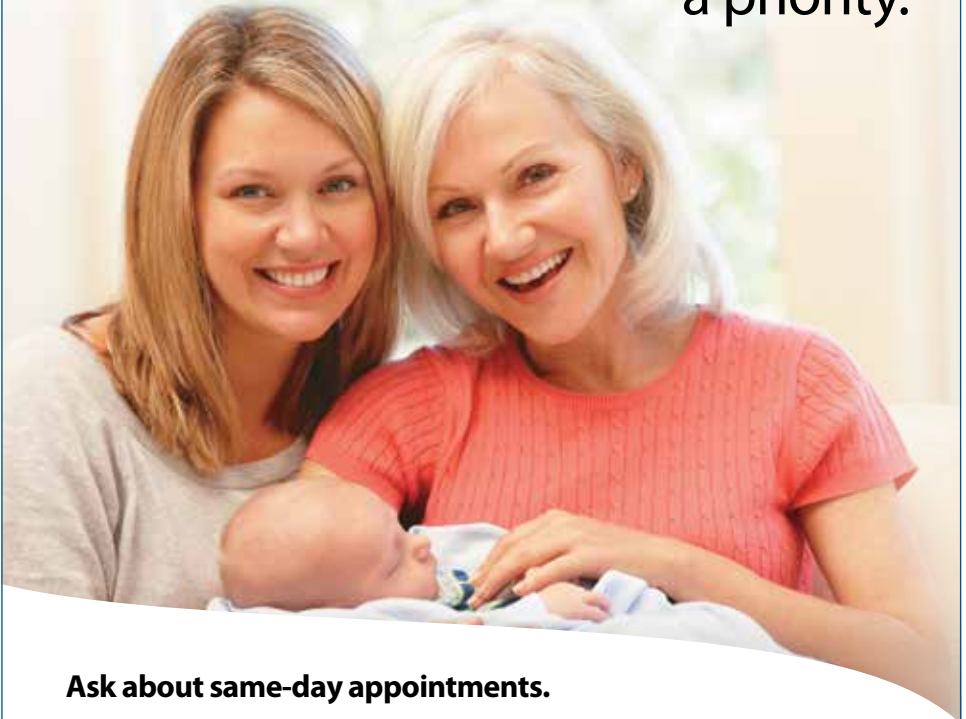
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*Medical professionals may include physicians, physician assistants and nurse practitioners. If you are experiencing a medical emergency, call 911.

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