

# Vessel Dealer Manual



July 2013

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If you need accommodation, please call (360) 664-6455 or TTY (360) 664-0116.*

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## SECTION 1

### REFERENCES

#### Dealer Services Offices

Headquarters is located in Olympia. Please contact Olympia for assistance.

##### **Olympia Headquarters**

PO Box 9039  
Olympia, WA 98507  
(360) 664-6475  
(360) 586-0479, fax

##### License Auditors

(360) 664-6466  
(360) 586-6703, fax

##### Compliance

(360) 664-6464  
(360) 586-6703, fax

## Agency Contact Information

Vessel Registration and Titling (DOL) <a href="http://www.dol.wa.gov">www.dol.wa.gov</a>	(360) 902-3770
Washington State Parks Boating Programs <a href="http://www.parks.wa.gov">www.parks.wa.gov</a>	(360) 586-6592
U.S. Coast Guard (USCG) <a href="http://www.uscg.mil/d13/">www.uscg.mil/d13/</a>	(206) 220-7257
U.S. Coast Guard National Documentation Center <a href="http://www.uscg.mil">www.uscg.mil</a>	1-800-799-8362
Department of Ecology (oil spills) <a href="http://www.ecy.wa.gov">www.ecy.wa.gov</a>	1-800-258-5990
Northwest Marine Trade Association <a href="http://www.nmta.net">www.nmta.net</a>	(206) 634-0911
Northwest Yacht Brokers Association <a href="http://www.nwyachtbrokers.com">www.nwyachtbrokers.com</a>	206-748-0012
Oregon State Marine Board <a href="http://www.boatoregon.com">www.boatoregon.com</a>	503-378-8587
Idaho Department of Parks & Recreation <a href="http://www.idahoparks.org">www.idahoparks.org</a>	208-334-4199

## SECTION 2

### Glossary of Terms

**Bona Fide Employee** [WAC 308-90-030](#)

A person who is employed by and on a firm's employment records. The concept of bona fide (good faith) denotes sincere, honest intention or belief, regardless of the outcome of an action.

**Broker** [WAC 308-90-030](#)

A broker is an individual or party (brokerage firm) engaged in licensed vessel dealer activities (arranges transactions between a buyer and a seller, and receives compensation when the deal is executed.)

**Carpenter's Certificate** [WAC 308-93-010](#) (2)

A certificate issued by a manufacturer describing the vessel. The certificate lists the year, make, Hull identification number (HIN) and shows the history of the vessel from manufacturer through first transfer of ownership. (The Carpenter's Certificate is commonly referred to as a Builder's Certificate.)

**Commercial Fishing** [WAC 308-93-010](#) (5)

Operating under a current or valid commercial (or charter) fishing license.

**Consignment** [WAC 308-90-030](#)

An agreement between a vessel dealer (or broker) and another party to attempt to sell a vessel.

**Dealer** [RCW 88.02.740](#)

Any person (or party) engaging in licensed vessel dealer activities.

**Declaration of Value Form** [RCW 82.49.050](#)

This Department of Licensing form is used when a vessel is acquired by lease or gift, homemade or the most recent purchase price is not known. It is used to declare the value for purposes of assessing excise tax.

**Department** [RCW 88.02.320](#)

Department of Licensing

**Director** [WAC 308-93-010](#) (8)

Director of the Department of Licensing

**Display Decal** [WAC 308-90-030](#) (2)

A vessel dealer identifier designed and produced by the Department which is used by Washington State licensed vessel dealers.

**Firm** [WAC 308-90-030](#) (1)

A person, partnership, association or corporation engaged in the business of selling vessels at retail or wholesale in Washington State.

**Foreign Vessel** [WAC 308-93-010](#) (13)

A vessel owned and operated by a resident of another state (or country) that is registered in accordance with the laws of the state (or country) in which the owner resides.

**Identification Card** [WAC 308-90-030](#) (3)

A card issued by a firm identifying a person as authorized to operate vessels for a vessel dealer business.

**Legal Owner** [WAC 308-93-010](#) (17)

A person, business or institution with a security interest in a vessel (RCW 46.12.095). Or, the registered owner of a vessel unencumbered by a security interest.

**Listing** [WAC 308-90-030](#) (6)

An agreement between a person (or entity) who attempts to find a buyer for a vessel and receives monetary compensation.

