



The DNR Book

**Watercraft, Snowmobile
and All Terrain Vehicle
Registration & Titling Information Manual**

ABOUT "THE DNR BOOK"

One goal of the DNR License Bureau is to enable deputy registrar offices to accommodate each customer as completely as possible in the registration of watercraft, snowmobiles, and all-terrain vehicles (ATVs), and in the titling of watercraft. This handbook is designed to provide the staff of deputy registrar offices with the information needed to do so.

If you have questions concerning any of the information in this handbook, please call the DNR License Bureau. Use our toll-free number: 1-800-652-9747, give account number 0501, and ask for extension 2316.

GRAMMATICAL CONVENTIONS USED IN "THE DNR BOOK"

In an attempt to make this handbook a little more readable than its predecessor, we have incorporated the following conventions into Section 1, the "registration" section:

The terms "*they*," "*them*" and "*their*" refer to customers, the person you are helping.

The term "*you*" refers to you, the staff of the offices of the Deputy Registrars of Motor Vehicles.

The terms "*we*" and "*us*" refer to us, the staff of the DNR License Bureau.

Because Section 2 of this handbook, the "titing" section, is intended to be used by Deputy Registrars AND by other audiences, the references in it are more specific, and *do not* employ the conventions listed above.

REGISTRATION

I: LICENSING INFORMATION

II: WATERCRAFT

III: SNOWMOBILES

IV: ATV'S

V: RELATED INFORMATION

APPENDIX

SECTION ONE

WATERCRAFT, SNOWMOBILE & ALL-TERRAIN VEHICLE REGISTRATION

TABLE OF CONTENTS

SECTION 1: REGISTRATION

CHAPTER I: LICENSING INFORMATION

Watercraft.....	1-1
Snowmobile.....	1-1
All-Terrain Vehicle (ATV)	1-2
ATV Title Information	1-2
Hull Identification and Serial Numbers	1-2
Fees.....	1-3
Deputy Registrar Service Charge	1-5
Information Pertinent to the Registration of all Watercraft, Snowmobiles, and ATVs	1-5
10 Day Permits	1-6

CHAPTER II: LICENSING PROCEDURES FOR WATERCRAFT

Unregistered	1-10
Soft-Copy Renewal.....	1-12
Hard-Copy Renewal.....	1-14
Transfer	1-16
Renewal and Transfer	1-18
Duplicate Registration Card	1-20

CHAPTER III: LICENSING PROCEDURES FOR SNOWMOBILES

Unregistered	1-24
Soft-Copy Renewal.....	1-26
Hard-Copy Renewal.....	1-28
Transfer	1-30
Renewal and Transfer	1-32
Duplicate Registration Card	1-34

CHAPTER IV: LICENSING PROCEDURES FOR ALL- TERRAIN VEHICLES (ATVS)

PUBLIC USE:

Unregistered	1-38
Soft-Copy Renewal.....	1-40
Hard-Copy Renewal.....	1-42
Transfer	1-44
Renewal and Transfer	1-46
Duplicate Registration Card	1-48

PRIVATE/AGRICULTURAL USE:

Unregistered	1-50
Duplicate Registration Card	1-52

CHAPTER V: RELATED INFORMATION

Decals	1-56
Watercraft, Snowmobile, and ATV Guides	1-56
Weekly Report Forms	1-56
60 Day Receipt Information	1-57
Placement of Watercraft, Snowmobile, and ATV Numbers and Decals	1-59
Removal of Decal(s)	1-60
Miscellaneous Information	1-60
Supply Requests	1-60
If You Change Address	1-60

<u>APPENDIX</u>	1-61
------------------------------	------

CHAPTER I

LICENSING INFORMATION

LICENSING INFORMATION

A. WATERCRAFT

All motorized and non-motorized watercraft must be licensed by the Department of Natural Resources. *Exceptions to this law are as follows:*

1. Watercraft currently registered in another state not kept in Minnesota for more than 90 consecutive days.
2. Watercraft from a country other than the U.S. and not kept in Minnesota for more than 90 consecutive days.
3. Watercraft owned by the U.S. government, except those used for recreational purposes.
4. Watercraft documented with the U.S. Coast Guard.
5. A ship's lifeboat.
6. Duckboats during the duck hunting season, rice boats during the harvest season, and seaplanes.
7. Non-motorized watercraft 9 feet in length or less.

B. SNOWMOBILES

All snowmobiles must be licensed by the Department of Natural Resources. *Exceptions to this law are as follows:*

1. Snowmobiles owned and used by the U.S., another state, or a political subdivision thereof.
2. Snowmobiles registered in a country other than the U.S. temporarily used within this state.
3. Snowmobiles covered by a valid license of another state and which have not been within this state for more than 30 consecutive days.
4. Snowmobiles used exclusively in organized track racing events. (The Commissioner of Natural Resources may issue special permits to out-of-state snowmobiles from a state or country where registration is not required to operate in Minnesota for limited periods of time not to exceed 30 days in connection with organized group outings, trailrides, races, rallies, and other promotional events.)

C. ALL-TERRAIN VEHICLES

An all-terrain vehicle (ATV) is a motorized flotation-tired vehicle of not less than three low-pressure tires, but not more than six tires, that is limited in engine displacement of less than 800 cubic centimeters and total dry weight less than 600 pounds. No person may operate an ATV anywhere in the state unless it has been first registered with the Department of Natural Resources. *Exceptions to this law are as follows:*

1. Vehicles owned and used by the U.S., another state, or political subdivision.
2. Vehicles covered by a valid license of another state or country that have not been within this state for more than 30 consecutive days.
3. Vehicles used exclusively in organized track racing events.

ALL-TERRAIN VEHICLE TITLES

Customers who have secured an ATV title from the Department of Public Safety, Motor Vehicles Division should keep the title for their records. This title is NOT to be collected when an ATV owner applies for a DNR registration, or applies for a transfer of that registration. No proof of ownership is required to register an all-terrain vehicle.

D. HULL IDENTIFICATION AND SERIAL NUMBERS

1. **Watercraft:** Hull ID Numbers (HIN) on watercraft are requested, not required, for a DNR registration. Many older or homemade watercraft have no HIN. These boats may be registered without it. Always request a HIN when registering a new watercraft. (HINs can be issued by the Department of Natural Resources. Call us for help with this.)

NOTE: HIN requirements for titling watercraft differ from the requirements for registering watercraft. Please refer to the HIN chapter in Section 2 of this handbook for more information.

2. **Snowmobiles:** You must record the Body Serial Number on all snowmobile applications. If none exists, the customer must choose any six (6) digit number. Social Security numbers may not be used. This six digit number must be permanently affixed to the body of the snowmobile.
3. **All Terrain Vehicles:** You must record the Frame Serial Number on every all-terrain vehicle application. If none exists, the customer must choose any six (6) digit number. Social Security numbers may not be used. This six digit number must be permanently affixed to the frame of the all-terrain vehicle.

E. LICENSE FEES (valid for 3 calendar years)

1. Watercraft

- | | |
|----------------|--|
| \$00.00 | Tax exempt watercraft owned by the state of Minnesota and operated by its agents and political subdivisions (tax exempt application can only be made to the DNR License Bureau.) |
| \$3.00 | Watercraft owned by non-profit organizations and used substantially to teach water safety, <i>e.g., church camps, TVI schools</i> |
| \$6.00 | Rental or lease watercraft up to and including 19 feet (<i>rental or lease watercraft over 19 feet, same fee as pleasure watercraft</i>) |
| \$7.00 | Canoes, kayaks, sailboats, sailboards, rowing shells up to and including 19 feet (<i>over 19 feet, same fee as pleasure watercraft</i>) |
| \$7.00 | Paddleboats (defined as non-motorized watercraft 19 feet in length or less, and propelled by a paddlewheel) |
| \$12.00 | Pleasure watercraft up to and including 19 feet |
| \$20.00 | Pleasure watercraft over 19 feet but less than 26 feet |
| \$30.00 | Pleasure watercraft 26 feet but less than 40 feet |

- \$30.00 Watercraft Dealers license. (*Covers all watercraft owned; NOT \$30.00 each.*)
- \$40.00 Pleasure watercraft 40 feet in length and over
- \$50.00 Any watercraft more than 19 feet in length for hire with an operator
- \$ 3.00 Transfer or duplicate registration card
- \$ 2.00 Surcharge on each watercraft that is 17 feet in length or longer, for management of purple loosestrife and Eurasian water milfoil

2. Snowmobiles

- \$00.00 Tax exempt snowmobiles owned by the state of Minnesota and operated by its agents and political subdivisions (tax exempt application can only be made to the DNR License Bureau.)
- \$18.00 Unregistered and renewals
- \$ 4.00 Transfer or duplicate registration card
- *\$50.00 Dealer's/Manufacturer's License

3. All-Terrain Vehicles

- \$00.00 Tax exempt ATVs owned by the state of Minnesota and operated by its agents and political subdivisions (tax exempt application can only be made to the DNR License Bureau.)
- \$18.00 Unregistered and renewals of public use ATV registrations
- \$ 6.00 Unregistered Private/Agricultural use registration
- \$ 4.00 Transfer (*public use registration only*) or duplicate registration card
- *\$50.00 Dealer's/Manufacturer's License

* **Snowmobile and All-Terrain Vehicle Dealers: These dealers must contact the DNR License Bureau for information concerning dealer license. They cannot be licensed at a deputy registrar office.**

F. DEPUTY REGISTRAR FEE

50¢ per application

G. INFORMATION PERTINENT TO THE REGISTRATION OF ALL WATERCRAFT, SNOWMOBILES, AND ALL-TERRAIN VEHICLES

1. Optional Information Requested On All

Transactions: The optional information includes a phone number where the owner can be reached during the day, driver's license number, (*and, in the case of an ATV application only, a Public Safety ID number*), and date of birth. No application may be denied if the owner chooses not to provide any of the above information.

- 2. County Codes:** Record the county code number where the boat, snowmobile or ATV is used most often in the space provided on all watercraft, snowmobile and all-terrain vehicle applications. Refer to the standard county code list when recording this information. The county code list is included in the Section I Appendix. Be sure to make it available for customer use.

3. Validation of Watercraft, Snowmobile and All-Terrain Vehicle Applications and Receipts:

- a. Stamp the back of all hard and soft-copy applications that you will be submitting to the DNR License Bureau. This enables us to identify the date and place of each transaction and, if necessary, provides a trace to the weekly report on which the transaction was recorded.
- b. Give the customer a validated receipt for every transaction.

Be careful not to obscure the information on the receipt when you stamp it. This receipt allows the customer to legally use their watercraft, snowmobile, or all-terrain vehicle for 60 days, or until they receive their registration card and decal(s) from the DNR License Bureau. **If a customer does not receive their registration materials within 60 days, please contact the DNR License Bureau for instructions.**


4. **Name and Address of the Owner:** Record the complete name and address of the owner on each application just as it is printed on their driver's license, if one is available. *Nicknames should be avoided.* Also, remind resort owners to use the same resort name on all of their watercraft registrations. When variations of the resort name are used, easily avoidable complications frequently arise as a result.
5. **Multiple Ownership:** If more than one person owns a watercraft, snowmobile, or ATV, the names of all of them may be recorded on the application. If the space allowed on the computer cannot accommodate the complete name of the owners, only the last names and initials will be recorded. Only one owner's address may be recorded on the application, and only one registration card will be sent. If more than one registration card is requested, a duplicate registration card application must be filed. In this case, attach a note telling us where to send the card if the customer would like it sent to an address that is different from the address on the original application.

H. INFORMATION CONCERNING DEALER NO FEE 10 DAY PERMIT

The Dealer No Fee 10 Day Permit is issued by the DNR directly to DNR licensed dealers of watercraft, snowmobiles, and ATVs. Its purpose is to allow an individual who purchases a watercraft, snowmobile, or all-terrain vehicle the opportunity to legally use their new acquisition as soon as they take possession of it. The permit gives them 10 days within which they must visit you or us to obtain their DNR registration.

If a customer presents this permit when registering, inform them that now that they have registered, the 10 day permit is no longer valid, and that the 60 day registration receipt that you are issuing to them is their new temporary license. Do not attach the 10 day permit to the back of any application. Simply instruct the customer to discard it.

Amazing grace period.

NA-00255-01		
 DEPARTMENT OF MINNESOTA NATURAL RESOURCES		
DEALER 10 DAY TEMPORARY PERMIT		
NO FEE		
<input type="checkbox"/> WATERCRAFT <input type="checkbox"/> SNOWMOBILE <input type="checkbox"/> ALL TERRAIN VEHICLE		
YEAR	MAKE	MODEL
LENGTH	SERIAL NUMBER or HULL I.D.	
PURCHASER NAME		
ADDRESS (No. & Street, RFD, or Box No.)		
CITY	STATE	ZIP CODE
DEALERSHIP	LICENSE or REGISTRATION NO.	
ADDRESS (No. & Street, RFD, or Box No.)		
CITY	STATE	ZIP CODE
DEALER OR AUTHORIZED AGENTS SIGNATURE		
DATE PERMIT ISSUED		DATE PERMIT EXPIRES
<small>THE WATERCRAFT, SNOWMOBILE, OR ALL TERRAIN VEHICLE DESCRIBED ABOVE MAY BE OPERATED WITH THIS TEMPORARY PERMIT FOR A PERIOD OF TEN (10) DAYS FROM THE DATE OF ISSUANCE FOR THE PURPOSE OF OBTAINING MINNESOTA REGISTRATION. THIS PERMIT MAY NOT BE REPLACED OR UPDATED, AND IS INVALID ONCE A MINNESOTA REGISTRATION HAS BEEN APPLIED FOR BY THE PURCHASER.</small>		

The Minnesota Department of Natural Resources cares about your weekend. That's why our License Bureau created the 10 Day Temporary Permit. It's new, and it's available to you. Free of charge. Through participating dealers.

Now when you buy a watercraft, you can begin to enjoy it as quickly as you can get from the showroom to the shore. Legally.

Because the operation of an unregistered watercraft in Minnesota is a misdemeanor, we urge you to register within the 10-day grace period.* Otherwise, when the permit expires, the free ride is over.



*For inquiries about legal exemptions, contact the DNR License Bureau.

The *Amazing Grace Period* applies to purchases of watercraft, snowmobiles and all-terrain vehicles.

The following pages contain examples of watercraft, snowmobile, and ATV applications. Please read the instructions for each application type carefully. When the time comes that new forms or instructions concerning these applications are introduced, we will supply you with updated replacement pages.

CHAPTER II

LICENSING PROCEDURES FOR WATERCRAFT



DEPARTMENT OF
MINNESOTA
NATURAL RESOURCES

No. W 062066

FOR OFFICE USE ONLY

OFFICE USE

EXP.

REGISTRATION NO.

CHECKED

(DO NOT WRITE IN THIS SPACE)

WATERCRAFT REGISTRATION APPLICATION

— PLEASE PRINT —

REGISTRATION
REQUESTED:

(CHECK ONE) 1. ☒ UNREGISTERED

2. ☐ RENEWAL

(REGISTRATION NUMBER)

DATE OF BIRTH

DRIVER LICENSE NUMBER

NAME

OPTIONAL

PHONE NUMBER (DURING B'S WORKING HRS.)

LAST Freeman

FIRST Michael

MIDDLE Allan () OPT.

STREET OR RFD. NO

CITY

STATE

ZIP CODE

100 Elm Street

St. Paul

MN

55104

LENGTH	MAKE OF BOAT	HULL I.D. NO. (ON OUTSIDE OF TRANSOM)	YEAR	HORSEPOWER MOTOR 1	MOTOR 2	COUNTY, STATE	(WHERE BOAT IS USED MOST)
14'	Lund	LUN123456789	88	50		62	
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99

REGISTRATION FEE

\$ 12.00

ADD \$3.00 SURCHARGE FOR ALL
WATERCRAFT 17' AND LONGER,
INCLUDING DEALER APPLICATIONS.

TOTAL FEE ENCLOSED

\$ 12.00

REQUIRED

OWNER'S SIGNATURE

10-1-90

DATE

DO NOT
SEND CASH.

MAIL TO:
MINNESOTA DEPARTMENT OF
NATURAL RESOURCES
LICENSE BUREAU
500 LAFAYETTE ROAD
ST. PAUL, MN 55155-4026

Procedure for Registration of an Unregistered Watercraft:

“Unregistered Watercraft” are defined as new watercraft, previously unregistered watercraft, watercraft with invalid registrations, and watercraft from another state. (See page 1-1, item A).

AGE

REQUIREMENT:

No age requirement.

INFORMATION REQUIRED:

Owner must fill out the application, giving their complete name and address, and the length, make, and as much further information as possible concerning the description of the watercraft.

OPTIONAL INFORMATION:

Refer to page 1-5.

COUNTY CODE:

Refer to page 1-5.

SIGNATURE:

The owner of the watercraft must sign the application, however, a spouse may sign for a spouse. On multiple ownerships, only one owner is required to sign.

FEE:

Fill in the correct fee as shown on the watercraft fees list. (Fees are also listed on the back of the application itself.) **This registration is valid for 3 years on a calendar year basis, i.e., January 1 through December 31.** (*This registration cannot be prorated.*) **Note:** Add \$2.00 surcharge if watercraft is 17 feet or longer.

