



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

DEPARTMENT OF GAME AND INLAND FISHERIES - BOAT REGISTRATION AND TITLING SECTION  
PO BOX 9930, HENRICO, VA 23228-9930  
TELEPHONE NUMBER: (804) 367-6135 WEBSITE: WWW.DGIF.VIRGINIA.GOV

**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: <input type="checkbox"/> Title/Register <input type="checkbox"/> Title Only <input type="checkbox"/> Renew Registration	<b>If State Registered</b> , Please list the Present Registration Number (if any) on Watercraft : (example: VA 4696 AF) _____
If there is more than one owner please circle the "and" or the "or" to indicate the type of ownership:    AND    OR	<b>If Documented</b> , Please list the Documentation Number: _____ (If you are maintaining Documentation it is not required to register/title in Virginia)

**APPLICANT:**  
 VA Driver's License #, SSN or FIN: \_\_\_\_\_

Date of Birth: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Legal Name: \_\_\_\_\_  
                    First                    MI                    Last

Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
                    City  State                    Zip

Home Phone: (\_\_\_\_\_) \_\_\_\_\_

Work Phone: (\_\_\_\_\_) \_\_\_\_\_

**CO-APPLICANT (If applicable):**  
 VA Driver's License #, SSN or FIN: \_\_\_\_\_

Date of Birth: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Legal Name: \_\_\_\_\_  
                    First                    MI                    Last

Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_  
                    City  State                    Zip

Home Phone: (\_\_\_\_\_) \_\_\_\_\_

Work Phone: (\_\_\_\_\_) \_\_\_\_\_

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: \_\_\_\_\_  
 \_\_\_\_\_  
                    City  State                    Zip

Physical Address (If different from mailing address):  
 Street: \_\_\_\_\_  
 \_\_\_\_\_  
                    City  State                    Zip

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

**Boat Description:**  
 Hull Identification Number (example: ABC45678A788) \_\_\_\_\_

Make \_\_\_\_\_ Model Year \_\_\_\_\_ Length: (feet) \_\_\_\_\_ (inches) \_\_\_\_\_

<b>Model / Type of Watercraft:</b> <input type="checkbox"/> Open <input type="checkbox"/> Canoe/Kayak <input type="checkbox"/> Cabin Cruiser <input type="checkbox"/> Houseboat <input type="checkbox"/> Pontoon <input type="checkbox"/> Air Boat <input type="checkbox"/> Sail <input type="checkbox"/> Personal Watercraft (e.g., Jet Ski) <input type="checkbox"/> Other _____ (specify)	<b>Hull Material:</b> <input type="checkbox"/> Fiberglass <input type="checkbox"/> Metal (e.g., aluminum) <input type="checkbox"/> Inflatable <input type="checkbox"/> Wood <input type="checkbox"/> Other _____ (Specify)	<b>Use:</b> <input type="checkbox"/> Pleasure <input type="checkbox"/> Vol. Rescue <input type="checkbox"/> Commercial Passenger <input type="checkbox"/> Vol. Fire <input type="checkbox"/> Commercial Fishing <input type="checkbox"/> Livery (Rental) <input type="checkbox"/> Commercial Other <input type="checkbox"/> Lease <input type="checkbox"/> Gov't. Use
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<b>Propulsion:</b> <input type="checkbox"/> Outboard <input type="checkbox"/> Sail Only <input type="checkbox"/> Inboard <input type="checkbox"/> Sail/Inboard <input type="checkbox"/> Inboard/Outboard <input type="checkbox"/> Sail/Outboard <input type="checkbox"/> Jet <input type="checkbox"/> Air Fan <input type="checkbox"/> Manual	<b>Fuel:</b> <input type="checkbox"/> Gasoline <input type="checkbox"/> Propane <input type="checkbox"/> Diesel <input type="checkbox"/> N/A <input type="checkbox"/> Wood <input type="checkbox"/> Electric
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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: \_\_\_\_\_

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**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 (type of seller) from whom watercraft was purchased:

Sellers Name: \_\_\_\_\_

Address: \_\_\_\_\_

Street / P O 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)

Total fee: (add c through e and enter here. Make check 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 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.

**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) 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 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 for processing, physically bring it to our Richmond location 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 web site at [www.dgif.virginia.gov](http://www.dgif.virginia.gov), call toll free to 877-898-2628 for answers to the most commonly asked questions, or call 804-367-6135 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 – Boat Section  
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.)

- [Affidavit for Registering and Titling a Boat not Previously Registered and/or Titled](#) \*\*
- 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 "[Notification of Change in Status of a Numbered Vessel](#)" form\*\* signed by the registered owners.

#### **Titled by you in another state**

- Original title from the other state.

#### **Registered (not titled) by you in another state**

- Copy of the out-of-state registration.

#### **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 and/or Titled](#) \*\*
- Pictures of the entire boat from all sides. (front, transom, both sides of vessel bow to stern)

\* \*\*The additional Forms required can be found at [www.dgif.virginia.gov](http://www.dgif.virginia.gov) - On the left side of the screen, click on "forms", then click on the tab that reads "Boating"