**Manufacturer's Statement of Origin (MSO)** [WAC 308-93-010](#) (19)

A certificate issued by a manufacturer describing the vessel for which such certificate is issued and certifying the first conveyance of vessel after its manufacture.

**Out of Country Vessel** [WAC 308-93-010](#) (20)

A vessel registered or numbered by the laws of another country or has a valid United States Customs Service Cruising License.

**Owner** [RCW 88.02.310](#) (4)

A person who has a lawful right to possess a vessel by purchase, exchange, gift, lease, inheritance, or legal action, whether or not the vessel is subject to a security interest.

**Overall Length**      [WAC 308-93-010](#) (21)

A straight line measurement of the overall distance from the foremost point of the vessel to the aftermost part of the vessel; bumpkins, rudders, outboard motor brackets, outdrive units, propellers, and similar fittings or attachments are not included in the measurement.

**Primary**      [WAC 308-93-010](#) (25)

The principal purpose a vessel is used when considered in conjunction with all of its uses.

**Proof of Ownership**

The documents acceptable as evidence of ownership; i.e., court orders, notarized bill of sale, MSO, title, etc.

**Purchase Price** - The price paid for a vessel.

**Purchase Year** - The year the vessel was purchased.

**Registered Owner**      [RCW 88.02.310](#) (4)

The term, registered owner, is used in instances of the title of a vessel to refer to the person who has the right of possession of the vessel, as opposed to the party that has the right of property.

**Registered Number**      [WAC 308-93-145](#)

Washington Number (WN) assigned to a vessel.

**Time Share Charters**      [WAC 308-93-010](#) (32)

Leased vessels where none of the parties leasing the vessel under a “time share” option agreement acquire equity in the vessel and there is no option to buy.

**Trailer**      RCW 46.70

The following documents are needed to title and register (boat) trailers:

- Vehicle title application
- Bill of sale
- MSO or title (ownership document)
- Vessel data use tax form

**Use of Waters**      [WAC 308-93-010](#) (34)

To navigate, operate, employ or moor any vessel upon the waters.

**Valid Marine Document** [WAC 308-93-010](#) (35)

A document issued by the United States Federal Government which declares a vessel to be a documented vessel in the United States.

**Vessel** [RCW 88.02.310](#) (6)

Watercraft used as a means of transportation on the water, other than a seaplane.

The following documents are needed to title and register a vessel:

- Vessel title application
- Bill of sale
- MSO or title (ownership document)
- Vessel data use tax form
- Vessel Declaration of Value form

**Waters of this State** [WAC 308-93-010](#) (38)

Any body of water within Washington state.

## SECTION 3

### Vessel Dealer Licensing Requirements

**Bond** [RCW 88.02.710](#)

Applicants are required to file a \$5,000 surety bond with the department, unless they sell less than 16 vessels per year, each having a prescribed retail value of no more than \$2,000.

**Bond Exemption** [RCW 88.02.720](#) and [WAC 308-90-160](#)

Applicants or registered vessel dealers desiring to be exempt from the bonding requirements must provide a statement that they sell 15 or fewer vessels per year each having a prescribed retail value of not more than \$2000 dollars each.

**Change of Business Location** [WAC 308-90-090](#)

The dealer shall notify the department of any change of the firm's business location or mailing address prior to engaging in the business at the new location. That is done by filing a change of address application provided by the department.

**Carbon Monoxide Warning Sticker – Display is required** [RCW 88.02.390](#)

1. Any new or used motor driven boat or vessel, as that term is defined in [RCW 79A.60.010](#) other than a personal watercraft, sold within this state must display a carbon monoxide warning sticker developed by the department on the interior of the vessel.
2. For vessels sold by a dealer, the dealer shall ensure that the warning sticker has been affixed prior to completing a transaction.
3. For a vessel sold by an individual, the department shall include the sticker in the registration materials provided to the new owner, and the department shall notify the new owner that the sticker must be affixed to the vessel.
4. A warning sticker already developed by a vessel manufacturer may satisfy the requirements of this section if it has been approved by the department.

Vessel dealers and manufacturers must purchase their own stickers. The National Marine Manufacturers Association (NMMA) sells them online at [NMMA.org](#).