**VALIDATED
RECEIPT:**

Refer to page 1-5.

**TOILET
INFORMATION:**

On all watercraft applications, except the duplicate registration card and the renewal application, have the owner check "yes" or "no" in the space concerning toilet information. If there is a toilet on the watercraft, the owner must check the box under "USCG CERT" if the toilet is certified by the U.S. Coast Guard.

**MISCELLANEOUS
INFORMATION:**

On all watercraft applications, the customer must check the appropriate boxes for the type of watercraft, the type of use, the hull material and the propulsion of the watercraft.

VERIFY INFORMATION
BY SHARED AREAS
MAKING CORRECTIONS
AND ADDITIONS WHERE
NECESSARY
COMPLETE WHITE
AREAS INCLUDING
SHADES TO WHERE
OTHER CAN BE
REACHED IF THERE IS
A PROBLEM IN
PROCESSING THIS
REGISTRATION AND
CLERK TIMES TO
USE THE WATERCRAFT
MOST OF IT

MAIL CHECK AVAILABLE TO
MN DEPARTMENT OF
NATURAL RESOURCES

DO NOT SEND
CASH

CHECK ONE IN
EACH SECTION

SIGN
and
DATE

WATERCRAFT RENEWAL NOTICE FEE COVERS 3 YEARS FROM DATE OF EXPIRATION		EXPIRES LAST DAY OF MONTH (1 YEAR) DEC 89		REGISTRATION NO 0001-AA	
DRIVER'S LICENSE NO. (NONE TO NO. OF OWNER) OPTIONAL		BIRTH DATE OPT.		PLEASE PAY 12.00	
OWNER'S NAME- LAST Freeman		FIRST Michael		MIDDLE Allan	
ADDRESS 100 Elm Street		CITY St. Paul		STATE MN ZIP 55104	
LENGTH (FEET) 14		HULL ID NO. (ON OUTSIDE OF TRANSDOM) LUN123456789		YEAR 88 HORSEPOWER MOTOR 1 1 MOTOR 2 50 COUNTRY BOAT USED (LIST) 62	
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15		1 2 3 4 5 6 7 8 9 10 11 12 13 14 15		1 2 3 4 5 6 7 8 9 10 11 12 13 14	
OWNER'S SIGNATURE		DATE 10-1-90			
RENEWAL NOTICE OF EXPIRED WATERCRAFT REGISTRATION					
DO NOT DETACH IF APPLYING AT A DEPUTY REGISTRAR OFFICE IF MAILING RETURN UPPER PORTION ONLY & USE ATTACHED ENVELOPE					

THIS WATERCRAFT MUST BE RENEWED BY
IN ORDER TO RETAIN CURRENT REGISTRATION NUMBER

DO NOT STAPLE, FOLD OR MUTILATE RENEWAL NOTICE

PLEASE CONTACT YOUR LOCAL MOTOR VEHICLE DEPUTY REGISTRAR (SEE BACK OF ENVELOPE) TO TRANSFER OWNERSHIP OR WRITE TO THE MINNESOTA DNR FOR AN APPLICATION TO TRANSFER

TEMPORARY LICENSE RECEIPT — VALID ONLY WITH DEPUTY REGISTRAR STAMP ON BACK
ABOVE NAMED PERSON HAS PAID LICENSE FEE AND THE APPLICATION IS BEING PROCESSED - THIS RECEIPT EXPIRES 60 DAYS FROM DATE OF ISSUE

Freeman, Michael Allan
100 Elm Street
St. Paul MN 55104

0001-AA

NOTE: THIS FORM MUST BE CARRIED ON BOARD WATERCRAFT WHEN USED AS A TEMPORARY LICENSE

IF OWNERSHIP HAS BEEN TRANSFERRED — THIS RENEWAL NOTICE CANNOT BE USED

Procedure for Renewal of a Valid Watercraft Registration Number Using the Soft-Copy Renewal Notice:

“Valid Watercraft Registration Number” is defined as any watercraft registration number that expired in December of the previous calendar year. The registration number may be renewed for a period of one calendar year beyond the date of expiration, e.g., December 1989 expirations may be renewed through December 31, 1990. The renewal period normally begins six weeks prior to the current date of expiration.

INFORMATION REQUIRED:

The information concerning the description of the watercraft is preprinted on the form. Ask the applicant for any missing information concerning the description of the watercraft, and record it on the form. We will add this information to our records.

**OPTIONAL
INFORMATION:**

Refer to page 1-5.

COUNTY CODE:

Refer to page 1-5.

SIGNATURE:

Requested but not required.

FEE:

Preprinted on the application.

**VALIDATED
RECEIPT:**

Refer to page 1-5.

**ADDITIONAL
INFORMATION:**

Verify with the applicant that all preprinted information on the renewal form is correct.

Tear off the white stripping on the top and sides of the renewal notice. Tear off the information strip on the left-hand side.

If the ownership of the watercraft has been transferred and the new owner presents the soft-copy renewal notice, refer to the instructions for a renewal and transfer transaction for a watercraft on page 1-18.



DEPARTMENT OF
MINNESOTA
NATURAL RESOURCES

NO. W 062065

FOR OFFICE USE ONLY

OFFICE USE

EXP.	REGISTRATION NO.:
CHECKED	(DO NOT WRITE IN THIS SPACE)

WATERCRAFT REGISTRATION APPLICATION

— PLEASE PRINT —

REGISTRATION REQUESTED: (CHECK ONE) 1. ☐ UNREGISTERED 2. ☒ RENEWAL 0001-AA (REGISTRATION NUMBER)

DATE OF BIRTH: OPT. DRIVER LICENSE NUMBER: OPTIONAL

NAME: Freeman FIRST Michael MIDDLE Allan() LAST Freeman CITY St. Paul STATE MN ZIP CODE 55104

STREET OR RFD. NO. 100 Elm Street CITY St. Paul STATE MN ZIP CODE 55104

LENGTH	MAKE OF BOAT	HULL ID. NO. (ON OUTSIDE OF TRANSON)	YEAR	HORSEPOWER MOTOR 1	MOTOR 2	COUNTY, STATE	WHERE BOAT IS USED MOST
14'	Lund	LUN123456789	88	62		62	
1	2	3	4	5	6	7	8
9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24
25	26	27	28	29	30	31	32
33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48
49	50	51	52	53	54	55	56
57	58	59	60	61	62	63	64
65	66	67	68	69	70	71	72
73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88
89	90	91	92	93	94	95	96
97	98	99	100	101	102	103	104
105	106	107	108	109	110	111	112
113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128
129	130	131	132	133	134	135	136
137	138	139	140	141	142	143	144
145	146	147	148	149	150	151	152
153	154	155	156	157	158	159	160
161	162	163	164	165	166	167	168
169	170	171	172	173	174	175	176
177	178	179	180	181	182	183	184
185	186	187	188	189	190	191	192
193	194	195	196	197	198	199	200

REGISTRATION FEE \$ 12.00

* ADD \$2.00 SURCHARGE FOR ALL WATERCRAFT 17' AND LONGER, INCLUDING DEALER APPLICATIONS

TOTAL FEE ENCLOSED

\$

\$ 12.00

NOT REQUIRED 10-1-90 DATE

DO NOT SEND CASH

MAIL TO:
MINNESOTA DEPARTMENT OF
NATURAL RESOURCES
LICENSE BUREAU
500 LAFAYETTE ROAD
ST. PAUL, MN 55155-4026

Procedure for the Renewal of a Valid Watercraft Registration Number When the Soft-Copy Renewal Notice is Unavailable:

(Renewal defined on page 1-12)

INFORMATION REQUIRED:

Applicant must fill out the form, giving the name and address of the owner, the registration number, length, and make of the watercraft, and as much further information as possible concerning its description. If the applicant presents an expired registration card, attach it to the back of the application and submit both the card and application to us.

OPTIONAL INFORMATION:

Refer to page 1-5.

COUNTY CODE:

Refer to page 1-5.

SIGNATURE:

Not required if the registered owner has not changed. If the ownership has changed, refer to the instructions concerning the renewal and transfer of a watercraft.

FEE:

Fill in the correct fee as shown on the watercraft fees list. (Fees are also listed on the back of the application itself.)

Note: Add \$2.00 surcharge if watercraft is 17 feet or longer.

**VALIDATED
RECEIPT:**

Refer to page 1-5.

- FOR OFFICE USE ONLY

NO. **W** 279123

OFFICE USE	
EXP.	REGISTRATION NO.:
CHECKED	
(DO NOT WRITE IN THIS SPACE)	

WATERCRAFT REGISTRATION APPLICATION FOR TRANSFER OR DUPLICATE

- PLEASE PRINT -

[illegible]

**Procedure for the Transfer of a Valid Watercraft
Registration Number:**

INFORMATION
REQUIRED:

The new owner must fill out both sides of the form, providing their complete name and address, the name and address of the previous owner, the registration number, length and make of the watercraft, and as much further information as possible concerning its description. If the new owner presents a current registration card, attach it to the back of the application and submit both the card and application to us. NOTE: Other requirements apply for transfers of titled watercraft, or for transfers which include an application for title by the new owner. Please see the chapter on transfers in Section 2 of this handbook.

**OPTIONAL
INFORMATION:**

Refer to page 1-5.

COUNTY CODE:

Refer to page 1-5.

SIGNATURE:

The owner of the watercraft must sign the application, however, a spouse may sign for a spouse. On multiple ownerships, only one owner is required to sign.

FEE:

\$3.00 (There is **NO** \$2.00 **surcharge** on **TRANSFER** applications.)

**VALIDATION
STAMP:**

Refer to page 1-5.

**REPLACEMENT
DECALS:**

If the new owner requests a set of replacement decals, this request must be written at the top of the application. We will send them their new decals. **THERE IS NO CHARGE FOR A SET OF REPLACEMENT DECALS.**



NO. W 279127

FOR OFFICE USE ONLY

OFFICE USE

EXP.

REGISTRATION NO.:

CHECKED

(DO NOT WRITE IN THIS SPACE)

WATERCRAFT REGISTRATION APPLICATION FOR TRANSFER OR DUPLICATE

- PLEASE PRINT -

DATE OF BIRTH		OPT.		DRIVER LICENSE NUMBER		OPTIONAL		REGISTRATION NUMBER		0001-AA	
SHOW NEW OWNER OR DUPLICATE INFORMATION HERE								SHOW PREVIOUS OWNER INFORMATION HERE			
NAME		LAST		FIRST		MIDDLE		NAME		LAST	
Freeman		Michael		A				Hanson, Perry			
STREET OR RFD NO.		100 Elm Street		STREET OR RFD NO.		150 43rd Street					
CITY & STATE		St. Paul MN		CITY & STATE		Mpls. MN					
ZIP CODE		55104		PHONE (DURING WORKING HRS)		OPT.		ZIP CODE		55419	
PHONE (DURING WORKING HRS)				OPT.				PHONE (DURING WORKING HRS)		OPT.	
LENGTH		14'		MAKE OF BOAT		Lund		HULL I.D. NO. (ON OUTSIDE OF TRANSCAM)		LUN123456789	
YEAR		88		HORSEPOWER		MOTOR 1		COUNTY		62	
MOTOR 2		580		COUNTY		62					
MOTOR 3				MOTOR 4				MOTOR 5			
MOTOR 6				MOTOR 7				MOTOR 8			
MOTOR 9				MOTOR 10				MOTOR 11			
MOTOR 12				MOTOR 13				MOTOR 14			
MOTOR 15				MOTOR 16				MOTOR 17			
MOTOR 18				MOTOR 19				MOTOR 20			
MOTOR 21				MOTOR 22				MOTOR 23			
MOTOR 24				MOTOR 25				MOTOR 26			
MOTOR 27				MOTOR 28				MOTOR 29			
MOTOR 30				MOTOR 31				MOTOR 32			
MOTOR 33				MOTOR 34				MOTOR 35			
MOTOR 36				MOTOR 37				MOTOR 38			
MOTOR 39				MOTOR 40				MOTOR 41			
MOTOR 42				MOTOR 43				MOTOR 44			
MOTOR 45				MOTOR 46				MOTOR 47			
MOTOR 48				MOTOR 49				MOTOR 50			
MOTOR 51				MOTOR 52				MOTOR 53			
MOTOR 54				MOTOR 55				MOTOR 56			
MOTOR 57				MOTOR 58				MOTOR 59			
MOTOR 60				MOTOR 61				MOTOR 62			
MOTOR 63				MOTOR 64				MOTOR 65			
MOTOR 66				MOTOR 67				MOTOR 68			
MOTOR 69				MOTOR 70				MOTOR 71			
MOTOR 72				MOTOR 73				MOTOR 74			
MOTOR 75				MOTOR 76				MOTOR 77			
MOTOR 78				MOTOR 79				MOTOR 80			
MOTOR 81				MOTOR 82				MOTOR 83			
MOTOR 84				MOTOR 85				MOTOR 86			
MOTOR 87				MOTOR 88				MOTOR 89			
MOTOR 90				MOTOR 91				MOTOR 92			
MOTOR 93				MOTOR 94				MOTOR 95			
MOTOR 96				MOTOR 97				MOTOR 98			
MOTOR 99				MOTOR 100				MOTOR 101			
MOTOR 102				MOTOR 103				MOTOR 104			
MOTOR 105				MOTOR 106				MOTOR 107			
MOTOR 108				MOTOR 109				MOTOR 110			
MOTOR 111				MOTOR 112				MOTOR 113			
MOTOR 114				MOTOR 115				MOTOR 116			
MOTOR 117				MOTOR 118				MOTOR 119			
MOTOR 120				MOTOR 121				MOTOR 122			
MOTOR 123				MOTOR 124				MOTOR 125			
MOTOR 126				MOTOR 127				MOTOR 128			
MOTOR 129				MOTOR 130				MOTOR 131			
MOTOR 132				MOTOR 133				MOTOR 134			
MOTOR 135				MOTOR 136				MOTOR 137			
MOTOR 138				MOTOR 139				MOTOR 140			
MOTOR 141				MOTOR 142				MOTOR 143			
MOTOR 144				MOTOR 145				MOTOR 146			
MOTOR 147				MOTOR 148				MOTOR 149			
MOTOR 150				MOTOR 151				MOTOR 152			
MOTOR 153				MOTOR 154				MOTOR 155			
MOTOR 156				MOTOR 157				MOTOR 158			
MOTOR 159				MOTOR 160				MOTOR 161			
MOTOR 162				MOTOR 163				MOTOR 164			
MOTOR 165				MOTOR 166				MOTOR 167			
MOTOR 168				MOTOR 169				MOTOR 170			
MOTOR 171				MOTOR 172				MOTOR 173			
MOTOR 174				MOTOR 175				MOTOR 176			
MOTOR 177				MOTOR 178				MOTOR 179			
MOTOR 180				MOTOR 181				MOTOR 182			
MOTOR 183				MOTOR 184				MOTOR 185			
MOTOR 186				MOTOR 187				MOTOR 188			
MOTOR 189				MOTOR 190				MOTOR 191			
MOTOR 192				MOTOR 193				MOTOR 194			
MOTOR 195				MOTOR 196				MOTOR 197			
MOTOR 198				MOTOR 199				MOTOR 200			

REGISTRATION REQUESTED (CHECK ONE)

☐ DUPLICATE \$3.00
 ☒ RENEWAL & TRANSFER \$ 15.00

☐ TRANSFER \$3.00
 ADD \$2.00 SURCHARGE ONLY FOR
REN. & TRANS. OF WATERCRAFT
17 AND LONGER. \$ _____

TOTAL \$ 15.00

TOTAL FEE ENCLOSED \$ 15.00

REQUIRED

OWNER'S SIGNATURE

10-1-90

DATE

DO NOT
SEND CASH
 MAIL TO:
MINNESOTA DEPARTMENT OF
NATURAL RESOURCES
LICENSEE BUREAU
500 LAFAYETTE ROAD
ST. PAUL, MN 55155-4026

Procedure for the Renewal and Transfer of a Valid Watercraft Registration Number:

In the case of a renewal and transfer transaction, check the renewal and transfer box at the bottom of the application. Add the correct renewal fee to the \$3.00 transfer fee and record this combined amount in the space provided.

INFORMATION REQUIRED:

The new owner must fill out the form, giving their complete name and address, the previous owner's name and address, the registration number, length and make of the watercraft and as much further information as possible concerning its description. If the new owner presents an expired registration card or a soft-copy renewal

notice, attach it to the back of the application and submit both the card or renewal notice and the application to us.

NOTE: If the boat in question is subject to titling, HIN information will also be required.

**OPTIONAL
INFORMATION:**

Refer to page 1-5.

COUNTY CODE:

Refer to page 1-5.

SIGNATURE:

The owner must sign the application, however a spouse may sign for a spouse. On multiple ownerships, only one owner is required to sign.

FEE:

Correct renewal fee from fees list, plus a \$3.00 transfer fee.

Note: Add \$2.00 surcharge if watercraft is 17 feet or longer.

**VALIDATION
STAMP:**

Refer to page 1-5.

VALIDATION
STAMP:

Refer to page 1-5.

REPLACEMENT
DECALS:

If the applicant requests a set of replacement decals, this request must be written at the top of the application. We will send them their new decals.

