

Protocol for Checkpoint Entry to Secure, Preserve, and/or Remove Personal Property from the Florida Keys

Upon application by an owner of personal property (e.g. vehicle, vessel, etc.) that is located in the Florida Keys, the local government with primary jurisdiction over where the personal property is located may issue a single use entry permit to the owner for entry through the checkpoint. A permit application must include the following information:

1. The name of the owner.
2. A description of the personal property.
3. The location of the personal property.
4. The name and primary address of the applicant.
5. A color copy of a government issued identification card, such as a driver's license, passport or state issued identification card for the applicant.
6. Documentation or proof of ownership of the property and its location within the Florida Keys.
7. The signature of the property owner.

Applications shall be submitted to:

Islamorada: roget.bryan@islamorada.fl.us.

Key Colony Beach: tom@keysclosings.com.

Key West: sdsmith@cityofkeywest-fl.gov.

Marathon: dsmits@florida-law.com.

Layton: dsmits@florida-law.com.

Unincorporated Monroe County: scull-paunece@monroecounty-fl.gov

The request will be reviewed and a letter electronically issued to the applicant on official letterhead within three (3) days of receipt of the request. Permits may include a unique identifier number. A permit shall be denied if the application is incomplete or contains false information.

A hard copy of the single use entry permit shall be presented at the checkpoint for collection. Permits collected at the checkpoint shall be verified against a database of permits issued by Monroe County and the incorporated municipalities.

All individuals entering the Florida Keys through the checkpoint with a permit issued under this protocol must comply with applicable Executive Orders issued by the Governor of Florida and local directives, including isolation and quarantining requirements.

Questions may be emailed to scull-paunece@monroecounty-fl.gov or by calling (305) 295-3170.