**Carbon Monoxide Poisoning Informational Brochure** [RCW 88.02.600](#)

The local licensing agent shall include an informational brochure about the dangers of carbon monoxide poisoning and vessels and the warning stickers required by [RCW 88.02.600](#)

**Decal** [RCW 88.02.790](#)

Vessel dealers are issued vessel dealer display decals. These decals are to be used only to demonstrate:

### **Decal** *(continued)*

- Vessels held for sale, or
- Vessels owned or consigned for sale that are also being used for vessel dealer business purposes only
- [RCW 88.02.790](#) prohibits use of the decal for personal use.

The Department of Revenue (DOR) also has requirements for **vessels held in inventory by a vessel dealer or manufacturer – tax on personal use – documentation - rules**, [RCW 82.12.802](#). *If a vessel held in inventory is used by a vessel dealer or vessel manufacturer for personal use, use tax shall be due based only on the reasonable rental value of the vessel used, but only if the vessel dealer or manufacturer can show that the vessel is truly held for sale and that the dealer or manufacturer is and has been making good faith efforts to sell the vessel. The department may by rule require dealers and manufacturers to provide vessel logs or other documentation showing that vessels are truly held for sale.* For additional information, please see [the Department of Revenue's website](#).

### **Display of Dealer Registration** [WAC 308-90-060](#)

The registration of a dealer shall be prominently displayed and visible to the public at the address appearing on the registration.

### **Issuance of Temporary Permits by Registered Vessel Dealers** [RCW 88.02.800](#)

The department may authorize vessel dealers (properly registered pursuant to this chapter) to issue temporary permits to operate vessels under rules adopted by the department. There are no provisions for an extension of a temporary permit because the lienholder has not released the title in a timely manner.

### **Obtaining Vessel Dealer's Registration to Evade Excise Tax** [RCW 88.02.400](#)

It is a gross misdemeanor for any person to obtain a vessel dealer's registration for the purpose of evading excise tax on vessels under RCW 82.49. This law requires all excise tax to be collected on vessels 16 feet or over, unless specifically exempted.

### **Receipt of Cash or Negotiable Instruments before Delivery of Vessel – Trust Account** [RCW 88.02.770](#) and [WAC 308-90-120](#)

A vessel dealer who receives cash or a negotiable instrument from a purchaser before delivery of the vessel shall place the funds in a trust account by the close of banking hours on the day following the receipt. The trust account has to be established and maintained within Washington State. The dealer's separate trust account cannot accrue interest.

A vessel dealer receiving cash or a negotiable instrument of deposit in excess of \$1,000 or a deposit of any amount that will be held for more than 14 calendar days, shall place the funds in a trust account (all deposits may be held in one pooled trust account).

**Records of the Purchase and Sale of Vessels** [RCW 88.02.780](#)

A vessel dealer shall complete and maintain for a period of at least 3 years, a record of the purchase and sale of all vessels purchased, consigned or sold by the vessel dealer. Records shall be made available for inspection during normal business hours.

**Registration of Dealers**

Each vessel dealer in this state shall register with the Department in the manner and upon forms prescribed by the Department. Dealers are exempt from compliance with the vessel dealer requirement when they engage in the sale of human-powered watercraft. Human-powered watercraft is defined as the following:

- a. Under 16 feet in length
- b. Unable to be powered by propulsion machinery or wind propulsion as designed by the manufacturer, and
- c. Not designed for use on commonly used waters.

**Statement of Change in Business Structure, Ownership, Interest or Control** [WAC 308-90-110](#)

Any person, firm, association, corporation or trust registered as a dealer must, within 10 days following any change in its business or ownership structure, file a statement describing the change effected in its business structure or the change in ownership interest.

**Termination of Business** [WAC 308-90-100](#)

When the dealer ceases to do business in the name or the location set forth on the registration, the dealer shall immediately notify the department of the termination and return the registration.

**Title Transfer** [RCW 88.02.760](#) and [WAC 308-90-150](#)

The vessel dealer is required to make application for title in the purchaser's name within 30 days following the sale of the vessel.

**Vessel Dealer Business Address** [RCW 88.02.730](#)

A vessel dealer shall have and maintain an office in which to conduct business. The vessel dealer's place of business will be identified by an exterior sign with the business name.

The sign must also identify the nature of the business, such as:

- Marine sales
- Service
- Repair or manufacturing (unless the business name identifies the activity)

## SECTION 4

### Vessel Type Information

#### **Amphibious / Multipurpose Vessels** [WAC 308-93-030](#)

Some vessels may be licensed for the road or for off-road use. An amphibious vessel is both a vehicle and a vessel. It must be titled as a vehicle. However, it must also be registered as a vessel and display vessel numbers and decals if the owner uses it on Washington State waters.