**REMEMBER: THERE IS NO
CHARGE FOR A SET OF
REPLACEMENT DECALS.**

CHAPTER III

LICENSING PROCEDURES FOR SNOWMOBILES

NO. **S040265**

—FOR OFFICE USE ONLY—		OFFICE USE
		EXP. REGISTRATION NO.:
		CHECKED (DO NOT WRITE IN THIS SPACE)

SNOWMOBILE REGISTRATION APPLICATION

PLEASE PRINT

REGISTRATION REQUESTED: (CHECK ONE) 1. ☒ UNREGISTERED 2. ☐ RENEWAL _____ (REGISTRATION NUMBER)

NAME		1. FIRST		2. LAST		YEAR	
White		Rachael		Anne		1988	
STREET OR HIGHWAY NO.							
500 W. Oak							
CITY	STATE	ZIP CODE	COUNTY (WHERE SNOWMOBILE IS USED MOST)		MAKE		
Mpls.	MN	55410	27		Bombardier		
DRIVER'S LICENSE NO.				PHONE NUMBER (GIVEN BY WORKING THIS)		MODEL	
OPTIONAL				OPT.		Olympic	
BODY (FRAME) SERIAL NO.						987654	
ENGINE SIZE (CC OR HP)						80	

MAIL TO:
MINNESOTA DEPARTMENT OF
NATURAL RESOURCES
LICENSE BUREAU
500 LAFAYETTE ROAD
ST. PAUL, MN 55155-4026

10-1-90
DATE

RECEIVED

OWNER'S SIGNATURE

APPLICANT MUST BE 18 YEARS OF AGE OR OLDER

FEE \$18.00 FOR 3 YEAR PERIODMAKE CHECK OR MONEY ORDER PAYABLE TO:
MINNESOTA DEPARTMENT OF NATURAL RESOURCESDO NOT
SEND CASH

Procedure for the Registration of an Unregistered Snowmobile:

“Unregistered Snowmobiles” are defined as new snowmobiles, previously unregistered snowmobiles, snowmobiles with invalid registration numbers, and snowmobiles from another state, i.e., snowmobiles covered by a valid license of another state and which have been within this state for more than 30 consecutive days. (See page 1-1, item B).

AGE REQUIREMENT: Owner must be 18 years of age or older.

INFORMATION REQUIRED: Owner must fill out the application, giving their complete name and

address, and the make, body serial number, and as much further information as possible concerning the description of the snowmobile.

**OPTIONAL
INFORMATION:**

Refer to page 1-5.

COUNTY CODE:

Refer to page 1-5.

SIGNATURE:

The owner of the snowmobile must sign the application, however a spouse may sign for a spouse. On multiple ownerships, only one owner is required to sign the application.

FEE:

\$18.00 for a three year registration. This registration is valid for three (3) years on a fiscal year basis, i.e., from July 1 through June 30. *(This registration cannot be prorated.)*

**VALIDATED
RECEIPT:**

Refer to page 1-5.

VERIFY EXPIRATION
BY SHARED AREA
MAKING CONNECTIONS
AND ADDITIONS WHERE
NECESSARY

COMPLETE WHITE
AREAS FOLLOWING
INSTRUCTIONS
OWNER CAN BE
REACHED IF THERE IS
A PROBLEM BY
PROCESSING THIS
REGISTRATION AND
COUNTY (NAME YOUR)
LAST OFTEN OPERATE
YOUR SNOWMOBILE

MAIL CHECK PAYABLE TO
MIN. DEPARTMENT OF
NATURAL RESOURCES

DO NOT SEND
CASH

SIGN
and
DATE →

SNOWMOBILE RENEWAL NOTICE				FEE COVERS 3 YEARS FROM DATE OF EXPIRATION		EXPIRES LAST DAY OF (MONTH)(YEAR)		REGISTRATION NO.			
DRIVER'S LICENSE NO./MINN. ID NO. (OF OWNER)				BIRTH DATE		JUNE 1990		AA-100			
OPTIONAL				OPT.		PLEASE PAY		18.00			
OWNER'S NAME - LAST			FIRST			MIDDLE			PHONE NO. (DURING 8-5 WORKING HOURS)		
White			Rachael			Anne			() OPTIONAL		
ADDRESS			CITY			STATE			ZIP		
500 W. Oak			Mpls.			MN			55410		
MAKE			MODEL			YEAR			BODY SERIAL NO.		
Bombardier			Olympic			88			987654		
OWNER'S SIGNATURE			DATE			COUNTY SNOWMOBILE USED MOST			HSP OR CC'S		
NOT REQUIRED			10-1-90			27			80		
APPLICANT MUST BE 18 YEARS OF AGE OR OLDER											

RENEWAL NOTICE OF EXPIRED SNOWMOBILE REGISTRATION

DO NOT DETACH IF APPLYING AT A DEPUTY REGISTRAR OFFICE IF MAILING RETURN UPPER PORTION ONLY & USE ATTACHED ENVELOPE.

TO RETAIN CURRENT REGISTRATION NUMBER, THIS REGISTRATION MUST BE RENEWED WITHIN ONE (1) YEAR FROM THE DATE OF EXPIRATION.

DO NOT STAPLE, FOLD OR MUTILATE RENEWAL NOTICE.

PLEASE CONTACT YOUR LOCAL MOTOR VEHICLE DEPUTY REGISTRAR (SEE BACK OF ENVELOPE) TO TRANSFER OWNERSHIP OR WRITE TO THE MINNESOTA DNR FOR AN APPLICATION TO TRANSFER.

TEMPORARY LICENSE RECEIPT — VALID ONLY WITH DEPUTY REGISTRAR STAMP ON BACK

ABOVE NAMED PERSON HAS PAID LICENSE FEE AND THE APPLICATION IS BEING PROCESSED - THIS RECEIPT EXPIRES 60 DAYS FROM DATE OF ISSUE

White Rachael Anne

REGISTRATION NO. AA-100

NOTE: THIS TEMPORARY LICENSE RECEIPT MUST BE CARRIED WITH YOU WHILE OPERATING MACHINE.

500 W. Oak Mpls. MN 55410

IF OWNERSHIP HAS BEEN TRANSFERRED — THIS RENEWAL NOTICE CANNOT BE USED.

Procedure for the Renewal of a Valid Snowmobile Registration Number using the Soft-Copy Renewal Notice:

“Valid Snowmobile Registration Number” is defined as any snowmobile registration number that expired in June of the previous fiscal year. The registration number may be renewed for a period of one fiscal year beyond the date of expiration, e.g., June 1990 expirations may be renewed through June 30, 1991. The renewal period normally begins six weeks prior to the current date of expiration.

INFORMATION REQUIRED:

The information concerning the description of the snowmobile is preprinted on the form. Ask the applicant for any missing information concerning the description of the

snowmobile and record this information on the form. We will add this information to our records.

**OPTIONAL
INFORMATION:**

Refer to page 1-5.

COUNTY CODE:

Refer to page 1-5.

SIGNATURE:

Requested but not required.

FEE:

Preprinted on the application.

**VALIDATED
RECEIPT:**

Refer to page 1-5.

**ADDITIONAL
INFORMATION:**

Verify with the applicant that all preprinted information on the renewal form is correct.

Tear off the white stripping on the top and sides of the renewal notice. Tear off the information strip on the left-hand side.

If the ownership of the snowmobile has been transferred, and the new owner presents the soft-copy renewal notice, refer to the instructions for a renewal and transfer transaction for a snowmobile on page 1-32.

NO. **S 040266**

FOR OFFICE USE ONLY		OFFICE USE	
		EXP.	REGISTRATION NO.
		CHECKED	(DO NOT WRITE IN THIS SPACE)

SNOWMOBILE REGISTRATION APPLICATION

— PLEASE PRINT —

REGISTRATION REQUESTED: (CHECK ONE) 1. ☐ UNREGISTERED 2. ☒ RENEWAL AA-100 (REGISTRATION NUMBER)

NAME				YEAR <u>1988</u>	
LAST <u>White</u>	FIRST <u>Rachael</u>	MIDDLE <u>Anne</u>			
STREET OR RFD NO. <u>500 W. Oak</u>			MAKE <u>Bombardier</u> MODEL <u>Olympic</u>		
CITY <u>Mpls.</u>	STATE <u>MN</u>	ZIP CODE <u>55410</u>	COUNTY (WHERE SNOWMOBILE IS USED MOST) <u>27</u>	BODY (FRAME) SERIAL NO. <u>987654</u>	
DRIVER'S LICENSE NO. <u>OPTIONAL</u>		BIRTHDATE <u>OPT.</u> () <u>OPT.</u>	ENGINE SIZE (CC OR HP) <u>80</u>		

MAIL TO:
MINNESOTA DEPARTMENT OF
NATURAL RESOURCES
LICENSE BUREAU
500 LAFAYETTE ROAD
ST. PAUL, MN 55155-4026

10-1-90

DATE

NOT REQUIRED

OWNER'S SIGNATURE

APPLICANT MUST BE 18 YEARS OF AGE OR OLDER

FEE \$18.00 FOR 3 YEAR PERIOD

MAKE CHECK OR MONEY ORDER PAYABLE TO:
MINNESOTA DEPARTMENT OF NATURAL RESOURCES

DO NOT
SEND CASH

Procedure for the Renewal of a Valid Snowmobile Registration Number when the Soft-Copy Renewal Notice is Unavailable:

(Renewal defined on page 1-26)

INFORMATION REQUIRED:

Applicant must fill out the form, giving the owner's complete name and address, the make and body serial number of the snowmobile, and as much further information as possible concerning its description. If the applicant presents an expired registration card, attach it to the back of the application and submit both the card and application to us.

OPTIONAL INFORMATION:

Refer to page 1-5.

COUNTY CODE:

Refer to page 1-5.

SIGNATURE:

Not required if the registered owner has not changed. If the ownership has changed, see the instructions concerning a renewal and transfer transaction.

FEE:

Preprinted on the application.

**VALIDATION
STAMP:**

Refer to page 1-5.

NA-00249-04


 DEPARTMENT OF
MINNESOTA
NATURAL RESOURCES
NO. **S 095308**

FOR OFFICE USE ONLY

OFFICE USE

EXP.	REGISTRATION NO.
CHECKED	[DO NOT WRITE IN THIS SPACE]

SNOWMOBILE REGISTRATION APPLICATION FOR TRANSFER OR DUPLICATE

REGISTRATION NUMBER **AA-100**

- PLEASE PRINT -

REGISTRATION REQUESTED: (CHECK ONE) ☐ DUPLICATE \$4.00 ☒ TRANSFER \$4.00 ☐ RENEWAL & TRANSFER \$22.00

SHOW NEW OWNER OR DUPLICATE INFORMATION HERE

NAME	LAST	FIRST	MIDDLE
White	Rachael	Anne	

STREET OR RFD NO.	500 W. Oak
-------------------	------------

CITY	STATE	ZIP CODE
Mpls.	MN	55410

DRIVER'S LICENSE NO.	BIRTHDATE	PHONE NUMBER (DURING HS WORKING HRS.)
OPTIONAL	OPT.	() OPT.

SHOW PREVIOUS OWNER INFORMATION HERE

NAME	LAST	FIRST	MIDDLE
Green	Mark	Wm.	

STREET OR RFD NO.	60 Shady Lane
-------------------	---------------

CITY	STATE	ZIP CODE
Golden Vly.	MN	55427

YEAR	MAKE	MODEL	BODY (FRAME)	SERIAL NO.	ENGINE SIZE (CC OR HP)	FEK ENCLOSED
1988	Bombardier	Olympic		987654	80	\$4.00

APPLICANT MUST BE 18 YEARS OF AGE OR OLDER

 MAIL TO:
MINNESOTA DEPARTMENT OF
NATURAL RESOURCES
LICENSE BUREAU
500 LAFAYETTE ROAD
ST. PAUL, MN 55155-4026

10-1-90

REQUIRED

NEW OWNER'S SIGNATURE

 MAKE CHECK OR MONEY
ORDER PAYABLE TO:
MINNESOTA DEPARTMENT OF
NATURAL RESOURCES
DO NOT SEND CASH

Procedure for the Transfer of a Valid Snowmobile Registration Number:

AGE REQUIREMENT: Owner must be 18 years of age or older.

INFORMATION REQUIRED:

The new owner must fill out both sides of the application giving their complete name and address, the name and address of the previous owner, and the make, body serial number, and as much further information as possible concerning the description of the snowmobile.

If the new owner presents a current registration card, attach it to the back of the application and submit both the card and application to us.

**OPTIONAL
INFORMATION:**

Refer to page 1-5.

COUNTY CODE:

Refer to page 1-5.

SIGNATURE:

The owner of the snowmobile must sign the application, however, a spouse may sign for a spouse. On multiple ownerships, only one owner is required to sign.

FEE:

Preprinted on the application.

**VALIDATION
STAMP:**

Refer to page 1-5.

**REPLACEMENT
DECALS:**

If the owner requests a set of replacement decals, this request must be written at the top of the application. We will send them their new decals.
THERE IS NO CHARGE FOR A SET OF REPLACEMENT DECALS.

NA-00249-04

NO. **S 095309**

FOR OFFICE USE ONLY

OFFICE USE

EXP.	REGISTRATION NO.
CHECKED	
(DO NOT WRITE IN THIS SPACE)	

SNOWMOBILE REGISTRATION APPLICATION FOR TRANSFER OR DUPLICATE

REGISTRATION NUMBER **AA-100**

PLEASE PRINT -

REGISTRATION REQUESTED: (CHECK ONE) ☐ DUPLICATE \$4.00 ☐ TRANSFER \$4.00 ☒ RENEWAL & TRANSFER \$22.00

SHOW NEW OWNER OR DUPLICATE INFORMATION HERE

SHOW PREVIOUS OWNER INFORMATION HERE

NAME				NAME			
LAST White				LAST Green			
FIRST Rachael		MIDDLE Anne		FIRST Mark		MIDDLE Wm.	
STREET OR RFD NO.				STREET OR RFD NO.			
500 W. Oak				60 Shady Lane			
CITY	STATE	ZIP CODE	COUNTY (WHERE SNOWMOBILE IS USED MOST)	CITY	STATE	ZIP CODE	
Mpls.	MN	55410	27	Golden Vly.	MN	55427	
DRIVER'S LICENSE NO.		BIRTHDATE	PHONE NUMBER (DURING 8-5 WORKING HOURS)				
OPTIONAL		OPT.	OPT.				
YEAR	MAKE	MODEL	BODY (FRAME)	SERIAL NO.	ENGINE SIZE (CC OR HP)	FEE ENCLOSED	
1988	Bombardier	Olympic		987654	80	\$4.00+18.00	

APPLICANT MUST BE 18 YEARS OF AGE OR OLDER

MAIL TO:
MINNESOTA DEPARTMENT OF
NATURAL RESOURCES
LICENSE BUREAU
500 LAFAYETTE ROAD
ST. PAUL, MN 55155-4026

10-1-90

REQUIRED

DATE

NEW OWNER'S SIGNATURE

MAKE CHECK OR MONEY
ORDER PAYABLE TO:
MINNESOTA DEPARTMENT OF
NATURAL RESOURCES
DO NOT SEND CASH

Procedure for the Renewal and Transfer of a Valid Snowmobile Registration Number:

In the case of a renewal and transfer transaction, check the renewal and transfer box at the top of the application. The \$22.00 fee is pre-printed on the application.

AGE REQUIREMENT: Owner must be 18 years of age or older.

INFORMATION REQUIRED:

The new owner must fill out the application, giving their complete name and address, the previous owner's name and address, the

registration number, make and body serial number of the snowmobile, and as much further information as possible concerning its description. If the new owner presents an expired registration card or the soft-copy renewal notice from the previous owner, attach it to the back of the application and submit both the card or renewal notice and the application to us.

**OPTIONAL
INFORMATION:**

Refer to page 1-5.

COUNTY CODE:

Refer to page 1-5.

SIGNATURE:

The owner must sign the application, however, a spouse may sign for a spouse. On multiple ownerships, only one owner is required to sign the application.

FEE:

\$18.00 for a three year license, plus the \$4.00 transfer fee.

**VALIDATION
STAMP:**

Refer to page 1-5.

