



APPLICATION FOR WATERCRAFT CERTIFICATE OF TITLE AND CERTIFICATE OF NUMBER (REGISTRATION)

Please complete entire application in print or type.

NOTICE: BOATS MUST BE REGISTERED IN STATE OF PRINCIPAL USE (If not principally used in Virginia it cannot be registered in Virginia.)

Type of Transaction: ___ Title/Register ___ Title Only ___ Renew Registration	If State Registered , please list the present Registration Number (if any) on watercraft (Example: VA 4696 AF): _____	
Electronic Title Option: I want DGIF to maintain an electronic Certificate of Title on file for this vessel. (No paper title will be issued.) ___ YES ___ NO	If Documented , please list the Documentation Number: _____ (If you are maintaining Documentation it is not required to register/title in Virginia)	
If there is more than one applicant, please indicate one of the following ownership types: ___ AND ___ OR		
APPLICANT: Last 4 of Driver's License: _____ Last 4 of SSN: _____ DGIF Customer ID Number: _____ Gender: ___ Male ___ Female Date of Birth: _____ / _____ / _____ Legal Name: _____ <small style="display: flex; justify-content: space-around; width: 100%;">First MI Last</small> <hr/> Business Name (if applicable): _____ Complete FIN/TIN: _____ Name of Contact Person: _____	CO-APPLICANT (if applicable): Last 4 of Driver's License: _____ Last 4 of SSN: _____ DGIF Customer ID Number: _____ Gender: ___ Male ___ Female Date of Birth: _____ / _____ / _____ Legal Name: _____ <small style="display: flex; justify-content: space-around; width: 100%;">First MI Last</small> <hr/> Mailing Address: _____ <small style="display: flex; justify-content: space-around; width: 100%;">City State Zip</small> <hr/> Telephone Number: _____ ___ Home ___ Mobile Alternate Number: _____ ___ Work ___ Mobile Email Address: _____	
MUST COMPLETE ADDRESS INFORMATION BELOW:		
Mailing Address: _____ <small style="display: flex; justify-content: space-around; width: 100%;">City State Zip</small> <hr/> Telephone Number: _____ ___ Home ___ Mobile Alternate Number: _____ ___ Work ___ Mobile Email Address: _____	Are you active military? ___ YES ___ NO If yes, what is your home state of record? _____	
Are you active military? ___ YES ___ NO If yes, what is your home state of record? _____	Physical Address (If different from mailing address): Street: _____ <small style="display: flex; justify-content: space-around; width: 100%;">City State Zip</small>	
Physical Address (If different from mailing address): Street: _____ <small style="display: flex; justify-content: space-around; width: 100%;">City State Zip</small>		
BOAT DESCRIPTION: Hull Identification Number (If built after 1972 - Example: ABC45678A788): _____ Serial Number (If boat was built in 1972 or earlier): _____ Length: _____ (feet) _____ (inches) Manufacturer / Make: _____ Model: _____ Model Year: _____ Year Built: _____		
TYPE OF WATERCRAFT: ___ Open ___ Canoe/Kayak ___ Cabin Motorboat ___ Houseboat ___ Pontoon ___ Air Boat ___ Sail Only ___ Personal Watercraft (e.g., Jet Ski) ___ Auxiliary Sail ___ Paddle Craft ___ Rowboat ___ Inflatable ___ Other (specify): _____	HULL MATERIAL: ___ Aluminum ___ Fiberglass ___ Plastic ___ Rubber/Vinyl/Canvas ___ Steel ___ Wood ___ Other (specify): _____	USE: ___ Pleasure ___ Vol. Rescue ___ Charter Fishing ___ Vol. Fire ___ Commercial Passenger ___ Livery (Rental) ___ Commercial Fishing ___ Lease ___ Commercial Other ___ Dealer Demo ___ Government Use ___ Manufacturer Demo
PROPULSION TYPE: ___ Air Thrust ___ Sail ___ Manual ___ Water Jet ___ Propeller ___ Other (specify): _____	ENGINE DRIVE TYPE: ___ Inboard ___ Outboard ___ Inboard/Outboard (Sterndrive) ___ Other ___ Pod Drive ___ N/A	FUEL: ___ Gasoline ___ Electric ___ Diesel ___ Propane ___ N/A ___ Other ___ Wood

If there are more than two applicants check here and attach a sheet of paper with complete information for each owner with their signatures.

(Signature of Applicant(s) is required on Page 2)

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Required by the Commissioners of Revenue for Personal Property Tax purposes.

- a. Name of the Virginia County or City where the watercraft is normally garaged, docked, or parked: _____ Co. ___ City
 b. Name of the Virginia County or City where the watercraft is principally used: _____ Co. ___ City

BRANDS: Does this vessel have "Hull Damage"? ___ YES ___ NO
 "Hull damaged" means compromised with respect to the integrity of a watercraft's hull by a collision, allision, lightning strike, fire, explosion, running aground, or similar occurrence, or the sinking of a watercraft in a manner that creates a significant risk to the integrity of the watercraft's hull.