#### **Barge** [WAC 308-93-030](#)

Documented barges are exempt from titling, registration and excise tax as long as the vessel is primarily engaged in commerce which have (or are required to have) a valid marine document.

#### **Charter / Time Share Vessels** [WAC 308-93-010](#) [WAC 308-93-030](#)

Documented charter vessels, time share vessels and bare boat vessels are exempt from titling, registration and excise tax as long as the vessel is primarily engaged in commerce which has or is required to have a valid marine document.

#### **Commercial Fishing Vessel** [WAC 308-93-030](#)

A documented commercial fishing vessel is exempt from titling, registration and excise tax as long as the vessel is primarily engaged in commerce which has (or is required to have) a valid marine document.

#### **Documented Pleasure Craft**

Documented pleasure craft are exempt from titling. However, they must be registered when used on Washington State waters. Certificate of Documentation is considered proof of ownership.

The following are additions to standard procedures on documented pleasure craft:

- Valid Washington State registration decals must be displayed on the forward half of the vessel.
- The registration number (WN) cannot be displayed on the vessel.
- If a vessel is leased with option to buy, follow the procedures listed in the “How to Complete Vessel Title Applications – Registered Owner” section.

#### **Documented Vessels** [WAC 308-93-010](#) (11)

Vessels documented by the United States government are not issued titles. They must register in Washington State unless specifically exempt. Examples of vessels that might be documented and could be exempt from registration are:

- Military or public vessels of the United States, except recreational-type vessels

### **Documented Vessels** *(continued)*

- Vessels owned by a state or subdivision, used primarily for governmental purposes and clearly identifiable as such
- Vessels primarily engaged in commerce which are owned by a resident of another country
- Vessels primarily engaged in commerce having a valid marine document as a vessel of the United States.

These include but are not limited to:

- Commercial fishing vessels
- Barges
- Charter vessels (charter vessels include bare vessels, charters and time share vessels)

NOTE: None of the parties leasing the vessel under a time share option are permitted to have any equity in the vessel or to have an option to buy.

### **For Hire Passenger Watercraft** [RCW 88.04.025](#)

The operator is licensed as an operator by either the Coast Guard or the Department of Labor and Industries.

A for hire passenger vessel:

- Is a watercraft capable of carrying more than 6 passengers for hire
- Has a valid and current certificate of inspection from the U.S. Coast Guard and the Department of Labor and Industries
- Has a current and valid registration certificate
- Is covered by current and valid liability insurance

### **Houseboat** [WAC 308-93-030](#)

All vessels are subject to excise tax, registration and titling if they are used on Washington State waters. A houseboat is defined as a vessel in [RCW 88.02.310](#)

**MEANS:** A watercraft used or capable of being used as a means of transportation on the water, other than a seaplane.

**DOES NOT MEAN:** Any building or a float used in whole or in part for human habitation as a single-family dwelling, which is:

- Not designed for self propulsion by mechanical means, or
- For propulsion by means of wind, nor
- Propelled by mechanical means or wind

### **Jet Ski / Wet Bike / Personal Watercraft** [WAC 308-93-030](#)

A jet ski, wet bike or personal watercraft is subject to registration and titling if used on Washington State waters.

**Lifeboat**      [WAC 308-93-010](#) (18)

A lifeboat is a craft used exclusively for lifesaving purposes. It is not required to be titled or licensed when used exclusively for life saving purposes.

**Racing Vessels**      [WAC 308-93-030](#)

Racing vessels are subject to excise tax, registration, and titling when their home base is Washington and used on Washington State waters.

**Seaplane**      [RCW 88.02.310](#)

A seaplane is an airplane that lands and takes off on navigable waters. Seaplanes are not required to be licensed as vessels.

**Tender**      [WAC 308-93-010](#) (31)

A craft used exclusively to furnish transportation from a larger vessel to shore and return.

Owners are not required to title or license tenders when they are used exclusively to furnish transportation from a larger vessel to shore and back. If the tender has a motor, the motor must be less than 10 HP. The tender must be registered if the motor is 10 HP or over. Otherwise, the tender must display the number of the larger vessel followed by the suffix "1".