DEPARTMENT OF
NATURAL RESOURCES
NO. **S 095310**

FOR OFFICE USE ONLY

OFFICE USE

EXP.	REGISTRATION NO:
CHECKED	
(DO NOT WRITE IN THIS SPACE)	

SNOWMOBILE REGISTRATION APPLICATION FOR TRANSFER OR DUPLICATE

REGISTRATION NUMBER **AA-100**

PLEASE PRINT -

REGISTRATION REQUESTED: (CHECK ONE) ☒ DUPLICATE \$4.00 ☐ TRANSFER \$4.00 ☐ RENEWAL & TRANSFER \$22.00

SHOW NEW OWNER OR DUPLICATE INFORMATION HERE				SHOW PREVIOUS OWNER INFORMATION HERE			
NAME		NAME		NAME		NAME	
LAST	FIRST	MIDDLE	LAST	FIRST	MIDDLE	LAST	FIRST
White		Rachael	Anne				
STREET OR RFD NO.				STREET OR RFD NO.			
500 W. Oak							
CITY	STATE	ZIP CODE	COUNTY (WHERE SNOWMOBILE IS USED MOST)	CITY	STATE	ZIP CODE	COUNTY
Mpls.	MN	55410	27				
DRIVER'S LICENSE NO.		BIRTHDATE	PHONE NUMBER (DURING 13 WORKING HRS.)				
OPTIONAL		OPT.	OPT.				
YEAR	MAKE	MODEL	BODY (FRAME)	SERIAL NO.	ENGINE SIZE (CC OR HP)	FEE ENCLOSED	
1988	Bombardier	Olympic		987654	80	\$4.00	

APPLICANT MUST BE 18 YEARS OF AGE OR OLDER

MAIL TO:
MINNESOTA DEPARTMENT OF
NATURAL RESOURCES
LICENSE BUREAU
500 LAFAYETTE ROAD
ST. PAUL, MN 55155-4026

10-1-90

NOT REQUIRED

DATE

NEW OWNER'S SIGNATURE

MAKE CHECK OR MONEY
ORDER PAYABLE TO:
MINNESOTA DEPARTMENT OF
NATURAL RESOURCES
DO NOT SEND CASH

Procedure for a Request for a Duplicate Snowmobile Registration Card:

INFORMATION REQUIRED:

Applicant must fill out the left-hand side of the application, giving the owner's complete name and address, the registration number, make and body serial number of the snowmobile, and as much further information as possible concerning its description.

OPTIONAL INFORMATION:

Refer to page 1-5.

COUNTY CODE:

Refer to page 1-5.

SIGNATURE:

Requested but not required.

FEE:

Preprinted on the application.

VALIDATION
STAMP:

Refer to page 1-5.

REPLACEMENT
DECALS:

If the applicant requests a set of replacement decals, this request must be written at the top of the application. We will send them their new decals.

THERE IS NO CHARGE FOR A SET OF REPLACEMENT DECALS.

CHAPTER IV

LICENSING PROCEDURES FOR ALL-TERRAIN VEHICLES



NO. A 00040

ALL-TERRAIN VEHICLE REGISTRATION APPLICATION

OFFICE USE

EXP.	REGISTRATION NO.
CHECKED	

(DO NOT WRITE IN THIS SPACE)

— PLEASE PRINT —

REGISTRATION REQUESTED: (CHECK ONE) 1. ☒ UNREGISTERED 2. ☐ RENEWAL (REGISTRATION NUMBER)

NAME LAST Smith		FIRST Elliot	MIDDLE John	YEAR 1981
STREET OR RD NO. Route 10		MAKE Kawasaki MODEL		
CITY Cushing	STATE MN	ZIP CODE 56443	COUNTY (WHERE ATV IS USED MOST) 49	FRAME SERIAL NO. JKALTNA198B509174
DRIVER'S LICENSE NO.	BIRTHDATE	PHONE NUMBER (DURING & WORKING HRS.)	ENGINE SIZE (CC) 200	
OPTIONAL	OPT.	() OPT.		

MAIL TO:
MINNESOTA DEPARTMENT OF
NATURAL RESOURCES
LICENSE BUREAU
500 LAFAYETTE ROAD
ST. PAUL, MN 55155-4026
DO NOT SEND CASH

10-1-90 ▶ REQUIRED

DATE

NEW OWNER'S SIGNATURE

APPLICANT MUST BE 18 YEARS OF AGE OR OLDER

FEE \$18.00 FOR 3 YEAR PERIOD

MAKE CHECK OR MONEY ORDER PAYABLE TO:

MINNESOTA DEPARTMENT OF NATURAL RESOURCES

AN ATV IS DEFINED IN MINNESOTA
STATUTES 84.92, SUBDIVISION 8, AS "A
MOTORIZED FLOATION-TYRED VEHICLE
OF NOT LESS THAN THREE LOW-
PRESSURE TIRES, BUT NOT MORE THAN
SIX TIRES THAT IS LIMITED IN ENGINE
DISPLACEMENT OF LESS THAN 800
CUBIC CENTIMETERS AND TOTAL DRY
WEIGHT LESS THAN 800 POUNDS"

Procedure for a Public Use Registration of an Unregistered ATV:

"Unregistered ATVs" are defined as new ATVs, previously unregistered ATVs, ATVs with invalid registration numbers, and ATVs from another state. (See p. 1-2, item C)

AGE REQUIREMENT: Owner must be 18 years of age or older.

INFORMATION REQUESTED:

Owner must fill out the form, giving their complete name and address, and the make, year of manufacture, frame serial number, and the engine displacement in CCs of the vehicle.

**OPTIONAL
INFORMATION:**

Refer to page 1-5.

COUNTY CODE:

Refer to page 1-5.

SIGNATURE:

The owner of the ATV must sign the application, however, a spouse may sign for a spouse. On multiple ownerships, only one owner is required to sign the application.

FEE:

\$18.00 for a three year registration valid on a calendar year basis, i.e., from January 1 through December 31 of the following year. *(This registration cannot be prorated.)*

**VALIDATION
STAMP:**

Refer to page 1-5.

VERIFY INFORMATION
IN SHADDED AREAS.
UNLESS CORRECTIONS
AND ADDITIONS WERE
NECESSARY.

COMPLETE WHITE
AREAS INCLUDING
PHONE NO. BEING
OWNER CAN BE
RECALLED IF THERE IS
A PROBLEM IN
PROCESSING THIS
REGISTRATION AND
SAFETY USING YOU
INSTEAD OF THEN OPERATE
YOUR ATV.

MUST CHECK REMARKS TO
MIN. DEPARTMENT OF
NATURAL RESOURCES

**DO NOT SEND
CASH**

SIGN
and
DATE

ALL-TERRAIN VEHICLE RENEWAL NOTICE				FEE COVERS 3 YEARS FROM DATE OF EXPIRATION		EXPIRES LAST DAY OF (MONTH)(YEAR)		REGISTRATION NO.	
DRIVER'S LICENSE NO./MVA ID NO. (OF OWNER)				BIRTH DATE		DEC '89		001-AA	
OPTIONAL				OPT.		PLEASE PAY		18.00	
OWNER'S NAME - LAST			FIRST NAME		MIDDLE NAME		PHONE NO. (TOWN) P-S (TOWN) HOURS		
Smith			Elliot		John		() OPTIONAL		
ADDRESS			CITY		STATE		ZIP		
Route 10			Cushing		MN		56443		
MAKE		YEAR		FRAME SERIAL NO.			ENGINE SIZE		
Kawasaki		1981		JKLTN198B509174			200 CC's		
OWNER'S SIGNATURE				DATE		COUNTY ANY USED VEH.			
NOT REQUIRED				10-1-90		49			
APPLICANT MUST BE 18 YEARS OF AGE OR OLDER									
RENEWAL NOTICE OF EXPIRED ALL-TERRAIN VEHICLE REGISTRATION									
DO NOT DETACH IF APPLYING AT A DEPUTY REGISTRAR OFFICE					IF MAILING RETURN UPPER PORTION ONLY & USE ATTACHED ENVELOPE.				

THIS ALL-TERRAIN VEHICLE MUST BE RENEWED BY
IN ORDER TO RETAIN CURRENT REGISTRATION NUMBER

DO NOT STAPLE, FOLD OR MUTILATE RENEWAL NOTICE.
PLEASE CONTACT YOUR LOCAL MOTOR VEHICLE DEPUTY REGISTRAR (SEE BACK
OF ENVELOPE) TO TRANSFER OWNERSHIP OR WRITE TO THE MINNESOTA DMV
FOR AN APPLICATION TO TRANSFER.

TEMPORARY LICENSE RECEIPT — VALID ONLY WITH DEPUTY REGISTRAR STAMP ON BACK
ABOVE NAMED PERSON HAS PAID LICENSE FEE AND THE APPLICATION IS BEING PROCESSED - THIS RECEIPT EXPIRES 60 DAYS FROM DATE OF ISSUE

Smith, Elliot John
Route 10 Cushing, MN 56443 001-AA

**NOTE: THIS TEMPORARY LICENSE RECEIPT
MUST BE CARRIED WITH YOU WHILE OPERATING
MACHINE.**

IF OWNERSHIP HAS BEEN TRANSFERRED — THIS RENEWAL NOTICE CANNOT BE USED.

Procedure for the Renewal of a Valid All-Terrain Vehicle Registration Number Using the Soft-Copy Renewal Notice:

“Valid All-Terrain Vehicle
Registration Number” is defined as
any ATV registration number that
expired in December of the previous
calendar year. The registration number
may be renewed for a period of one
calendar year from the date of
expiration, e.g., December, 1989
expirations may be renewed through
December, 1990. The renewal period
normally begins six weeks prior to the
current date of expiration.

**INFORMATION
REQUIRED:**

The information concerning the description of the ATV is preprinted on the form. Ask the applicant for any missing information concerning the description of the ATV and add this information to the form. We will add this information to our records.

**OPTIONAL
INFORMATION:**

Refer to page 1-5.

COUNTY CODE:

Refer to page 1-5.

SIGNATURE:

Requested but not required.

FEE:

Preprinted on the application.

**VALIDATED
RECEIPT:**

Refer to page 1-5.

**ADDITIONAL
INFORMATION:**

Verify with the applicant that all preprinted information on the renewal form is correct.

Tear off the white stripping on the top and sides of the renewal notice. Tear off the information strip on the left-hand side.

If the ownership of the ATV has been transferred, and the new owner presents the soft-copy renewal notice, refer to the instructions for a renewal and transfer transaction for an ATV.



NO. A 00041

ALL-TERRAIN VEHICLE REGISTRATION APPLICATION

— PLEASE PRINT —

REGISTRATION REQUESTED: (CHECK ONE) 1. ☐ UNREGISTERED 2. ☒ RENEWAL 001-AA (REGISTRATION NUMBER)

NAME LAST Smith		FIRST Elliot	MIDDLE John	YEAR 1981
CITY Route 10				
CITY Cushing	STATE MN	ZIP CODE 56443	COUNTY (WHERE ATV IS USED MOST)	
DRIVER'S LICENSE NO. OPTIONAL		BIRTHDATE OPT.	PHONE NUMBER (DURING 9-5 WORKING HOURS) OPT.	
MAKE Kawasaki		MODEL		
FRAME SERIAL NO. JKLTNA198B509174		ENGINE SIZE 200		

MAIL TO:
MINNESOTA DEPARTMENT OF
NATURAL RESOURCES
LICENSE BUREAU
500 LAFAYETTE ROAD
ST. PAUL, MN 55155-4026
DO NOT SEND CASH

10-1-90 DATE NOT REQUIRED

NEW OWNER'S SIGNATURE

APPLICANT MUST BE 18 YEARS OF AGE OR OLDER

FEE \$18.00 FOR 3 YEAR PERIOD

MAKE CHECK OR MONEY ORDER PAYABLE TO:

MINNESOTA DEPARTMENT OF NATURAL RESOURCES

AN ATV IS DEFINED IN MINNESOTA STATUTES §492, SUBDIVISION 1 AS "A MOTORIZED FLATFOOT-TIRED VEHICLE OF NOT LESS THAN THREE LOW-PRESSURE TIRES, BUT NOT MORE THAN SIX TIRES THAT IS LIMITED IN ENGINE DISPLACEMENT OF LESS THAN 800 CUBIC CENTIMETERS AND TOTAL DRY WEIGHT LESS THAN 600 POUNDS."

Procedure for the Renewal of a Valid All-Terrain Vehicle Registration Number when the Soft-Copy Renewal Notice is Unavailable:

(Renewal defined on page 1-40.)

INFORMATION REQUIRED:

Applicant must fill out the form, giving the owner's complete name and address, the registration number, make, year of manufacture, frame serial number, and the engine displacement in CCs of the vehicle. If the applicant presents an expired registration card, attach it to the back of the application and submit both the card and application to us.

OPTIONAL INFORMATION:

Refer to page 1-5.

COUNTY CODE:

Refer to page 1-5.

SIGNATURE:

Not required if the registered owner has not changed. If the ownership has changed, see pages 1-46, 47 for instructions concerning a renewal and transfer transaction.

FEE:

Preprinted on the application.

**VALIDATED
RECEIPT:**

Refer to page 1-5.

DEPARTMENT OF MINNESOTA NATURAL RESOURCES				OFFICE USE EXP. _____ REGISTRATION NO. _____ CHECKED _____ (DO NOT WRITE IN THIS SPACE)	
NO. A 75075		ALL-TERRAIN VEHICLE REGISTRATION APPLICATION FOR TRANSFER OR DUPLICATE			
REGISTRATION NUMBER <u>001-AA</u>		—PLEASE PRINT—			
REGISTRATION REQUESTED: (CHECK ONE) <input type="checkbox"/> DUPLICATE \$4.00 <input checked="" type="checkbox"/> TRANSFER \$4.00 <input type="checkbox"/> RENEWAL & TRANSFER \$22.00					
SHOW NEW OWNER OR DUPLICATE INFORMATION HERE			SHOW PREVIOUS OWNER INFORMATION HERE		
NAME LAST <u>Smith</u> FIRST <u>Elliot</u> MIDDLE <u>John</u>			NAME LAST <u>Smith</u> FIRST <u>Mary</u> MIDDLE <u>Jane</u>		
STREET OR RFD NO <u>Route 10</u>			STREET OR RFD NO <u>RR 5</u>		
CITY <u>Cushing</u>	STATE <u>MN</u>	ZIP CODE <u>56443</u>	COUNTY (WHERE ATV IS USED MOST) <u>49</u>	CITY <u>Cushing</u>	STATE <u>MN</u>
DRIVER'S LICENSE NO <u>OPTIONAL</u>		BIRTHDATE <u>OPT.</u>	PHONE NUMBER (DURING B.S. WORKING HRS.) <u>() OPT.</u>		
YEAR <u>1981</u>	MAKE <u>Kawasaki</u>	MODEL	FRAME SERIAL NO. <u>JKALTN198</u> <u>B509174</u>	ENGINE SIZE (CCI) <u>200</u>	FEE ENCLOSED <u>\$4.00</u>
APPLICANT MUST BE 18 YEARS OF AGE OR OLDER					
MAIL TO: MINNESOTA DEPARTMENT OF NATURAL RESOURCES LICENSE BUREAU 500 LAFAYETTE ROAD ST. PAUL, MN 55155-4026			MAKE CHECK OR MONEY ORDER PAYABLE TO: MINNESOTA DEPARTMENT OF NATURAL RESOURCES DO NOT SEND CASH		
<u>10-1-90</u>		<u>REQUIRED</u>			
DATE		NEW OWNER'S SIGNATURE			

Procedure for the Transfer of a Valid ATV Registration Number:

AGE REQUIREMENT:

Owner must be 18 years of age or older.

INFORMATION REQUIRED:

The new owner must fill out both sides of the form giving their complete name and address, the name and address of the previous owner, the registration number, make, year of manufacture, frame serial number, and the engine displacement in CCs of the vehicle. If the new owner presents a current registration card, attach it to the back of the application and submit both the card and application to us.

**OPTIONAL
INFORMATION:**

Refer to page 1-5.

COUNTY CODE:

Refer to page 1-5.

SIGNATURE:

The owner of the vehicle must sign the application, however, a spouse may sign for a spouse. On multiple ownerships, only one owner is required to sign.

FEE:

Preprinted on the application.

**VALIDATED
RECEIPT:**

Refer to page 1-5.

**REPLACEMENT
DECALS:**

If the owner requests a replacement decal, this request must be written at the top of the application. We will send them their new decals. **THERE IS NO CHARGE FOR REPLACEMENT DECALS.**



DEPARTMENT OF
MINNESOTA
NATURAL RESOURCES

NO. A 75076

OFFICE USE

EXP. REGISTRATION NO.

CHECKED

(DO NOT WRITE IN THIS SPACE)

ALL-TERRAIN VEHICLE REGISTRATION APPLICATION FOR TRANSFER OR DUPLICATE

REGISTRATION NUMBER 001-AA

— PLEASE PRINT —

REGISTRATION REQUESTED: (CHECK ONE) ☐ DUPLICATE \$4.00 ☐ TRANSFER \$4.00 ☒ RENEWAL & TRANSFER \$22.00

SHOW NEW OWNER OR DUPLICATE INFORMATION HERE

NAME
LAST Smith FIRST Elliot MIDDLE John

STREET OR RD NO. Route 10

CITY STATE ZIP CODE COUNTY (WHERE ATV IS USED MOST)

Cushing MN 56443 49

DRIVER'S LICENSE NO. BIRTHDATE PHONE NUMBER (DURING B'S WORKING HRS.)

OPTIONAL OPT. () OPT.

