



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 business 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 45 business days 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 45 business days 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 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 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 **or** 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).
9. 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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**AFFIDAVIT FOR TRANSFER OF WATERCRAFT REGISTRATION/TITLE**

**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).

I (we) hereby certify that the following information is true and correct to the best of my/our knowledge:

1. That the vessel described herein has legally come into my (our) possession by means of: \_\_\_\_\_

\_\_\_\_\_ (Purchase, Gift, Etc.)  
on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, from: \_\_\_\_\_

\_\_\_\_\_  
(Name) (Address)  
Who did not give me a valid Certificate of Title because: \_\_\_\_\_

\_\_\_\_\_  
(State the reason(s) for lack of valid Certificate of Title)  
I am unable to provide a signed bill of sale or change in status form from the last registered owner(s) because: \_\_\_\_\_

2. That I/we have attached the following documents as proof of my/our efforts to obtain the Certificate of Title or Bill of Sale from the last registered owner:
- If the boat was previously registered/titled in another state, a copy of the record from that state.
  - 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 along with the copy of that letter to verify that the letter was mailed at least 45 business days prior to my application being submitted to this department. (If mailed to different address than what is on state record, statement of where the current address was obtained)
  - If the watercraft was not purchased from the last registered/titled owner(s), a bill of sale from the individual from whom the boat was purchased is attached (A copy of both sides of a cancelled check may be submitted, if available).
  - If unable to provide a bill of sale, please state how the watercraft was acquired: \_\_\_\_\_
  - All responses that I/we have received from the last registered owners and lienholder.
  - Any documentation from the Corporation Commission concerning the lienholder (if applicable).
  - Documentation on the value of the boat
  - If boat is valued over \$5,000, a bond, indemnity or other security in the amount of the value of the boat plus 20%

**(Please include any other documentation that you have to prove ownership of the vessel).**

I (we) request that a Certificate of Title and Registration to the following vessel be issued in my (our) name(s):

Registration Number	Make of Vessel	Year Built
FT IN		
Length	Hull Identification Number	

_____ Name of Applicant	X Signature of Applicant
_____ Name of Applicant	X Signature of Applicant

STATE OF VIRGINIA: City/County of: \_\_\_\_\_

On this \_\_\_\_\_ day of, \_\_\_\_\_ 20\_\_\_\_\_, before me personally appeared the affiant(s) signing above, acknowledged and made oath that the matters set forth in the foregoing affidavit are true.

X Notary Public Signature	_____ Notary Registration Number	_____ My Commission Expires	_____ Seal
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**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 me and the Virginia Department of Wildlife Resources, Boat Section at P.O. Box 9930, Henrico, VA 23228 within 45 business days from the date of this letter 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 / Sender's Signature)