## SECTION 5

### Forms Washington Laws & Rules Vessel Title & Registration Fees

Visit [this link](#) for forms and:

#### **Vehicle (trailer) & Boat Registration**

- License plates
- Titles
- Fees
- Buying or selling a vessel / vehicle
- Vessel / Vehicle licensing offices

#### **Business & Professional Licenses**

- Vessel & vehicle dealers
- Vessel manufacturers
- Vehicle transport & disposal

[Washington Laws & Rules for Vehicle and Vessel Dealers](#)

[Title & Registration Fees](#)

Have questions? Please contact your local licensing office at:

<https://fortress.wa.gov/dol/dolprod/vehoffices/>

You may also contact the Washington Department of Licensing by calling (360) 902-3770, option #5, or at [titles@dol.wa.gov](mailto:titles@dol.wa.gov)

## **SECTION 6**

### **Vessel Titling and Registration Information**

A vessel registration is valid through June 30. It must be renewed beginning July 1 of each year.

All vessels that require registration must also be titled unless documented. Titles are obtained through the Washington State Department of Licensing.

The owner of a registered vessel must notify the Department of Licensing within 15 days of:

- The vessel being abandoned, destroyed, lost or stolen
- The owner's address change
- The registration being lost or destroyed

The owner of a registered vessel must notify the Department of Licensing in writing, on the appropriate form, within 5 business days of the date of sale or transfer of the vessel.

Larger recreational vessels, owned by U.S. citizens, may (at the option of the owner) be documented by the U.S. Coast Guard. Call the USCG for more information. Documented vessels must also be registered in Washington, but are not required to display the registration number.

## **Summary of Vessels Exempt from Washington State Registration Requirements**

### [RCW 88.02.570](#)

Washington State vessel registration is required for all vessels except for the following:

- Military or public vessels of the United States, except recreational type public vessels.
- Vessels owned by a state or subdivision thereof, used principally for governmental purposes.
- Vessels either registered or numbered under the laws of a country other than the United States or having a valid United States customs service cruising license issued pursuant to 19 C.F.R. Sec 4.94. Either vessel is exempt from registration only for the first sixty days of use on Washington state waters. On or before the sixty-first day of use on Washington waters, any vessel in the state must obtain a vessel visitor permit as required under RCW 88.02.610.
- Vessels owned by a resident of another state and registered in that state, but only to the extent that a similar exemption or privilege is granted under the laws of that state for vessels registered in this state:
- Vessels that have been issued a valid number under federal law or by an approved issuing authority of the state of principal operation, unless the vessel is physically located in this state for a period of more than 60 days in any 12 month period.
- Vessels owned by a resident of another state if the vessel is located upon the waters of this state exclusively for repairs or reconstruction (unless the vessel is physically located in this state for a period of more than 60 days in any 12 month period or a repair affidavit has been filed with the Department of Revenue).
- Vessels equipped with propulsion machinery of less than ten horse power that:
  - A valid vessel number has been issued.
  - Display the numbered vessel followed by the suffix “1” in the manner prescribed by the department.
  - Are used as a tender for direct transportation between that vessel and the shore and for no other purpose.
- Vessels under 16 feet in overall length which have no propulsion machinery of any type. Or, are not used on waters under federal jurisdiction and are powered by propulsion machinery.
- Vessels propelled by human power.
- Vessels primarily engaged in commerce which have or are required to have a valid marine document as a vessel of the United States, or owned by a resident of a country other than the United States.

## REGISTRATION NUMBER AND DECAL PLACEMENT

The registration number and decals must be displayed as follows:

- Number must be clearly painted, decaled or otherwise affixed to the forward half of each side of the vessel
- Number must be in at least 3” high, bold, vertical, BLOCK characters
- The color of the numbers must contrast with the background
- Letters must be separated from the numbers by a space or hyphen: “WN 3717 ZW” or “WN-317-ZW”
- No other numbers may be displayed on either side of the bow
- Decals must be affixed on each side of the vessel, toward the stern of the registration number and in line with the number.