SHOW PREVIOUS OWNER INFORMATION HERE

NAME
LAST Smith FIRST Mary MIDDLE Jane

STREET OR RD NO. RR 5

CITY STATE ZIP CODE

Cushing MN 56443

YEAR	MAKE	MODEL	FRAME SERIAL NO.	ENGINE SIZE (CC)	SEE ENCLOSED
1981	Kawasaki		JKALTNA198 B509174	200	\$22.00

APPLICANT MUST BE 18 YEARS OF AGE OR OLDER

MAIL TO:
MINNESOTA DEPARTMENT OF
NATURAL RESOURCES
LICENSE BUREAU
500 LAFAYETTE ROAD
ST. PAUL, MN 55155-4026

10-1-90 ▶ REQUIRED

DATE

NEW OWNER'S SIGNATURE

MAKE CHECK OR MONEY
ORDER PAYABLE TO
MINNESOTA DEPARTMENT OF
NATURAL RESOURCES
DO NOT SEND CASH

Procedure for the Renewal and Transfer of a Valid ATV Registration Number:

In the case of a renewal and transfer transaction, check the renewal and transfer box at the top of the application. The \$22.00 fee is preprinted on the application.

AGE REQUIREMENT:

Owner must be 18 years of age or older.

INFORMATION REQUIRED:

The new owner must fill out the form, giving their complete name and address, the previous owner's name and address, and the make, year of manufacture, frame serial number, and the engine displacement in CCs of the vehicle. If the new owner

presents a current registration card, attach it to the back of the application and submit both the card and application to us.

**OPTIONAL
INFORMATION:**

Refer to page 1-5.

COUNTY CODE:

Refer to page 1-5.

SIGNATURE:

The owner must sign the application, however, a spouse may sign for a spouse. On multiple ownerships, only one owner is required to sign the application

FEE:

\$18.00 for a three year license plus the \$4.00 transfer fee.

**VALIDATED
RECEIPT:**

Refer to page 1-5.



DEPARTMENT OF
MINNESOTA
NATURAL RESOURCES

NO. A 75077

OFFICE USE

EXP.	REGISTRATION NO.
CHECKED	
(DO NOT WRITE IN THIS SPACE)	

ALL-TERRAIN VEHICLE REGISTRATION APPLICATION FOR TRANSFER OR DUPLICATE

—PLEASE PRINT—

REGISTRATION
NUMBER 001-AA

REGISTRATION REQUESTED (CHECK ONE) ☒ DUPLICATE \$4.00 ☐ TRANSFER \$4.00 ☐ RENEWAL & TRANSFER \$22.00

SHOW NEW OWNER OR DUPLICATE INFORMATION HERE

NAME
LAST Smith FIRST Elliot MIDDLE John
STREET OR RFD NO
Route 10

CITY STATE ZIP CODE COUNTY (WHERE
Cushing MN 56443 49
ATV IS USED MOST)

DRIVER'S LICENSE NO BIRTH DATE PHONE NUMBER
(INCLUDING SS
AND HOME NO)
OPTIONAL OPT. () OPT.

YEAR	MAKE	MODEL	FRAME SERIAL NO	ENGINE SIZE CC	FEES ENCLOSED
1981	Kawasaki		JKALTNAL198B 509174	200	\$4.00

APPLICANT MUST BE 18 YEARS OF AGE OR OLDER

MAIL TO:
MINNESOTA DEPARTMENT OF
NATURAL RESOURCES
LICENSE BUREAU
500 LAFAYETTE ROAD
ST PAUL, MN 55155-4026

10-1-90 NOT REQUIRED

MAKE CHECK OR MONEY
ORDER PAYABLE TO
MINNESOTA DEPARTMENT OF
NATURAL RESOURCES
DO NOT SEND CASH

Procedure for a Request for a Duplicate ATV Registration Card:

INFORMATION REQUIRED:

Applicant must fill out the left-hand side of the form, giving the owner's complete name and address and the registration number, make, year of manufacture, frame serial number, and engine displacement in CCs of the vehicle.

OPTIONAL INFORMATION:

Refer to page 1-5.

COUNTY CODE:

Refer to page 1-5.

SIGNATURE:

Requested but not required.

FEE:

Preprinted on the application.

**VALIDATED
RECEIPT:**

Refer to page 1-5.

**REPLACEMENT
DECALS:**

If the applicant requests a replacement decal, this request must be written at the top of the application. We will send them their new decal. **THERE IS NO CHARGE FOR A REPLACEMENT DECAL.**

NA-00465-01



NO. 016704

FOR OFFICE USE ONLY

--

CHECKED	REGISTRATION NO:
	(DO NOT WRITE IN THIS SPACE)

PRIVATE/AGRICULTURAL ATV REGISTRATION APPLICATION

REGISTRATION REQUESTED: (CHECK ONE) 1. ☒ UNREGISTERED \$5.00 2. ☐ DUPLICATE (REGISTRATION NO.) \$4.00 NON-TRANSFERABLE

NAME		LAST Smith		FIRST Elliot	MIDDLE John	MAKE Kawasaki
STREET OR RFD NO.		Route 10		CITY Cushing		YEAR 1981
STATE MN	ZIP CODE 56443	COUNTY WHERE ATV IS USED MOST		SERIAL NO. JKL TNAL98B509174		(FRAME)
DRIVER'S LICENSE <input type="checkbox"/> OPTIONAL		BIRTHDATE OPT.	PHONE NUMBER () OPT.	ENGINE SIZE 200		(CC)

10-1-90
DATE

REQUIRED
OWNER'S SIGNATURE

MAIL TO:
MINNESOTA DEPARTMENT OF
NATURAL RESOURCES
LICENSE BUREAU
300 LAFAYETTE ROAD
ST. PAUL, MN 55155-4026

APPLICANT MUST BE 18 YEARS OF AGE OR OLDER

FEE ENCLOSED \$6.00

MAKE CHECK OR MONEY ORDER PAYABLE TO:
MINNESOTA DEPARTMENT OF NATURAL RESOURCES

DO NOT
SEND CASH

AN ATV DEFINED IN MINNESOTA
STATUTES §492, SUBDIVISION 4,
AS "A MOTORIZED FLOTATION-TIRED
VEHICLE OF NOT LESS THAN THREE
LOW-PRESSURE TIRES, BUT NOT MORE
THAN SIX TIRES, THAT IS LIMITED IN
ENGINE DISPLACEMENT OF LESS
THAN 800 CUBIC CENTIMETERS AND
TOTAL DRY WEIGHT LESS THAN 600
POUNDS."

Procedure for a Private/Agricultural Registration of an ATV:

"Private/Agricultural ATV" is defined as an ATV used exclusively for agricultural purposes and/or on private land.

AGE REQUIREMENT: Owner must be 18 years of age or older.

INFORMATION REQUESTED:

Owner must fill out the form, giving their complete name and address, and the make, year of manufacture, frame serial number, and the engine displacement in CCs of the vehicle.

**OPTIONAL
INFORMATION:**

Refer to page 1-5.

COUNTY CODE:

Refer to page 1-5.

SIGNATURE:

The owner of the ATV must sign the application, however, a spouse may sign for a spouse. On multiple ownerships, only one owner is required to sign the application.

FEE:

\$6.00. This registration is valid as long as the ATV is owned by the original applicant.

**VALIDATION
STAMP:**

Refer to page 1-5.



NO. 016705

PRIVATE/AGRICULTURAL ATV REGISTRATION APPLICATION

REGISTRATION REQUESTED (CHECK ONE)		PLEASE PRINT		REGISTRATION NO.		NON-TRANSFERABLE	
<input type="checkbox"/> UNREGISTERED \$6.00		<input checked="" type="checkbox"/> DUPLICATE		A-00001		\$4.00	
NAME		LAST		FIRST		MIDDLE	
Smith		Elliot		John		Kawasaki	
STREET OR RFD NO.		CITY		STATE		YEAR	
Route 10		Cushing		MN		1981	
DRIVER'S LICENSE #		ZIP CODE		COUNTRY WHERE ATV IS USED MOST		(FRAME) SERIAL NO.	
OPTIONAL		56443		49		JKLTNA198B509174	
BIRTHDATE		PHONE NUMBER		OPT.		ENGINE SIZE (CC)	
OPT.		()		OPT.		200	
10-1-90				NOT REQUIRED			
DATE				OWNER'S SIGNATURE			

MAIL TO:
MINNESOTA DEPARTMENT OF
NATURAL RESOURCES
LICENSE BUREAU
500 LAFAYETTE ROAD
ST. PAUL, MN 55155-4026

APPLICANT MUST BE 18 YEARS OF AGE OR OLDER

FEE ENCLOSED \$4.00

MAKE CHECK OR MONEY ORDER PAYABLE TO
MINNESOTA DEPARTMENT OF NATURAL RESOURCES

DO NOT
SEND CASH

AN ATV DEFINED IN MINNESOTA
STATUTES 84.52, SUBDIVISION 3,
AS "A MOTORIZED FLOATATION-TYRED
VEHICLE OF NOT LESS THAN THREE
LOW-PRESSURE TIRES, BUT NOT MORE
THAN SIX TIMES THAT IS LIMITED IN
ENGINE DISPLACEMENT OF LESS
THAN 800 CUBIC CENTIMETERS AND
TOTAL DRY WEIGHT LESS THAN 500
POUNDS."

Procedure for Private/Agricultural ATV Duplicate Card:

INFORMATION REQUIRED:

Applicant must fill out the form giving the owner's complete name and address, the registration number, make, year of manufacture, frame serial number, and engine displacement in CCs of the vehicle.

OPTIONAL INFORMATION:

Refer to page 1-5.

COUNTY CODE:

Refer to page 1-5.

SIGNATURE:

Requested but not required.

FEE:

\$4.00. Preprinted on application.

**VALIDATED
RECEIPT:**

Refer to page 1-5.

**REPLACEMENT
DECAL:**

If the applicant requests a replacement decal, this request must be written at the top of the application. We will send them their new decal. **THERE IS NO CHARGE FOR A REPLACEMENT DECAL.**

CHAPTER V

RELATED INFORMATION

RELATED INFORMATION

Decals

Watercraft, snowmobile and all-terrain vehicle decals are provided to customers by the DNR License Bureau. When we receive an unregistered, renewal, or renewal and transfer application, we process it and then mail the decals directly to the customer along with their registration card.

Replacement Decals

THERE IS NO CHARGE FOR REPLACEMENT DECALS.

Customers may obtain replacement decals by making a verbal or written request directly to the DNR License Bureau. We will mail the decals directly to the customer as soon as we verify that they have a valid registration.

Watercraft and Snowmobile Guides

Offer each customer a copy of the watercraft and/or snowmobile guide. Customers may also write or call us at the DNR License Bureau for a copy.

All-Terrain Vehicle Guides

ATV guides are unavailable at this time. We regret any inconvenience that this may cause you, or your/our customers. We will let you know immediately when this situation changes.

Weekly Report Forms

We require a weekly report of watercraft, snowmobile, and all-terrain vehicle transactions from each deputy registrar office. If none of these transactions occur in your office during any given week, submit a report to us with the "No Transactions" box checked.

On the weekly report form, list all applications in the appropriate column. The complete name, address, and zip code of the customer must be listed. The application itself must be listed in the following manner:

- a) Watercraft, snowmobile, and all-terrain vehicle hard-copy applications must be listed using the receipt number found in the upper left-hand corner of the

application. These receipt numbers must be used and listed in strict sequential order.

- b) Watercraft, snowmobile, and all-terrain vehicle soft-copy renewals – these are the renewals with the tear-off receipt – must be listed using the DNR registration number. They must be either listed on a separate report page, or, if listed on the same page as other transactions, clearly separated from them.

Lastly, list the fee paid for each transaction in the appropriate column, subtotal each column on each page, and record the grand total for all of the transactions in the report only once: in the “total fees remitted” box at the bottom of the last page of your report. Submit one check to cover the entire report. Make your check payable to the DNR License Bureau.

Information Concerning Validated, 60 Day Receipts

Issue a validated receipt to a customer when they apply and pay the fee for a watercraft, snowmobile, or all-terrain vehicle transaction. This receipt can be used by the customer, as a temporary license, until they receive their registration card and decals from the DNR License Bureau. Inform the customer that their registration card or validated receipt must be carried when they are using their watercraft, snowmobile, or all-terrain vehicle. Canoe, kayak, rowing shell, paddleboat, sailboat, and sailboard users are the only exceptions to this rule; they are not required to carry the registration card or validated receipt when using these watercraft.

Validated receipts come in two styles:

1. **Hard Copy:** the carbon copy attached to all watercraft, snowmobile, and all-terrain vehicle hard-copy application forms, and
2. **Soft Copy:** the tear-off portion of all watercraft, snowmobile, and all-terrain vehicle renewal forms.

In both cases, the receipt must be validated with the green, deputy registrar validation stamp.

The following paragraphs, A. and B., describe situations other than normal transactions, in which you may issue a validated receipt:

A. Lost or Destroyed Original Receipt

When a customer loses or destroys their original validated receipt, have them fill out a duplicate registration card application. They must pay the appropriate fee. You may not issue a second receipt **“no fee”** without an OK from the DNR License Bureau. If you obtain an OK to do so, please write, at the top of the application, the initials of the individual from the DNR License Bureau who approved the **“no fee”** transaction.

If the original transaction involved an unregistered watercraft, snowmobile, or all-terrain vehicle, write **NEW** in the “license number” blank on the application. For all other types of transaction, fill in the DNR registration number. In all cases, be sure to write the words **“duplicate receipt”** at the top of the application. These applications are treated the same as a normal duplicate registration card application: a second registration card will be issued to the customer.

B. Receipt Requests When The Original Application Has Been Sent Through The Mail

If a customer asks you for a validated receipt, but has mailed the original application directly to the DNR License Bureau, they must register the watercraft, snowmobile, or ATV a second time. Be sure to write **“second registration”** at the top of this second application. Have the customer submit payment for this second registration in the form of a personal check.

Attach the customer’s check to the back of the second application, and the DNR License Bureau will hold this check for second application until the

original application has been processed. Once the original application has cleared, the customer's second check will be returned to them, and the second application will be destroyed. This procedure allows the customer to use the watercraft, snowmobile, or ATV legally until the original application is processed, and a registration card and decal(s) sent.

Information Concerning Expired, Validated, 60 Day Receipts

If a customer brings in an original receipt that has expired, contact the DNR License Bureau for instructions. If we cannot be reached, you may go ahead and revalidate the receipt, but be sure, in this case, to instruct the customer to contact the DNR License Bureau, so we can determine what went wrong in the processing of the application. Not receiving a registration card within 60 days of applying indicates a problem, and we must be notified in order to correct it.

DO NOT REVALIDATE ANY RECEIPT MORE THAN ONCE

Placement of Watercraft, Snowmobile, and All-Terrain Vehicle Decal(s) and Registration Numbers

Instructions for the proper placement of watercraft, snowmobile and all-terrain vehicle decal(s) and registration numbers may be found in the addendum of this booklet. These instructions are also printed on the backing paper of the decals, and in the watercraft and snowmobile guides. (No ATV guide available.)

Exceptions:

Non-motorized rubber raft owners may place the registration numbers and the decals on two pieces of board and attach the boards to the tow ropes on the outside of the raft.

Sailboard owners must affix the decals to the stern of the watercraft. If the decals will not adhere to the board, or for special problems not covered here, the owner should contact the DNR License Bureau for instructions.

Removal of Decals

Instructions for removing decals from watercraft, snowmobiles, and all-terrain vehicles may be found in Section One, Appendix B of this handbook. Call the DNR License Bureau if extra copies are needed.

Miscellaneous Information

The owner of a motorized canoe or sailboat must affix the DNR registration number on the sides of the watercraft in the same manner as on a pleasure* watercraft. The registration fee is the same as for any canoe or sailboat 19 feet in length or under: \$7.00.

* Pleasure watercraft are defined as: utility boats (*including fishing*), runabouts, cruisers (*hardtop cabins*), pontoons (*twin-hulled*), houseboats, rafts (*inflatables except canoe-shaped inflatables*), personal watercraft (*jetski, wet bikes*), and "other" (*otherwise unspecified watercraft*).

FYI: The following is a list of sailboard makes:

Alpha	JJ	Sail-Co
Bix	Kirma	Sun Surger
Cayestar	Mach 3	Topflight
Connely	Marken	Vinta
Dufour	Mistrall	Whaler
F 2 Comet	O'Brien	Wiki
Happy Marlin	Rocker Express	Windsurfer
Hi Fly		

Supply Requests

For timely delivery, be sure to order supplies well in advance. Use the supply order form provided by the DNR License Bureau. Help us to serve you by ordering well in advance during the peak renewal times for watercraft, snowmobiles, and all-terrain vehicles, as these are our busiest times of the year. Also, be sure to boldly mark you envelope "SUPPLIES ORDER" for better service.

If You Change Address, Phone Number, or Personnel

Please notify the DNR License Bureau immediately if your office changes its location, phone number(s), or lead personnel.



