

DEPARTMENT OF WILDLIFE RESOURCES - CLIENT SERVICES P.O. BOX 9930, HENRICO, VA 23228-9930 TELEPHONE: (866) 721-6911 WEBSITE: WWW.DWR.VIRGINIA.GOV

INSTRUCTIONS "AFFIDAVIT FOR TRANSFER OF WATERCRAFT REGISTRATION/TITLE" As Required by §29.1-733.7 of the Code of Virginia

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) on record by certified mail with return receipt requested 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 45 days prior to application. Please use the letter provided with these instructions. Complete the blank areas of the letter, make a copy of the completed letter before mailing.
 - If there is a more current address that is different than the address listed on the Boat Registration/Title record, send the certified letter to the current address. If a different address is used, provide information on how the address was obtained.
- 2. Attempt to contact the lienholder, if any, by certified mail with return receipt requested to request a release of interest in the watercraft at least <u>45 days</u> prior to application.
 - If the lienholder has merged, changed names or address, contact the State Corporation Commission (SCC) to request information about the lender's new name or location. If the lender has gone out of business, you will need a letter from the SCC stating that the lender is no longer in business.
- 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 with return receipt requested 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.
 - If there is a more current address that is different than the address listed on the Boat Registration/Title record of the other state, send the certified letter with return receipt requested to the current address. If a different address is used, provide information on how the address was obtained.
- 4. Attempt to contact the lienholder, if any, by certified mail with return receipt requested to request a release of interest in the watercraft at least <u>45 days</u> prior to application.
 - If the lienholder has merged, changed names or address, contact the other state's Corporation Commission (SCC) to request information about the lender's new name or location. If the lender has gone out of business, you will need a letter from the SCC stating that the lender is no longer in business.
- 5. Complete the "Affidavit for Transfer of Watercraft Registration/Title" and have notarized.
- 6. If the watercraft is valued over \$5,000 according to current Blue Book or NADA Guide, the applicant must post a bond or provide an equivalent source of indemnity or security. This bond, indemnity or other security must be equal to the value of the boat plus 20%.

After all of the 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 <u>must</u> 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 and lienholder (if applicable) and the date the letter was signed for to verify that the letter was mailed at least 45 business days prior to application.
- 3. A copy of the letter that was mailed to the last registered owner.
- 4. If letter was sent to a different address than what is on the state record, please provide explanation of where the address came from.
- 5. A copy of the bill of sale <u>or</u> a copy of the cancelled check (front and back) to the individual from whom the watercraft was purchased or gifted from.
- 6. A copy of the lien release letter, if applicable. A copy of the documentation provided by the State Corporation Commission if the lienholder has changed names, locations or have gone out of business.
- 7. The "Affidavit for Transfer of Watercraft Certificate of Title/Certificate of Number (Registration)" completed and notarized.
- 8. Any response received from the last registered/titled owner(s).
- A bond for the value of the boat plus 20%, if boat is valued over \$5,000.
 NOTE: After one year from the date the Certificate of Title was issued, the applicant can request in writing for the bond, indemnity or other security being held by the Department of Wildlife Resources to be released.



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NOTE: This affidavit is required 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).

on the		(Purchase, G	ift, Etc.)		
on the	day of		, 20	, from:	
(Name)		(Address)			
Who did not give	e me a valid Certifica	te of Title because:			
	(S	tate the reason(s) for lack of	valid Certificate of	Title)	
I am unable to pr					wner(s) because:
That I/we have at from the last regi		documents as proof of	my/our efforts	to obtain the Cer	tificate of Title or Bill o
		red/titled in another star			
					enholder or the green pos
with the cop submitted to	y of that letter to veri this department. (If a	fy that the letter was m	ailed at least 45	business days p	te the letter was signed for rior to my application be statement of where the o
address was c. If the waterc	,	ed from the last register	ed/titled owner	(c) a hill of cale	from the individual from
		d (A copy of both sides			
					. ,
e. All response	s that I/we have rece	ived from the last regist	ered owners an	d lienholder	
		poration Commission c			licable).
g. Documentation	on on the value of th	e boat			
h. If boat is val	ued over \$5,000, a bo	ond, indemnity or other	security in the	amount of the va	lue of the boat plus 20%
	(Please include any	y other documentation	that you have	to prove owner	ship of the vessel).
	at a Certificate of Titl	le and Registration to th	ne following ves	ssel be issued in	my (our) name(s):
I (we) request that					
Registration Nun		Make of Vessel			Year Built
	IN	Make of Vessel			Year Built
Registration Nun FT	IN				Year Built
Registration Nun FT	<u>IN</u> H		X Signature of A	* *	Year Built
Registration Nun FT Length	IN H		X Signature of A	11	Year Built
Registration Nun FT Length Name of Applica	IN H		Signature of A	Applicant	Year Built

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.

Doto	
Date:	
(Registered/Titled Owner's or Lienholder's Name and Addres	s)
Dear:	
I have in my possession a (Model Year) (Make of Ve	with Hull Identification Number
(Model Year) (Make of Ve	ssel) The official records of the State of
(Hull Identification Number)	(Registration Number)
has your name and address list (State of Registration/Title)	ted as the last registered/titled owner or lienholder
of this vessel. I came to acquire the boat by	(Describe how ownership was obtained).
	properly executed Certificate of Title or bill of sale from the vessel was titled and you still have the title, would you to me as soon as possible.
If the boat was either not previously titled or if it was titl me a signed and dated letter or note stating that you no lo send me the letter or note as soon as possible.	led and you no longer have the title, would you please send onger have any ownership interest to the vessel. Please
Should you still retain any ownership interest in the vess Wildlife Resources, Boat Section at P.O. Box 9930, Hen letter via certified mail to ensure that your ownership is I	arico, VA 23228 within 45 days from the date of this
Thank you in advance for your cooperation.	
Sincerely,	(Print Name and Address of Sender)
(Applicant's / Sender's Signature)	