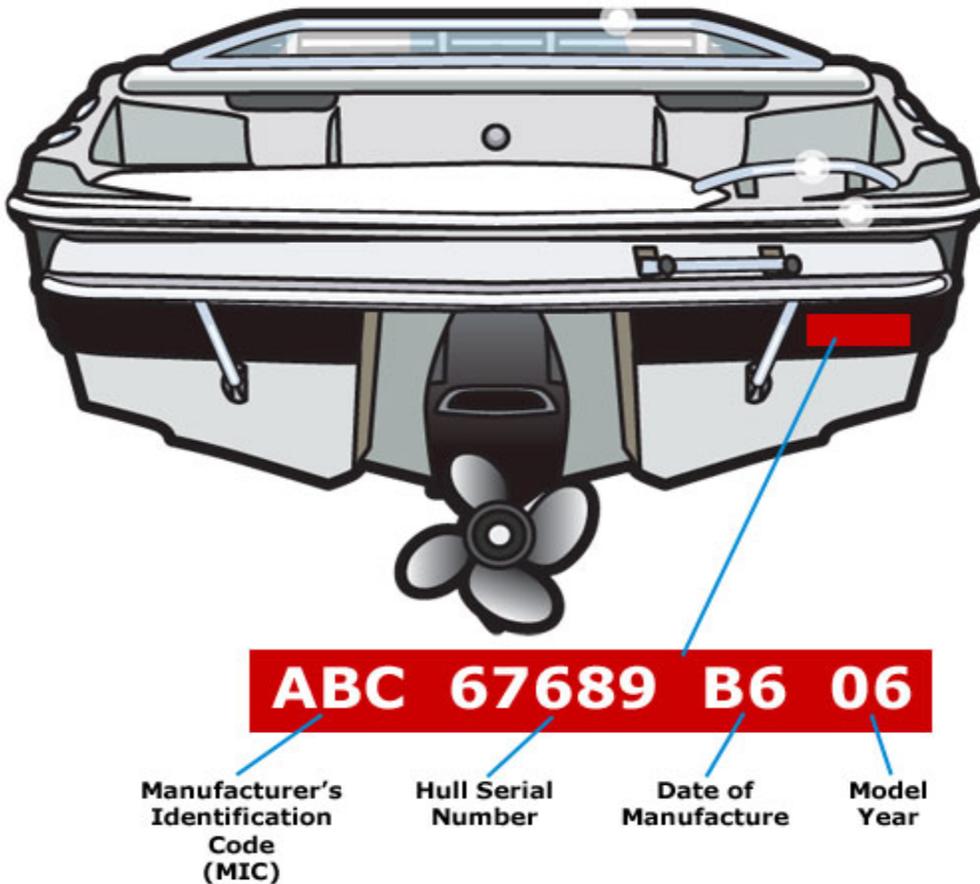


## HULL IDENTIFICATION NUMBER

The Hull Identification Number (HIN) is a unique, 12 digit number assigned by the manufacturer, to vessels built after November 1, 1972.

HINs:

- Are engraved in the fiberglass or on a metal plate attached to the transom.
- Are required when applying for Washington registration.
- Should be recorded by the owner and put in a place other than the vessel.
- Distinguish vessels.



## SECTION 7

### Completing the Vessel Application for Certificate of Title

It is to your advantage to develop a strong working relationship with your local auditor, agent or subagent. They will be very valuable in assisting you with certificate of ownership (title) work.

Complete all applications carefully. It is critical that the information and supporting documentation you provide is accurate. You are supplying information that will cause DOL to issue a certificate of ownership (title) to a vessel.

A Vessel Certificate of Ownership (Title) Application can be found in the **Search for a form** field online at [Forms](#)

#### **Vessel Title Application**

Use the Vessel Title Application, form [TD-420-289](#), for all vessel title applications. If not currently registered, use a Dealer Temporary Permit.

Complete the vessel title application using the following instructions for the appropriate title option:

- **Original:** No previous Washington record.
- **Transfer:** Washington registered owner(s) is changing.
- **Duplicate:** To replace a title that is lost, mutilated, stolen or destroyed.
- **Change R/O Name:** To change a name that has occurred through marriage, court order, etc.
- **Change Title Data:** To change vessel data, such as the HIN, year, make or documented information.
- **Change License Data:** To change data which effects registration such as vessel length, purchase cost, purchase year, or excise tax exemptions.
- **Add / Delete / Change L/O:** To add, delete, or change the legal owner (lien) with the registered owner(s) remaining the same.

#### **Other Options:**

- **Correction no fee:** To correct a title due to Department error.
- **Dealer temp – CR:** To receive credit for the temporary permit.