SECTION ONE

APPENDIX

Appendices

Appendix A: County Codes

List 1-65

Appendix B: Proper Placement and Removal

of Decals 1-69

APPENDIX A

MINNESOTA STANDARD COUNTY CODES

01 AITKIN	30 ISANTI	59 PIPESTONE
02 ANOKA	31 ITASCA	60 POLK
03 BECKER	32 JACKSON	61 POPE
04 BELTRAMI	33 KANABEC	62 RAMSEY
05 BENTON	34 KANDIYOHI	63 RED LAKE
06 BIG STONE	35 KITTSOON	64 REDWOOD
07 BLUE EARTH	36 KOOCHICHING	65 RENVILLE
08 BROWN	37 LAC QUI PARLE	66 RICE
09 CARLTON	38 LAKE	67 ROCK
10 CARVER	39 LAKE OF THE WOODS	68 ROSEAU
11 CASS	40 LE SUEUR	69 ST. LOUIS
12 CHIPPEWA	41 LINCOLN	70 SCOTT
13 CHISAGO	42 LYON	71 SHERBURNE
14 CLAY	43 MC LEOD	72 SIBLEY
15 CLEARWATER	44 MAHNOMEN	73 STEARNS
16 COOK	45 MARSHALL	74 STEELE
17 COTTONWOOD	46 MARTIN	75 STEVENS
18 CROW WING	47 MEEKER	76 SWIFT
19 DAKOTA	48 MILLE LACS	77 TODD
20 DODGE	49 MORRISON	78 TRAVERSE
21 DOUGLAS	50 MOWER	79 WABASHA
22 FARIBAULT	51 MURRAY	80 WADENA
23 FILLMORE	52 NICOLLET	81 WASECA
24 FREEBORN	53 NOBLES	82 WASHINGTON
25 GOODHUE	54 NORMAN	83 WATONWAN
26 GRANT	55 OLMSTED	84 WILKIN
27 HENNEPIN	56 OTTER TAIL	85 WINONA
28 HOUSTON	57 PENNINGTON	86 WRIGHT
29 HUBBARD	58 PINE	87 YELLOW MEDICINE

Appendix B

WATERCRAFT REGISTRATION DISPLAY

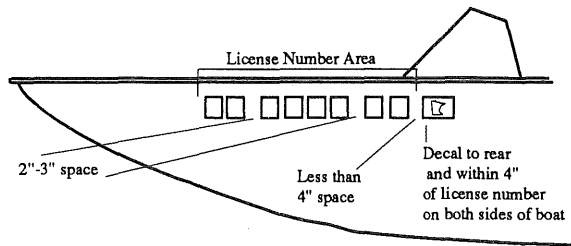
*For more detailed instruction, see the
Minnesota Boating Guide.*

INSTRUCTIONS

- Remove expired decals. By law only the current decals may be visible.
- Make sure boat surface is clean before applying decal.
- Peel decal away from backing and apply by pressing from center to edge.

BOATS

- The license number which appears on your watercraft license card must be displayed on your boat as shown below. The numbers and letters must be at least 3 inches high.



*Only Current Decal
May Be Visible*

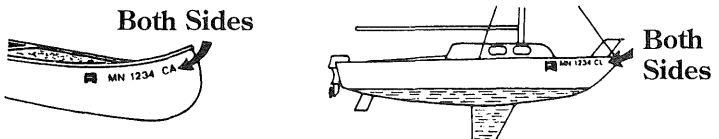
*Decal Must Be Placed
To The Stern Of Number*

CANOES, SAILBOATS, SAILBOARDS & KAYAKS

- You may apply just the decal to each side of the bow as shown unless your craft is motorized.



If you use a motor you must display the license number using 3 inch letters and numerals on both sides of the craft as shown below.

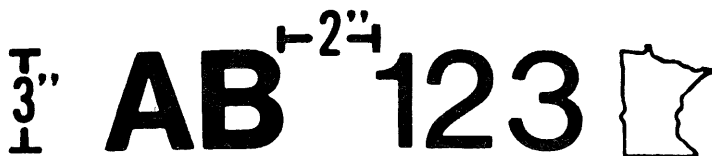


SNOWMOBILE REGISTRATION DISPLAY

*For more detailed instruction, see the
Minnesota Snowmobile Guide.*

INSTRUCTIONS

- Remove all expired decals. By law only the current set of decals may be displayed.
- Make sure the surface is WARM, free of grease and oil or dirt before applying decal.
- Peel decal away from backing and press down firmly from center to edge to make sure material is adhering tightly.
- Registration number and decals are to be affixed on each side of the cowling on the upper half of the machine as follows:



**(ALL LETTERS AND NUMBERS SHALL BE OF A
CONTRASTING COLOR TO THE MACHINE AND SHALL
BE AT LEAST THREE (3) INCHES HIGH 3/8 INCH
STROKE.)**

ALL-TERRAIN VEHICLE REGISTRATION DISPLAY INSTRUCTIONS

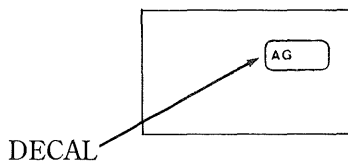
- Remove expired decals. Only the current decal must be visible.
- Make sure plate surface is clean before applying decal.
- Peel decal away from backing and apply by pressing center to edge.
- If you have a “public use” registration, the registration number which appears on your ATV registration card must be displayed on a plate measuring a minimum of 4-1/8 inches high by 7-1/2 inches across as shown below. Numbers and letters must be at least 2 inches high with a stroke width of at least 1/4 inch.
- “Private” or “agricultural” use only registrations need only display the sticker on the plate.
- Dual registrations should display both stickers on the same plate.

RECREATIONAL
OR
PUBLIC USE
DISPLAY



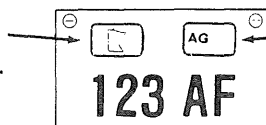
Decal must be centered above number.

AGRICULTURAL
OR PRIVATE USE
DISPLAY



DUAL
REGISTRATION
DISPLAY

REC.
REG.
STICK.
(color
varies)



AG.
REG.
STICK.
(bright
green)

-
- The registration display plate must be mounted on the rear of the machine. Owners must provide their own plate which must be of a color that will contrast with the registration number and decal.

DIRECTIONS FOR REMOVING WATERCRAFT, SNOWMOBILE, AND ATV DECALS

USING A RAZOR BLADE, START PULLING A CORNER OF THE DECAL AWAY FROM THE SURFACE.

APPLY MINERAL SPIRITS OR PAINT THINNER TO THAT CORNER TO MELT THE ADHESIVE. **NOTE: TEST AN AREA THAT DOES NOT SHOW TO MAKE SURE IT DOESN'T HARM THE FINISH. DO NOT USE A LACQUER-BASED THINNER. DO NOT SMOKE OR USE THESE SUBSTANCES NEAR AN OPEN FLAME.**

CONTINUE ALTERNATING BETWEEN THE RAZOR BLADE AND THE THINNER UNTIL THE DECAL IS REMOVED.

TITLING

I: BACKGROUND REQUIREMENTS & EXEMPTIONS

II: SUBMITTING TITLE APPLICATIONS

III: LIEN INFORMATION

IV: DUPLICATE TITLES

V: HULL I.D. NUMBERS

VI: TRANSFERS, SALES, & REPOSSESSIONS

APPENDIX

TITLING

I: BACKGROUND REQUIREMENTS & EXEMPTIONS

II: SUBMITTING TITLE APPLICATIONS

III: LIEN INFORMATION

IV: DUPLICATE TITLES

V: HULL I.D. NUMBERS

VI: TRANSFERS, SALES, & REPOSSESSIONS

APPENDIX

SECTION TWO

WATERCRAFT TITLING

Effective January 1, 1991, watercraft titling is required as per MN statutes, Chapter 86B. This handbook contains information regarding title procedure and statute requirements.

Whether you are working in the capacity of a Deputy Registrar of Motor Vehicles, or are employed as a boat dealer or dealer's representative, you should be familiar with **all** of the aspects of watercraft titling that are covered in this handbook. *Please read the entire handbook regardless of your particular role in the titling process.*

If you find that you are unclear on any of the procedures, or have any questions, please feel free to contact us. Call the watercraft titling section of the DNR License Bureau at (612) 296-7007.

TABLE OF CONTENTS

SECTION 2: TITLING

CHAPTER I: BACKGROUND, REQUIREMENTS & EXEMPTIONS

Watercraft Required to be Titled	2-1
Exemptions	2-1
MN Sales and Use Tax	2-2
Titling Information for Dealers	2-2
Purchasing a Used Boat for Resale	2-3
Dealer License	2-4
10 Day Permit	2-4

CHAPTER II: SUBMITTING WATERCRAFT TITLE APPLICATIONS TO THE DNR

How to Submit Watercraft Title Applications	2-6
Titling New Watercraft	2-6
Titling Used Watercraft	2-6
Proof of Ownership	2-7
When There is No Proof of Ownership	2-7
Registration	2-8

CHAPTER III: LIEN INFORMATION & PROCEDURES

Definition of a Security Interest	2-10
Certain Lien Categories Do Not Affect Titling	2-10
When a Watercraft Has Been Purchased With the Help of a Loan	2-10
Perfection of a Secured Interest	2-11
Assignment of a Security Interest	2-12
Release of Secured Interest	2-13

CHAPTER IV: DUPLICATE TITLES

Duplicate Certificate of Title	2-16
When the Owner Applies for a Duplicate	2-16
Duplicate Title Procedure: Original Owner or Secured Party	2-16
Duplicate Title Procedure: Dealers	2-17

CHAPTER V: HULL IDENTIFICATION NUMBERS

Hull Identification Number	2-20
Diagram for Location of Hull Identification Numbers	2-21

CHAPTER VI: TRANSFERS, SALES & REPOSSESSIONS

Transfers of Ownership	2-24
Transfer Responsibilities Between Buyer and Seller	2-24
Non-Titled Watercraft Subject to Titling	2-24
Titled Watercraft	2-24
Watercraft with No Proof of Ownership	2-25
Sale of a Watercraft to a Dealer	2-27
Lost Title	2-27
Sale of a Watercraft to Non-Dealers	2-28
Dealer Sale to Private Party	2-28
Transfer By Law (Involuntary Transfers)	2-28
Repossession	2-29
Suspension or Revocation of Certificate	2-30
Penalties	2-31
Mechanic's Lien or Sheriff's Sale	2-31
Court Order	2-32

<u>APPENDIX</u>	2-33
------------------------------	------

CHAPTER I

BACKGROUND, REQUIREMENTS

&

EXEMPTIONS

WATERCRAFT THAT ARE REQUIRED TO BE TITLED

Any watercraft over 16 feet in length and manufactured after August 1, 1979, *that is not specifically exempted by law* **must** have a certificate of title if:

- 1) the watercraft is owned by a resident of this state and is kept in the state for more that 90 days; *or*
- 2) the watercraft is kept in the state for more than 60 consecutive days, and has not been issued a certificate of title or similar document from another jurisdiction.

WATERCRAFT THAT ARE EXEMPT FROM TITLING

- 1) Watercraft 16 feet or less in length
- 2) Watercraft manufactured prior to August 1, 1979
- 3) Canoes
- 4) Kayaks
- 5) Ship's lifeboats
- 6) Vessels of at least five tons measured in Code of Federal Regulation, title 46, subpart 46, part 69, that are documented under Code of Federal Regulations, title 46, subpart 67.01
- 7) Seaplanes
- 8) Watercraft owned by a manufacturer or dealer and held for sale
- 9) Watercraft used by a manufacturer solely for testing
- 10) Watercraft from a jurisdiction other than this state, temporarily using the waters of this state
- 11) Watercraft owned by the United States, a state, this state, or a political subdivision
- 12) Duck boats used only during duck hunting season
- 13) Rice boats used only during wild rice harvesting season
- 14) Watercraft owned by a person, firm, or corporation operating a resort as defined in section 157.01, subd. 1,

or a recreational camping area as defined in section 327.14, Subd. 8, *except* with respect to previously titled watercraft

- 15) Row-type* fishing boats of single hull construction, with oar locks and outboard motor capacity ratings of less than 40 horsepower
- 16) Watercraft titled in another state

***Some of the boats which fall into the rowboat exemption under titling:**

Manufacturer	Model	Years Made	Length	Horsepower
Alumacraft	T 16 XL	1981-1985	16'-3"	35 HP
Lowe	17 Paddle Jon	1980-1983	17'-0"	7 HP
	17 Paddle DLX	1984-1985	17'-0"	7 HP
	17 Paddle Jon	1988 & 1990	17'-0"	UNKNOWN
Starcraft	Seafarer 16	1980-1981	16'-5"	35 HP
	SF 16	1982 & 1989	16'-5"	35 HP

This list is not inclusive – it includes only the major manufacturers of rowboats found in Minnesota (Alumacraft, Crestliner, Lowe, Lund, Mirrocraft and Starcraft). Other craft which may qualify must be reviewed by the DNR License Bureau before an exemption will be granted.

MINNESOTA SALES AND USE TAX

Watercraft dealers, marinas, sporting goods stores and similar vendors *are required* to charge Minnesota sales tax on sales of new and used boats. If the boat is purchased from an out of state dealer for use in Minnesota, the purchaser is required to pay the Minnesota use tax directly to the State. For help or forms call 296-6181 in the Twin Cities, or 1-800-657-3777 (toll free) elsewhere in the continental U.S.A. and ask for sales tax information.

WATERCRAFT TITLING INFORMATION FOR DEALERS

When selling a new or used watercraft that needs to be titled, the selling **dealer is required by law to promptly** (*within ten days of the date of sale*) submit, on behalf of the customer, the title application with all supporting documents to the local deputy registrar office or the Department of Natural Resources License Bureau, 500 Lafayette Rd., St. Paul, MN 55155.

Dealers are required to sign the customer's title application in the appropriate area. The dealer's signature certifies that all information on the title application, including the complete lien information, is correct. Lien information consists of the lender's exact name and address, and the date and time of perfection.

It is mandatory that the dealer submit title documents (for watercraft subject to title law) on behalf of customers, however, *registration* of the watercraft is *optional* for the dealer. When customers register their own watercraft, they must present *proof* that they have applied for title.

Proof is the second copy of the title application *after it has been validated by the deputy registrar*. This also serves as a 60 day permit allowing the owner's legal use of the boat until the application is processed and the decals are mailed to the customer.

The law prohibits registration or renewal of a boat subject to title law unless the customer can provide proof of having filed the title application. Therefore, be aware of the following and inform the customer accordingly:

1. If a dealer *chooses* to title *and* register the boat for the customer, the customer's validated copy of the title application (second copy) serves as a 60 day permit allowing the customer's legal use of the boat until the registration is processed by the DNR.
Inform the customer that they will need to return to the dealer to pick up their validated copy of the title/registration form.
2. If the dealer *chooses not to register* the boat for the customer, the customer will need to obtain from the dealer the validated copy of the title application so that the customer then may present it when applying for registration.

WHEN PURCHASING A USED BOAT TO HOLD FOR RESALE

When purchasing a used boat for resale it will be necessary to obtain any existing title and registration card from the seller(s) with a bill of sale signed by all owner(s) indicating the sale to the dealer.

Things a dealer should watch for to avoid transfer problems.

1. Look for liens noted on a title certificate or registration card (especially out of state documents).
 - a. If liens are noted and not released, a transfer will not be possible until releases are obtained.
 - b. A signature, (*not initials*) by an authorized agent releases the lien.
 - c. Photocopies of bill(s) of sale or of lien releases are *not* acceptable.
2. Look for a complete chain of ownership. When a certificate of title (*or if not titled, a registration card*) is submitted to transfer the boat, look for the listed owner on the document and obtain a complete chain of ownership with the first bill of sale signed by all owners listed on that document.

WATERCRAFT DEALER LICENSE

Watercraft dealers, motor dealers, wholesalers and manufacturers may apply for a dealer's license for watercraft used for demonstration purposes or for any other purpose necessary to conduct business. The DNR will issue to licensed dealers one number to be displayed on boats which are used for these reasons. This number may be detachable from the watercraft.

10 DAY PERMITS

The 10 Day Permit allows the legal use of a watercraft by a customer for a period of 10 days before the boat must be registered and, if required, titled. These permits are available only to dealers that are licensed with the DNR.

See the “registration” section of this handbook for further details.

II

CHAPTER II
SUBMITTING
WATERCRAFT TITLE
APPLICATIONS TO THE
DEPARTMENT OF
NATURAL RESOURCES

HOW TO SUBMIT WATERCRAFT TITLE APPLICATIONS

Most boat owners applying for title will have a Minnesota registration card that lists the owner(s). It is anticipated that the majority will not have any other form of ownership documentation. Where this is so, the following will be required:

1. The registration card
2. The person (owner) listed on the registration card must complete a Title Application (form NA-00256.)
3. The Owner must complete a *Statement of Facts* indicating the history of the boat such as:
 - a. When it was purchased.
 - b. What happened to the manufacturer's statement of origin.
 - c. Who it was purchased from.
 - d. Any other information pertaining to the ownership of the boat.

Submit the above with a \$15.00 title fee for initial title. Collect the registration fee. A \$2.00 surcharge is due when the registration is paid and the boat is 17 ft. or longer. Add the \$3.25 filing fee.

Note: In these cases, because ownership has not been proved, a distinctive title will be in effect. Four months after it is issued, this distinctive title will be *Prima Facie proof of ownership*.

TITLING NEW WATERCRAFT REQUIRES:

1. A Manufacturers Certificate of Origin properly assigned to new owner. Photo copies are not acceptable.
2. An application for Title *completed and signed by all purchaser(s) and also signed by the dealer.*
3. Any applicable fees.

TITLING USED WATERCRAFT REQUIRES:

1. A current Minnesota or other state's title, and/or (if the boat is not titled) a current registration card.
2. Any existing liens must be listed on the application.