Description of Motor(s): (List only those over 25 HP)

First Motor: Serial Number: _____ Make: _____ Horsepower: _____
Second Motor: Serial Number: _____ Make: _____ Horsepower: _____

Lien Information: Is there a lien on this watercraft? ___ YES ___ NO If yes, complete the following:

Date of lien: _____ DGIF ELT No.: _____
 Lienholder Name: _____
 Mailing Address: _____

 City State Zip

Name and complete address of person(s) or dealer from whom watercraft was purchased:

Seller's Name: _____
 Address: _____
 Street / PO Box City State Zip
 Telephone Number: _____

Registration and Titling Fees and Tax:

- a. Date of purchase: _____ b. Gross purchase price of **boat and motor only**: \$ _____
 c. The three-year registration fee is determined by the length of the watercraft: Select proper range and enter the fee:

Less than 16 feet	\$27.00	\$ _____
16 feet to less than 20 feet	\$31.00	\$ _____
20 feet to less than 40 feet	\$37.00	\$ _____
40 feet and over	\$45.00	\$ _____

 d. Titling fee: (\$7.00 on all new and used watercraft) \$ 7.00 \$ _____
 e. Watercraft Sales Tax: Multiply 2% (0.02) times the amount you listed above in line "b" and list here: \$ _____
 (Must be paid on the purchase price on all new and used watercraft. Maximum tax is \$2000.00)
 f. Total fee: (Add lines "c" through "e" and enter here.) \$ _____

Make check/money order payable to TREASURER OF VIRGINIA.

Certification: I/we certify under penalty of perjury that I/we am/are the owner(s) of the watercraft described and further certify that the description thereof and all other matters stated herein are true and correct (As required by § 29.1-702.1 - Code of Virginia).

Signature of Applicant: X _____ Date: _____
 Signature of Co-Applicant: X _____ Date: _____

Please Note: If there are more than two (2) owners, please submit a separate sheet of paper with complete information for each additional owner and signatures.

Please Note: If you are submitting your Boat Registration/Titling application through the US Postal Mail or a DMV office, payment must be submitted by check or money order. Please make the check or money order payable to TREASURER OF VIRGINIA.

Frequently Asked Questions

Am I required to pay watercraft sales tax? If so, how much?

All watercraft purchasers are required to pay a 2% watercraft sales tax (maximum tax \$2,000.00) on the gross purchase price of the boat and motor. If you have already paid the watercraft sales tax to a dealer, a sales invoice showing gross purchase price and watercraft sales tax paid must be submitted. If you purchased the watercraft in another state and submit proof that you paid sales tax, that amount can be used as a credit against any watercraft sales tax you may owe. If the out-of-state sales tax you paid is less than the 2% due in Virginia, you must include the difference with this application.

What is the average processing time?

Approximately three weeks.

How do I submit my paperwork and/or fees?

You may mail it directly to our mailing address (P.O. Box 9930, Henrico, VA 23228) for processing, physically bring it to our Henrico location (7870 Villa Park Drive, Suite 400, Henrico, VA 23228) for processing while you wait, or you may take it to your local VA DMV office. DMV will mail the paperwork and fees to VDGIF for processing and DMV will issue a 90 day temporary registration, DMV does not issue the actual registration or Certificate of Title to a Vessel. (Note: DMV does not accept mail-in applications for Boat Registrations and Titles).

Any further questions?

If you have questions, you can visit the Department's website at www.dgif.virginia.gov and/or call 866-721-6911 to talk with a Boating Services Technician. If you call to talk with a Boating Services Technician, remember the busiest months are April through July, the busiest day of the week is Monday, and the busiest times each day are mid-morning through mid-afternoon. Calls are accepted workdays, 8:30 a.m. until 4:30 p.m. Your likelihood of reaching a Boating Services Technician on your first attempt is better if you call outside the busiest times.

Please mail the completed application with the appropriate fees and supporting documentation to:

Department of Game and Inland Fisheries – Client Services
P.O. Box 9930
Henrico, VA 23228-9930

What documents do I need to submit with the application?

New Watercraft

- Original Manufacturer's or Importer's Certificate of Origin, with the "First Assignment" portion completed by the dealer.
- Sales invoice showing gross purchase price of the boat and motor separate from the trailer, and any sales tax paid.

Home Built Boat

(Note: Your watercraft may be subject to inspection by a law enforcement officer.)

- Certification for Boat Not Previously Registered **
- Copies of receipts for building materials.
- Pictures of the entire boat from all sides (front, transom, both sides of vessel bow to stern)

Used Watercraft

Titled in Virginia

- Original title with assignment of title completed by the sellers.
- If purchased from a dealer, the title and a sales invoice showing gross purchase price and the watercraft sales tax paid.

Registered in Virginia, but never titled

- Dated bill of sale or Change in Ownership or Registration Information form** signed by the registered owners.

Titled by you in another state

- Original title from the other state.

Titled by someone else in another state

- Original title from the other state with the assignment of title completed by all the titled owners.
- If purchased from a dealer, the title and a sales invoice showing gross purchase price and the watercraft tax paid.

Registered (not titled) by someone else in another state

- Copy of the out-of-state registration.
- Bill of sale signed by the registered owners.

Documented with the U.S. Coast Guard

- Abstract of Title or Letter of Deletion.
- Bill of sale signed by all the documented owners.

Never registered or titled in Virginia or any other state

(Note: Your watercraft may be subject to inspection by a law enforcement officer.)

- Certification for Boat Not Previously Registered form **
- Pictures of the entire boat from all sides (front, transom, and both sides of vessel bow to stern).

**The additional forms required can be found at www.dgif.virginia.gov On the left side of the screen, select "Forms", then select the "Boating" tab in the middle of the screen.