#### **Title Issued Options:**

- **Documented vessel:** Vessel is to be documented by the U.S. government.
- **Titled as a vehicle:** When a vessel is amphibious / multipurpose.

#### **Decal Options:**

- **TPO:** Title purpose only. No registration is issued.
- **Repl Reg:** The current registration needs to be replaced.

- **Assign CG#:** Assign Coast Guard Number. The Coast Guard WN number would have been assigned to the vessel prior to 1985.

### **Special Options**

**JTWROS:** Joint Tenants with Rights of Survivorship.

**Leased:** A vessel under a rental contract for a specified term.

**Bonded:** Ownership in doubt. Dealer is posting a bond.

**WA Boat Reg. #:** Enter WN number if vessel has been assigned a number.

**Validating Decal #:** Enter the renewal decal number if currently registered. NOTE: decals begin with 1 letter followed by 6 digits.

**Hull Identification Number (HIN):** All vessels are required to have a HIN. If a vessel dealer is in possession of a vessel that has no HIN, the dealer must try to locate the HIN or complete a certificate of fact and make application for a title before selling the vessel.

**Model Year:** Enter all 4 digits of the year.

**Manufacturer:** Enter the first 8 characters of the manufacturer's name (not model) without spaces or punctuation.

**Previous Washington Registration #:** Not used except when a new WN number is being requested.

**Coast Guard Documentation #:** Enter the document number if vessel is documented. Enter "applied for" if vessel will be documented.

**Hull:** Use an X indicating the hull material.

**Propulsion:** Use an X indicating the primary propulsion

**Fuel:** Use an X indicating the primary type of fuel.

**Use:** Use an X indicating the primary use of the vessel.

**Type:** Use an X indicating the type of vessel.

**Length:** Enter the length in feet (use up to 3 spaces). Round down. Measure length from bow to stern or use length listed on MSO. If using an MSO, list the length in inches, convert to feet, and round down. EXAMPLE: Enter 15 feet 11 inches as 15.

**Purchase Price:** Enter the latest purchase cost, including engine or motor and equipment if purchased at the same time. NOTE: Do not include boat trailer.

**Date of Acquisition:** Enter the date registered owner(s) took possession of the vessel.

**State Vessel was Acquired:** Enter abbreviation for the state the vessel was acquired (may leave blank).

**Date Vessel Entered into Washington:** Enter date, if known (may leave blank).

**Color:** Enter color(s)

**Horsepower:** Enter the amount of horsepower of the primary engine.

**Hull Shape:** Use an X to mark hull shape.

**Excise Tax Exemption:** Use an X to designate any Use Tax exemption. The first 2 (gift, inheritance, and transfer within marital community) would not be used by dealers. Be sure to attach any required forms.

**County of Moorage:** Enter the 2 digit county code indicating where the vessel is moored or stored.

01 Adams	14 Grays Harbor	27 Pierce
02 Asotin	15 Island	28 San Juan
03 Benton	16 Jefferson	29 Skagit
04 Chelan	17 King	30 Skamania
05 Clallam	18 Kitsap	31 Snohomish
06 Clark	19 Kittitas	32 Spokane
07 Columbia	20 Klickitat	33 Stevens
08 Cowlitz	21 Lewis	34 Thurston
09 Douglas	22 Lincoln	35 Wahkiakum
10 Ferry	23 Mason	36 Walla Walla
11 Franklin	24 Okanogan	37 Whatcom
12 Garfield	25 Pacific	38 Whitman
13 Grant	26 Pend Oreille	39 Yakima

**Number of Registered Owners:** Enter the number of registered owners (r/o). For more than 2 r/o's, a 2nd application with the additional owners listed needs to be attached (only 2 r/o's will be shown on titles and registrations).

**Number of Legal Owners:** Enter the number of legal owners. For more than 2 legal owners, a 2nd application with the additional owners listed should be attached (only 2 legal owners will be shown on registrations and titles).

**JTROWS:** Enter "Joint Tenant with Rights of Survivorship" upon customer request. Do not abbreviate, it must be spelled out.

**Leases:** When leased for a year or more, or if there is a purchase option, enter as:

- **LSE** is written or typed after the Lessee's name.

- **LSR** is written or typed after the Lessor’s name. The Lessor is entered in the “Legal Owner” box when there is no lienholder.

**Short Lease:** A short lease is when the lease is less than one year. The lessor’s name may appear as the sole registered owner with any lienholder listed in the legal owner space.