3. An Application for Title must be completed on the Minnesota Title itself or on the Application for Title (form NA-00256). If the application form # NA-00256 is used, any existing title must be submitted also. If the original title has been lost or destroyed a duplicate title can be applied for. (SEE DUPLICATE TITLE PROCEDURE)
4. When the registered owner is selling, bill(s) of sale completed by the seller(s) must show complete chain of ownership, description of boat and date of sale. (If there isn't enough room for the complete chain of ownership on the title, attach additional bill(s) of sale.)
5. All other supporting documents, depending on type of application made, i.e. transfer, death transfer, repossession, etc.
6. All applicable fees.

PROOF OF OWNERSHIP

Any private party or dealer purchasing a used boat that has not been titled will need to obtain proof of ownership such as:

1. Manufacturers Certificate (or Statement) of Origin (if available), with complete chain of ownership.
2. The current or most recent registration card.
3. Bill(s) of sale to complete chain of ownership.
4. Statement of facts. (This is a statement written and signed by the owner giving a history of the watercraft showing when, how the boat was acquired, and why there are no documents proving ownership. If the manufacturer's statement of origin verifies that the applicant is the current owner, a statement of facts will not be needed.)
5. A title application completed by the purchaser.
Remember to collect all applicable fees.

WHEN THERE IS NO PROOF OF OWNERSHIP

When there is no previous title or Manufacturer's Certificate of Origin, the last registration card issued with complete chain of ownership, plus a signed statement of facts (concerning the boat and its' ownership,) may allow the DNR to issue a distinctive title.

If the last registration card has been lost a duplicate must be applied for from the state where the boat was last registered or a statement on that state's letterhead indicating recorded owner(s) and title information must be obtained and submitted.

Without valid proof of ownership, the law requires that a boat be bonded for a period of three (3) years at one and a half times its value before a title can be issued.

However, with the **latest registration card, a complete chain of ownership and an affidavit of protection**, a *distinctive* title may be issued for a period of four months. If, after four months the ownership is not contested, the *distinctive* title will become a *negotiable* title.

When there is no proof of ownership, the boat may be required to be bonded. Bonding requires that the following be submitted to the DNR:

1. A statement of facts (which is a history of the boat.)
2. An affidavit of protection (which is a statement written and signed by the owner stating "I agree to defend and protect the state of Minnesota against any claim of ownership that may arise regarding this watercraft after I am issued a Minnesota title.")
3. Photos of the boat; top, transom, bow and both sides (enough to allow proper evaluation of the boat's condition.)
Unclear photos will not be accepted. Photos may not be returned.
4. Application for title by owner.
5. All applicable fees.

PLEASE NOTE:

Common delays of the titling process are missing bills of sales in the chain of ownership, or two or more owners listed on the title or registration card when only one of them has signed the bill of sale.

REGISTRATION

Law prohibits the registration or renewal of a boat that is subject to title until the title application is filed.

When a dealer does not register or renew a boat (that requires registration) at the same time as filing a title application, the customer will need proof from the dealer that the title was applied for. "Proof" would be the validated copy of the title application.



CHAPTER III
LIEN INFORMATION
AND PROCEDURES

DEFINITION OF A SECURITY INTEREST

In regard to watercraft titling, the term “*secured interest*” refers to an agreement between the watercraft owner(s) and the lender, using the watercraft as collateral.

CERTAIN LIEN CATEGORIES DO NOT AFFECT TITLING

The provisions of this law do not apply to the following situations:

1. A lien given by statute or rule of law to a supplier of services or materials for a watercraft. (e.g. garagemen’s lien)
2. A lien given by statute to the United States, this state, or any political subdivision of this state. (e.g. tax lien)
3. A security interest in a watercraft created by a manufacturer or dealer who holds the watercraft for sale. (e.g. floor planning)

Also, the provisions of this law do not apply to any watercraft which is not required to be titled in this state.

WHEN A WATERCRAFT HAS BEEN PURCHASED WITH THE HELP OF A LOAN

When a watercraft has been purchased with the help of a loan, the loan information must be written on the title application. The Certificate of Title will be held by the lienholder until the loan is satisfied and the lien release has been signed off. On any title application the lien information *must be completed by the purchaser*.

The DNR cannot accept the title application if the question on the application referring to the lien has not been answered or if liens are indicated and full names and addresses are not shown.

For each lien listed, the purchaser(s) must fill in the full name of the secured party and their street address, city, state and zip code. They must show the “*date of perfection*,” which means the year, month, and day that the agreement was signed.

Responsibility for correctness of lien information rests with the selling dealer, the owner and/or the lien holder. The dealer, as well as the customer, is *obligated by law* to see that the correct information is on the Application for Title for watercraft that they

are selling/buying. They are *both* also obligated to sign the Application for Title.

The certificate of title will be sent to the first secured party. If there are no loans on the boat, the certificate of title will be sent to the owner.

If the street address or box number is not shown (even for small towns) the Post Office may not deliver a Certificate of Title.

PERFECTION OF A SECURED INTEREST

To perfect a security interest, the secured party must deliver to the DNR the existing Certificate of Title, or, if none exists, an application for a Certificate of Title (form NA-00256) containing the name and address of the secured party and the date of the security agreement. They must pay the appropriate fees. For each additional security interest created in Minnesota, the proper application material (form NA-00269) must be filed, along with the \$10.00 fee for each additional security interest to be listed.

FEE EXCEPTION: The first time a watercraft is titled the fee for both title and all liens existing at that time is \$15.00 plus the \$3.25 filing fee.

If the secured party delivers notification of a security interest to the Department of Natural Resources License Bureau within ten days after the security interest is created, the security interest is perfected as of the date of its creation. However, if these time requirements are not adhered to, the date of perfection is the date of delivery and payment.

If a Certificate of Title has been issued to the watercraft owner, and this owner then wishes to establish a secured party, this can be accomplished as follows:

1. List lien holder and date of secured interest in proper place on form NA-00269 (Notification of Assignment, Grant or Release of Security interest). The grant form must show the full watercraft description, including Hull Identification Number (HIN) which is mandatory. If the boat was never issued a HIN, one will be assigned by the DNR License Bureau. (SEE SECTION ON HULL IDENTIFICATION NUMBERS.)
2. All owners must sign the grant form.

3. Notarization *not* required.
4. Collect the \$10.00 fee for each secured party to be added to an existing Certificate of Title.
5. Collect the \$3.25 filing fee.
6. Attach the Certificate of Title and submit to the DNR License Bureau.

The grant form submitted must be the original with the owner's actual signature. *Carbon or photo copies are not acceptable.*

The only signature that is required to *add* a secured interest is the owner's, however, all owners must sign. The secured party's signature is not necessary.

Assignment of a Security Interest

A secured party may assign all or part of a security interest to another party or parties.

Until the assignee is named as secured party on the title, the original secured party remains liable for any obligations as secured party; any person without notice of the assignment is protected in dealings with the original secured party. The security interest remains perfected, even though assigned.

Assignment of a security interest by the original lien holder may be accomplished as follows:

1. Assignment form (form NA-00269) must be completed with the watercraft description and signed by the recorded lienholder.
 - a. Form NA-00269 must indicate the name of the party that the lien is being assigned to.
 - b. The date of perfection stays the same.
 - c. Lien must not have already been released by the original lienholder.
 - d. Notarization is *not* required.
2. Collect the \$1.00 reassignment fee and the \$3.25 filing fee.
3. Attach assignment form and fees to the existing Certificate of Title and submit them to the DNR License Bureau.

Release of Secured Interest

Within 15 days after satisfaction of a security agreement, the lienholder holds the Certificate of Title, they execute their release on the proper part of the Certificate of Title and forward it to the next secured party, or, if there are no other secured parties, to the owner.

If the lienholder has already given the title to the owner, then the lienholder executes the release on the Assignment, Grant and/or Release Form (form NA-00269) and forwards it to the owner.

A lien may be released by the lien holder's signing of the Certificate of Title in the lien release area or on a grant form that is attached to the title. A lien may also be released by the lien holder's signed statement on letterhead stationery. This statement must describe the boat completely and indicate that the lien has been satisfied. Whether the lien holder is a company or an individual the full signature of the authorized agent or individual is required.

PLEASE NOTE THAT:

1. The only signature required to release a secured interest is that of the lienholder.
2. The lien release form must bear an original signature. A photo or carbon copy is not acceptable.
3. The lien can be released on the Certificate of Title or by attaching a properly completed Release Form (form NA-00269) to the title.
4. If the only transaction taking place is the release of the lien, there is no fee due when submitting the release, except the deputy registrar's \$3.25 service charge.



CHAPTER IV
DUPLICATE TITLES

DUPLICATE CERTIFICATE OF TITLE

In the event that the original Certificate of Title has been lost, stolen, destroyed or mutilated in any way, application must be made for a Duplicate Certificate of Title.

Application for a duplicate must be completed by the owner, the owner's authorized agent with a power of attorney or the existing secured party.

A duplicate title will contain the words *"This Duplicate Certificate of Title may be subject to the rights of the owner(s) under the original certificate."*

PLEASE NOTE THAT:

A common error after receiving a duplicate title involves destroying the duplicate title because the original title has been found and the owner assumes that it is still valid. This is not so. Once a new title is issued, even a duplicate, any previous title is obsolete and cannot be used.

If a duplicate title is destroyed, the title holder must apply again for a duplicate and pay the applicable fees.

If the original title is found it must be returned to the DNR License Bureau.

WHEN THE OWNER APPLIES FOR A DUPLICATE TITLE

Before allowing an owner to make an application for a duplicate title, ask them if there are any liens on their boat. Many times, when an owner has realized that they do not have the title document in their possession, they forget that it is in the hands of their lienholder. Remind them that when there are liens on a boat, the title document is automatically sent to the lienholder. If there are no liens on the boat, it is sent to the owner. Likewise, if there are liens, once they are satisfied, the title document will be sent to the owner.

Duplicate title procedure: Original owner or secured party

1. Complete form NA-00267 (application for Duplicate Title).
2. Complete section B (lien release) if the secured party listed on the original title is releasing their interest. The release may also be made on the lien form NA-00269.

3. Fee: \$4.00 plus \$3.25 filing fee. (If the title was never received and it has been 6 months or less since the title transaction was recorded, indicate "title not received" and no duplicate fee will be charged, however, the \$3.25 filing fee still applies.)
4. If the Certificate of Title shows two or more owners, each of them must sign the Duplicate Watercraft Title Application (form NA-00267). When a duplicate title application is accompanied by a transfer to a new owner, the title generated will be sent to the new owner(s) or to their lien holder, if there is a lien on the watercraft. In this case the title will not be marked duplicate.

Duplicate title procedure: Dealers

In order for a dealer to file for a duplicate title for any watercraft that they are holding for resale, they must first obtain a duplicate title application signed by the owner(s) or the lienholder. The dealer may not sign the duplicate title application for a watercraft not titled in the dealer's name.

When the certificate of title is lost, stolen or destroyed while in the possession of the dealer, the paperwork must be re-created.

To do so, use the following procedure:

1. The dealer will be obligated to obtain an Application for Duplicate Title (form NA-00267) signed by the previous owner(s) or, if there are liens, by the secured party. Also, lien releases will have to be signed again.
2. If the dealer still has the bill(s) of sale (from the person(s) named as owner(s) on the missing title) and releases of interest from all secured parties, plus all other pertinent documents, the dealer need only obtain the signature of the previous owner or the lien holder on the duplicate title form to hold until the watercraft is sold or to submit with an application for title in the dealership's name.
3. If the dealer does not have the bill(s) of sale or lien releases, they must obtain new bill(s) of sale, and lien releases as well as a duplicate title application signed by the previous owner and/or the lienholder.
4. After the dealer has obtained all the new documents needed to complete the transfer, the dealership can do

one of the following:

- a. Submit these documents and the proper fees with an application for title completed in the dealership's name.

This would produce a title in the dealer's name.

OR

- b. The dealership may hold the paperwork until the watercraft is sold and then submit an application for transfer and the application for title completed by the new purchaser(s), and a bill of sale from the dealer to the purchaser(s) along with the paperwork for duplicate title. This would produce a title in the new owner's name.

PLEASE NOTE:

When the previous owner cannot be located to obtain duplicate documents, the only other acceptable form that can be used in lieu of a bill of sale is a court order. Contact your local authorities for instructions on obtaining a **court order**. (See sample Court Order in Section Two Appendix D.)

A *court order must contain* the complete description of the watercraft so that it is clear to the Department of Natural Resources which watercraft to transfer as well as to whom. The court order must clearly direct the action to be taken by the Department of Natural Resources, directing the Department of Natural Resources to transfer the described watercraft, listing its hull identification number and listing the name of the new owner.



CHAPTER V

HULL IDENTIFICATION NUMBERS

HULL IDENTIFICATION NUMBER

When a watercraft is titled, the description (year, make, Hull Identification Number, etc.) of the boat is recorded on the Certificate of Title.

The title proves ownership of the described watercraft.

Therefore, when the description of the boat (particularly the Hull Identification Number, or "HIN,") is recorded on the application it is *vitaly* important that this description is recorded accurately.

A watercraft cannot be titled without a Hull Identification Number.

In the past, watercraft could be renewed or registered without a HIN, or, the owner was allowed to just pick a number and mark the watercraft. Title law requires identification of each watercraft to be unique. Any watercraft bearing a HIN that does not conform to the Coast Guard regulations regarding HINs will be assigned a new one by the DNR License Bureau.

WATERCRAFT MUST BEAR EITHER THE ORIGINAL HIN ISSUED OR IF NO HIN WAS ISSUED, A HIN ASSIGNED BY THE DNR THAT CONFORMS TO THE UNITED STATES COAST GUARD FORMAT.

Beginning November 1, 1972, boat manufacturers were required to affix a hull identification number. Boats manufactured after August 1, 1984 are required to bear two identical HINs. For HIN location check with the manufacturer. (Also see diagram in this handbook for HIN location and format.)

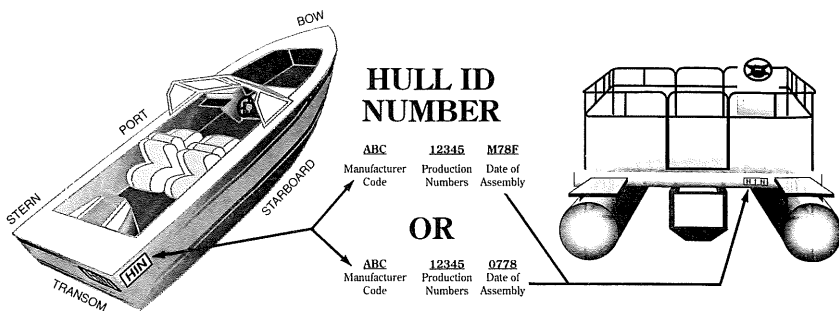
If a watercraft manufactured after 1972 does not have a HIN it will be necessary to contact the Manufacturer for help in establishing the HIN that was assigned to that watercraft.

When titling watercraft that do not have HINs, the following procedures are necessary to either re-establish original HINs or assign new HINs.

1. Obtain a statement on the manufacturer's letterhead indicating the number assigned, or,
2. A statement on the manufacturer's letterhead indicating that they are unable to establish the number assigned. (If the number cannot be established, the License Bureau will assign a HIN in the format required by the United States Coast Guard.)

3. Attach either of the above mentioned statements to the application for title and remit to the DNR License Bureau with proper fees and any other pertinent documents.
4. If the watercraft is a 1972 or older and a HIN was not assigned, the DNR will assign the HIN and mail instructions to the owner. Have the owner attach a signed statement that they have inspected the boat and found that it does not have a hull identification number.
5. When a letterhead statement is not available from the manufacturer, the owner must complete a statement of facts explaining the reason there is no HIN on the boat and submit any available documentation supporting their explanation.

DIAGRAM FOR LOCATION OF HULL IDENTIFICATION NUMBERS.



LOCATION OF THE PRIMARY HULL IDENTIFICATION SHOULD BE LOCATED IN THE FOLLOWING AREAS:

For boats with transoms,

Look on the starboard outboard side within two inches of the top of the transom, gunwale, or hull/deck joint, whichever is lowest.

For boats without transoms, or boats on which it would be impractical to place HIN on the transom,

Look on the starboard outboard side, aft, within one foot of the stern and within two inches of the hull side, gunwale or hull/deck joint, whichever is lowest.

For catamarans and pontoon boats,

Look on the aft crossbeam within one foot of the starboard hull attachment.

If you cannot locate the hull identification number on your boat check with a dealer who sells that make watercraft for assistance or name and address of the manufacturer and write for this information.



CHAPTER VI
TRANSFERS,
SALES &
REPOSSESSIONS

TRANSFERS OF OWNERSHIP

A transfer of ownership is the actual transfer of registration and title of a Watercraft from one owner to another person.

TRANSFER RESPONSIBILITIES BETWEEN BUYER AND SELLER

When the seller of a watercraft is a private party, they must deliver the Certificate of Title to the purchaser, with all pertinent sections of it completed, in order to transfer ownership. The purchaser must then apply to the DNR for title transfer within 15 days. *When the seller is a dealer*, the seller is required to deliver the title to the DNR “promptly,” which is deemed to be within 10 days.

