



DEPARTMENT OF GAME AND INLAND FISHERIES
BOAT REGISTRATION AND TITLING SECTION
4010 WEST BROAD ST., P.O. BOX 11528
RICHMOND, VIRGINIA 23230
(804)-367-6135

INSTRUCTIONS

“AFFIDAVIT FOR TRANSFER OF WATERCRAFT REGISTRATION/TITLE”

This procedure is required to be followed when the applicant for Watercraft Registration/Title is unable to present a Certificate of Title by reason of the same being lost or unlawfully detained by the titled owner(s). This affidavit is also required if the watercraft was not previously titled, and the applicant is unable to present a bill of sale or a change in status form signed by the last registered owner(s).

The applicant(s) must take the following steps before applying for registration/title in his/her name:

1. Attempt to contact the last registered/titled owner(s) in Virginia by certified mail at their last known address according to Department records to request the Certificate of Title and/or a release of interest in the boat if the boat was never titled at least 15 business days prior to application (letter attached). Make a copy of the letter.
2. Attempt to contact the lienholder, if any, by certified mail to request a release of interest in the watercraft at least 15 business days prior to application.
3. If the boat was registered/titled in another state, the applicant must contact the numbering/titling agency in that state for an official copy of the records indicating the last registered/titled owner(s) and his/her mailing address. Send a certified letter to the registered/titled owner and lienholder, if any, at the last known address according to that state's records requesting the Certificate of Title or a release of interest in the boat if the boat was never titled.
4. Complete the “Affidavit for Transfer of Watercraft Registration/Title” and have notarized.

After all of the above steps have been taken, the applicant(s) may apply for a registration and title in his/her name. The “Application for Watercraft Certificate of Title and Certificate of Number (Registration)” and fee must be accompanied by the following:

1. If the boat was previously registered/titled in another state, a copy of the record from that state.
2. The unopened, undeliverable certified letter mailed to the last registered owner(s) and lienholder or the green post office return receipt showing the signature of the last registered owner or lienholder and the date the letter was signed for to verify that the letter was mailed at least 15 business days prior to application.
3. A copy of the letter that was mailed to the last registered owner.
4. A copy of the bill of sale **or** a copy of the cancelled check (front and back) to the individual from whom the watercraft was purchased if available.
5. A copy of the lien release letter, if applicable.
6. The “Affidavit for Transfer of Watercraft Certificate of Title/Certificate of Number (Registration)” completed and notarized.
7. Any response received from the last registered/titled owner(s).

THIS LETTER MUST BE MAILED VIA CERTIFIED MAIL TO ALL REGISTERED/TITLED OWNERS OF THE WATERCRAFT AS LISTED IN THE STATE'S OFFICIAL RECORDS AND TO ANY LIENHOLDERS LISTED IN THE OFFICIAL RECORDS OF THE STATE IN WHICH THE VESSEL IS REGISTERED/TITLED.

Date: _____

(Registered/Titled Owner's or Lienholder's Name and Address)

Dear _____:

I have in my possession a _____ with Hull Identification Number
(Model Year) (Make of Vessel)
_____ and Registration Number _____. The official records of the State of
(Hull Identification Number) (Registration Number)
_____ has your name and address listed as the last registered/titled owner or lienholder
(State of Registration/Title)

of this vessel. I came to acquire the boat by _____.
(Describe how ownership was obtained).

The Commonwealth of Virginia requires that I submit a properly executed Certificate of Title or bill of sale from you prior to issuing a Certificate of Title in my name. If the vessel was titled and you still have the title, would you please sign the boat title in the "seller" block and send it to me as soon as possible.

If the boat was either not previously titled or if it was titled and you no longer have the title, would you please send me a signed and dated letter or note stating that you no longer have any ownership interest to the vessel. Please send me the letter or note as soon as possible.

Should you still retain any ownership interest in the vessel, please contact either me or the Virginia Department of Game and Inland Fisheries, Boat Section at PO Box 11528, Richmond, VA 23230 within 15 days via certified mail to ensure that your ownership is honored appropriately.

Thank you in advance for your cooperation.

Sincerely,

(Print Name and Address of sender)

(Applicant's Signature)