**Legal Owner:** Lienholder – enter the primary lienholder in the ‘LEGAL OWNER’ box first and use their address. A secondary lienholder may also be entered when applicable. Use only the primary lienholder’s address. The title will be mailed to the first lienholder on record.

### **Signatures Notarized or Certified**

- All registered owners must sign the applications.
- Legal owners are not required to sign the application.
- All applications must be notarized or certified by one of the following:
  - Notary public
  - License agent or subagent (agency number must be listed after the certification signature)
  - Dealers or authorized employee. The dealer number and position of the person certifying the signatures must be listed.

**Dealer Report of Sale:** The following is required on all vessels sold by Washington vessel dealers:

1. **Date of Sale and Date of Delivery** - The date of sale and delivery.
2. **Washington Dealer Number** (WA DLR No) – The Washington Vessel Dealer number. It must be 4 digits. Your vessel dealer number issued by the Department of Licensing is a number between 7000 and 8999.
3. **Dealer Name** – The name of the dealership.
4. **Dealer’s Authorized Signature** – The Washington dealer or their authorized employee must sign.
5. **Fees** – see link [Title & Registration Fees](#)
6. **Sales / Use Tax** – do not complete if collecting sales / use tax under your dealer number.
7. **Other** – if replacement decals are needed, contact your local vessel licensing office for fee information.
8. **Total Fees and Tax** – Total amounts in all the fee boxes.
9. **Sales Tax on Vessels** – Sales tax is due on the purchase of any vessel sold through a Washington dealer. The vessel dealer must:
  - Collect the sales tax
  - Complete the report of sale
  - Record the dealer number on the application
  - Sign the application

The application will be rejected if the dealer report of sale is not completed. The dealer must submit the taxes directly to the Department of Revenue.

**Sales Rate:** The sales tax rate can be located at the Department of Revenue website [DOR Sales Tax Rate link](#). Sales tax is collected on vessels at the tax rate indicated for the place of sale (may vary by city).

## Vessel Dealer Temporary Permit

A vessel dealer licensed in Washington may deliver a vessel that is not currently registered in Washington (and requires a Washington State registration) by using a vessel dealer's temporary license permit.

The dealer must:

- Complete the permit properly, including the dealer's report of sale and the fee box.
- Detach the cardboard copy of the permit and record the expiration in bold dark letters and numbers on the permit side of the copy.
- Instruct the purchaser to keep the cardboard copy of the permit and purchase order identifying the sale in the vessel until the registration is received.
- Submit the remaining copies to a licensing office within 30 days. Include all fees, taxes and supporting documents.

The dealer is responsible for titling and licensing a vessel within 30 days of sale.

Temporary permits are not transferrable from one vessel dealer to another. It is unlawful for a dealer to use or allow the use of a temporary permit in the following circumstances:

- For demonstration purposes.
- On a vessel being used by the dealer or employee and has not been sold.
- Beyond 30 days from the date of the vessel delivery.
- When the date of the vessel sale or other fact is misrepresented on the application.
- When the application is not completely filled out and properly signed by the purchaser and dealer.
- When the full license fees have not been collected from the customer.

The unlawful use of a vessel temporary permit may result in the suspension or revocation of a vessel dealer's license and/or a monetary penalty for each violation. WAC 308-93-295 and [RCW 88.02.750](#)

## Summary of Vessel Title Documents Required

One of the following ownership documents is required when titling a vessel:

- Manufacturer's Statement of Origin (MSO).
- Carpenter's Certificate.
- Photocopy of factory invoice. A Certificate of Fact [TD-420-043](#) explaining why the MSO or Carpenter's Certificate is not available.
- Vessel data form [TD-420-172](#) is minimum proof of ownership.
- Out of state title or registration if the state is a non title state.
- Out of state record verification, notarized Affidavit of Loss of Title or Registration / Release of Interest [TD-420-040](#), if owners shown on verification are different than the applicants.

If a vessel entered from another state, a record verification from that state office must be completed. If the vessel was titled and/or registered, a notarized release of interest from the owners shown on verification must also be submitted along with an affidavit of loss of title or registration and the record verification.

If none of the above documents can be obtained, apply for a bonded title [TD-420-008](#).

NOTE: If a notarized release of interest cannot be obtained, then the dealer must obtain a Bonded Title [TD-420-008](#).