NON-TITLED WATERCRAFT SUBJECT TO TITLING

1. The seller of a watercraft that requires titling, but has not yet been titled, must provide the buyer with a proper bill of sale showing complete watercraft information and bearing the signature of all owners. (DNR form number 468 NA-00268 is a watercraft bill of sale and is available at any Motor Vehicle Deputy Registrar Office or the DNR License Bureau).
2. The seller must provide proof of ownership. The bill of sale that they provide must bear their signature, the purchaser's name, and the date of sale. For proof of ownership either a Manufacturer's Certificate of Origin (referred to as MCO or MSO) or a Certificate of Title is required. When neither of the above is available, collect the seller's registration card. This registration card when accompanied by a statement of facts does not *prove* ownership but *indicates* ownership and will be accepted if declared as the only proof available. A distinctive title will be issued in these situations.
3. The purchaser must then apply for a Certificate of Title by completing a Watercraft Title Application, (form NA-00256.)
4. Collect all applicable fees and submit them with the bill of sale and the title application.

TITLED WATERCRAFT

When a certificate of title has been issued to a watercraft, the completion of all information requested on the front and back

sides of the title are the only way to transfer the ownership of the watercraft.

A bill of sale alone is not acceptable. If the certificate of title is lost, a duplicate certificate must be applied for by the owner. For duplicate title procedures, see the Duplicate Title section of this handbook. The Duplicate Title Application (form NA-00267) should be accompanied by a bill of sale and Application for Title (form NA-00256.)

WATERCRAFT WITH NO PROOF OF OWNERSHIP

When tangible proof of ownership cannot be established, and no record of the watercraft can be found on file with the DNR, (currently, records are maintained indefinitely) the following procedure is to be followed:

1. A “*statement of facts*” must be written and signed by the seller of the watercraft. The statement must give as much information as possible regarding the history of the watercraft and must include the following:
Watercraft description: YEAR, MAKE, MODEL, AND HULL IDENTIFICATION NUMBER (HIN).
How, When, and Where the watercraft was acquired and why there is no documentary proof of ownership.
2. The *applicant* (buyer) must copy and sign this statement: “I agree to defend and protect the state of Minnesota against any and all future claims of ownership which may arise after I am issued a Minnesota Watercraft Title.”
3. The applicant must also submit four clear photographs or enough to show the entire watercraft and its condition.
4. All of the above items must be submitted with an Application to Title/Register a Watercraft (form NA-00265.) The bill of sale may be executed on this form, or a separate bill of sale may be attached. (Please indicate the applicant’s daytime telephone number on the application, in case it is necessary to contact the applicant.)
 - a. Complete the Title Application.
 - b. Collect title fees and any other pertinent fees.
 - c. (For Deputy Registrars) - Validate all copies of

application and submit with the watercraft title report.

- d. For faster title service, stamp or mark the envelope "TITLE" preferably in red ink.

NOTE:

In many cases the DNR may require that the watercraft be bonded if its value is more than \$300. In these cases the department may require that the owner obtain a surety bond to protect the State against any possible claims of ownership. You may not assist a person in obtaining a bond. A bond cannot be applied for until after the customer has been notified by the DNR regarding the paperwork (title application, statement of facts, etc.), submitted. The DNR will review the paperwork and determine the bond amount. A letter of instructions will be mailed to the customer with a bond form. If the customer has any questions regarding the bond procedures, they may call the DNR at 296-7007.

NOTE:

DO NOT follow the above procedure if the watercraft has been issued a Minnesota certificate of title. If there is a record on file of a title having been issued, the chain of ownership from the last recorded owner must be completed, or the applicant must obtain a District Court Order, awarding them the watercraft and directing the Department of Natural Resources to issue them a title. (See sample Court Order in Section Two, Appendix D.)

NOTE:

In instances where the applicant possesses an old registration card or title and there is no record of the watercraft on file with the DNR, collect the old registration card or title, along with any other applicable forms (bills of sale, non-use affidavit, etc.). There would be no need for a "statement of facts" in these cases.

NOTE:

By law, the transfer of ownership of a watercraft that needs to be titled must be filed with the DNR within 15 days by the purchaser, however, there are no provisions in the law for late fees, regardless of when the title transfer is filed.

SALE OF A WATERCRAFT TO A DEALER

When the Owner is in Possession of the Certificate of Title.

1. Owner completes "assignment by record owner" section and surrenders the title to dealer.
2. Dealer holds title and assignment until the boat is sold or dealer may complete an Application to Title and submit it to the DNR for a title in the dealership's name.

When a Secured Party is in Possession of the Certificate of Title

1. Owner completes a bill of sale assigning the vehicle to the dealer, in lieu of the certificate of title.
2. Dealer later procures title from secured party when lien is released.
3. Dealer attaches bill of sale to title and holds for resale.

Lost Title

1. Question the owner to determine if the title can be located:

Was the original title ever received? Is the owner's address correct as recorded on DNR records? (The title may have been returned to the DNR.)

Was there a lien on the boat at the time of purchase? If so, does the lender still have the title, or was it returned with the chattel mortgage papers?

Ask to see the current registration card and question to see if the owner received correspondence from the DNR regarding the boat. Call the DNR and ask if the record indicates a file. If it does, it is possible that the title was never mailed.

If it appears that the title has been lost, obtain verification of the title record and lien holders from the DNR. This information will help the dealer know how to proceed with the purchase of the boat.

2. Complete the Application for Duplicate Title (form NA-00267) signed by the record owner, or, by the lien holder

if the lien has not been released. If there is more than one lien, all lien releases must be obtained and submitted with the paperwork.

SALE OF A WATERCRAFT TO NON-DEALERS

When the Owner is in Possession of the Certificate of Title

1. Owner completes the “assignment by record owner,” listing the name of the purchaser. (Any liens listed must be signed off by the lien holder.)
2. Purchaser completes the “application for title by buyer” section.
3. Deputy registrar collects the proper fees and validates the documents.

When a Secured Party is in Possession of the Certificate of Title

1. Assignment by the owner can be made on a Bill of Sale (form NA-00468).
2. The parties involved must determine the procedure to be followed to obtain the title from the secured party. When the owner receives the title released by the secured party, it is given to the purchaser who can then follow the steps taken as indicated under “When the Owner is in Possession of the Certificate of Title.”

DEALER SALE TO PRIVATE PARTY

1. Dealer completes the “reassignment” section on the title.
2. Dealer and purchaser complete all pertinent sections of the title application.
3. Dealer collects the proper fees.
4. The dealer or dealer’s agent delivers the paperwork and fees to the deputy registrar of motor vehicles office or to the DNR License Bureau.

TRANSFER BY LAW (INVOLUNTARY TRANSFERS)

If the ownership of a titled watercraft is transferred by operation of law, including inheritance or bequest, order in bankruptcy,

insolvency, replevin, execution, sale, or satisfaction of mechanic's lien, or repossession upon default in performance of the terms of a security agreement, the person acquiring the watercraft by operation of law must promptly submit the last certificate of title, if available, or the manufacturer's or importer's certificate or other satisfactory proof of the transfer of ownership to the DNR or deputy registrar with the application for a new certificate of title and the required fee.

If a secured party acquired a titled watercraft under the terms of a security agreement or by operation of law, the secured party must promptly submit to the DNR, a deputy registrar, or the person acquiring the watercraft from the secured party the last certificate of title, if available, an application for a new certificate of title with the required fee, and an affidavit by the secured party or an authorized representative stating the facts entitling the secured party to possession and ownership of the watercraft, including a copy of the journal entry, court order, or an instrument upon which the claim of possession and ownership is founded. If the secured party cannot produce the required proof of ownership, the secured party may submit other evidence with the application and the DNR may issue a new Certificate of Title if the evidence provides satisfactory proof of ownership.

REPOSSESSION

When the first secured party repossesses a watercraft, the following procedure is to be followed:

1. Submit the Certificate of Title to the DNR.
2. Do not sign the lien release.
3. Submit an affidavit of Repossession (form NA-00270) showing the date and indicating that the watercraft is being repossessed.
4. The lien holder, or an authorized agent for the lien holder must sign the repossession form in the presence of a notary public. A repossession form *must be notarized*.

If the lien holder (who becomes owner after repossession) *chooses to hold the paperwork* until the watercraft is re-sold, the following procedure is to be followed:

1. After sale, the lien holder completes a bill of sale to the buyer.
2. The buyer must then complete an Application for Title.

3. The buyer must submit all documents and pay the appropriate fees.

If the reposessor *chooses to title the watercraft in their own name* (rather than holding the documents until re-sale), then they must:

1. Complete an Application for Title in their own name.
2. Submit the original Certificate of Title and a notarized repossession affidavit.
3. Pay a \$10.00 transfer fee, plus a \$3.25 filing fee.

When the reposessor holds the paperwork until resale of the watercraft, which transfers ownership to the buyer, and then submits a title application in the buyer's name, the fees due are a \$10.00 transfer fee and a \$3.25 filing fee. The repossession into the reposessor's name *does not* require payment of a \$10.00 transfer fee.

SUSPENSION OR REVOCATION OF CERTIFICATE

The DNR shall suspend or revoke a certificate of title upon notice and reasonable opportunity to be heard if authorized by law or if it is found that:

- 1) the Certificate of Title was fraudulently procured or erroneously issued; or
- 2) the watercraft has been scrapped, dismantled, or destroyed.

If the DNR suspends or revokes a Certificate of Title, the Owner or person in possession of the Certificate of Title, immediately upon receiving notice of the suspension or revocation, shall mail or deliver the certificate to the DNR.

The DNR may seize and impound a Certificate of Title that has been suspended or revoked.

Suspension or revocation of a Certificate of Title does not affect the validity of a subsequent transfer to a purchaser relying in good faith on the assignment of a suspended or revoked title if Certificate of Title was not surrendered to or seized by the DNR. The DNR shall issue a new certificate of title to an applicant who is a good faith purchaser for value in those circumstances.

PENALTIES

Felony.

A person is guilty of a felony and punishable by imprisonment for a term of not more than four years, or payment of a fine of not more than \$5,000 or both, if the person with fraudulent intent:

- 1) uses a false or fictitious name or address, makes a material false statement, fails to disclose a security interest, or conceals any other material fact in an application for a certificate of title; or
- 2) submits a false, forged, or fictitious document in support of an application for a certificate of title.

Misdemeanor.

A person is guilty of a misdemeanor if that person:

- 1) with fraudulent intent permits another to use or possess a Certificate of Title who is not entitled to use or possess the Certificate of Title;
- 2) willfully fails to mail or deliver a Certificate of Title to the DNR or a deputy registrar within ten days after the time required;
- 3) willfully fails to deliver to a person acquiring a watercraft a Certificate of Title within ten days after the time required;
- 4) commits a fraud in an application for a Certificate of Title, or
- 3) fails to notify the DNR of a fact as required by law.

MECHANIC'S LIEN OR SHERIFF'S SALE

Sometimes referred to as a Possessory Lien, is used to collect money for repairs or storage when the owner cannot be found or does not pay for the services or storage charges that have accumulated as a result of the work or service performed.

In order to recover the money the following steps are necessary:

- a) Obtain a copy of the *Notice of Sale*. which consists of the watercraft description, the type of service performed, name and address of owner, if known, and the date, time and place of the sale.

- b) Submit an *Affidavit of Personal Service* which includes one of the following:

A notice served personally on the owner, if he can be found.

or

An affidavit of mailing, which is a statement from the person who mailed the notice to the owners last known address, when they cannot be found.

plus

An *Affidavit of Publication* or an *Affidavit of Posting*.

- c) If Personal Service cannot be made and the address of the owner is unknown; Submit an Affidavit of Publication or an Affidavit of Posting.

An affidavit from the possessor lien holder that the address of the owner cannot be obtained.

Note: Posting is necessary only if no newspaper is published within the county.

When publication is used, it is necessary to publish notice of sale in a newspaper, printed and published in the county where the property is held, once each week for three successive weeks and the last publication must be one week prior to the announced sale.

- d) Acknowledged report of sale.

The report of sale shall include the identity of the watercraft, amount paid, purchaser's name, and signature of the officer conducting the sale.

- e) Application for title by purchaser, with proper tax and fees.

COURT ORDER

Sale by Court Order awarding transfer of a specific watercraft to another individual. (A sample Court Order may be found in Appendix D.)

SECTION TWO

APPENDIX

Appendices

- Appendix A: Forms Used When
Titling Watercraft2-37**
- Appendix B: Fee Schedule for
Watercraft Titling2-41**
- Appendix C: Fee Schedule for
Watercraft Registration ...2-45**
- Appendix D: Sample Court Order2-49**

APPENDIX A

FORMS USED WHEN TITLING WATERCRAFT

The following is a list of forms that are necessary for boat titling. These forms can be ordered on the Supply Request Form (form NA-00264,) which is available through the DNR License Bureau.

Dealers may be able to obtain small quantities of these forms from their local deputy registrar, however, to obtain large quantities, dealers and deputy registrars must make a written request to the DNR License Bureau, 500 Lafayette Rd., Box 26, St. Paul, Minnesota 55155-4026. Whenever you order forms, remember to boldly mark the mailing envelope "Supply Order."

NA-00256	Application for Watercraft Title (Title form NA-00256 may be used to accomplish <i>both</i> registration and title or to title only, however, this form <i>may not be used for registration or renewal only.</i>)
NA-00263	Watercraft Removed, Sold Out Of State, Or Destroyed
NA-00264	Watercraft Title Supply Request Form
NA-00265-A/B	Affidavit To Correct Title/Correct Ownership Record
NA-00267	Duplicate Watercraft Title
NA-00268-A/B	Surviving Spouse/No Probate
NA-00269	Assignment, Grant, And/Or Release
NA-00270	Affidavit Of Repossession For Watercraft
NA-00468	Watercraft Bill Of Sale
NA-00471-01	Weekly Report of Watercraft Title & Registration

APPENDIX B

WATERCRAFT TITLING FEE SCHEDULE

\$15.00* Initial title for a new or used watercraft, regardless of the number of liens recorded at the same time.

\$10.00* Corrected title.

\$10.00* Transfer (Must submit Minnesota title)

\$10.00* Each lien added to a certificate of title. There is no fee to release a lien except for the \$3.25 filing fee.

\$ 1.00* Lien reassignment. (Existing lien holder transfers his/her contract to another lien holder, therefore, this is not a new lien.

\$ 4.00* Duplicate title.

*** plus \$3.25**

filing fee: Each transaction requires the \$3.25 filing fee, however, *if more than one transaction is being done for the same watercraft at any one time, the filing fee is charged only once. On title/registration applications, the .50 deputy registrar fee is also waived.*

FOR EXAMPLE:

An owner wishes to (1) add a lien to the title record but (2) has lost their Certificate of Title. This situation would require that the owner apply for a duplicate title *and* file a grant at the same time. The fees applicable to this situation would be:

Duplicate title fee	\$ 4.00
Lien grant fee	\$10.00
Filing fee	<u>+\$ 3.25</u>
	\$17.25

APPENDIX C

WATERCRAFT REGISTRATION FEE SCHEDULE

\$50.00	Any watercraft more than 19 feet in length for hire with an operator.
\$40.00	Pleasure watercraft 40 feet in length and over.
\$30.00	Dealer's license, regardless of the number of watercraft owned by the dealer.
\$30.00	Pleasure watercraft 26 feet and over, but less than 40 feet in length.
\$20.00	Pleasure watercraft over 19 feet but less than 26 feet in length.
\$12.00	Pleasure watercraft up to and including 19 feet.
\$ 7.00	Canoes, Kayaks, Sailboats, Sail boards, Rowing Shells and Paddle boats up to and including 19 feet. (All of those over 19 feet are charged the same rate as pleasure craft listed above).
\$ 6.00	Rental or lease watercraft up to and including 19 feet. (Rental or lease watercraft over 19 feet are charged the same rate as pleasure craft listed above).
\$ 3.00	Watercraft owned by nonprofit organizations and used primarily to teach water safety, (for example, Church camps, Boy Scouts, Girl Scouts, TVI, etc.).
\$ 3.00	Transfer of a watercraft not subject to title and not titled
\$ 3.00	Duplicate Registration Card titled or not titled.
\$ 2.00	A surcharge of \$2.00 is due by law and must be added to the above fees when registering any watercraft 17 feet and longer, for management of purple loosestrife and Eurasian water milfoil.

Fees listed are for 3 calendar years.

Effective January 1, 1983, non-motorized watercraft 9 feet or less in length are exempt from licensing.

APPENDIX D

STATE OF MINNESOTA

IN COUNTY COURT

COUNTY OF

CIVIL DIVISION

Plaintiff,

vs.

Defendant.

The above entitled matter was brought before the Honorable
Judge _____ of _____ County
Court, _____, Minnesota.

The Court, after reviewing the entire file, and being fully
advised of the premises, makes his Order as follows:

I.

It is hereby Ordered that the Department of Natural
Resources Transfer the vessel described below to Plaintiff and
that the Defendant has no right to possession or title to a 1980
Chrysler, Serial No. _____ and that Plaintiff be
awarded a free and clear interest in said watercraft.

This Order dated this _____ day of _____, 1982.

Judge of County Court

SAMPLE COURT ORDER

