

WYOMING WATERCRAFT APPLICATION

PART 1: IDENTIFY WHAT TYPE OF APPLICATION AND DOCUMENTATION YOU ARE SUBMITTING:

ASSIGNING A NEW NUMBER Example: You have acquired a boat that does not have a CURRENT Wyoming registration. You must submit the following documentation:

1. Properly completed Watercraft Application Form.
2. Proof of Ownership (see reverse side for explanation)
3. Proof of WYOMING Sales and Use Tax (see reverse side for explanation)
4. Registration Fee.

CHANGE OF OWNERSHIP Example: When the owner(s) listed on the CURRENT Wyoming registration have changed. You must submit the following documentation:

1. Properly completed Watercraft Application Form.
2. Proof of Ownership. (see reverse side for explanation) Please note: The bill of sale must have notarized signatures of each person that is shown on the current registration in Wyoming. If you don't know the current Wyoming ownership, please call 777-4575 to determine what notarized signature(s) must be on your bill of sale.
3. Proof of WYOMING Sales and Use Tax (see reverse side for explanation)
4. Registration Fee.

RENEWAL Example: You have a Wyoming registration in your name(s) that is not current and you want to pay for a current registration. You must submit the following documentation:

1. Renewal notice.

Note: If you had previously registered your watercraft in Wyoming but you do not have a renewal notice or if you have not registered your watercraft within the past two (2) years, you must submit the following documentation:

1. A properly completed Watercraft Application form.
2. A copy of the last Wyoming watercraft registration card you received.
3. Registration Fee.

DUPLICATE Example: An additional copy of a current registration is requested. You must submit the following documentation:

1. A properly completed Watercraft Application form.
2. Duplicate Fee.

DEALER Example: A person engaged in selling boats needing numbering for demonstration purposes only. You must submit the following documentation:

1. A properly completed Watercraft Application form.
2. A properly completed ETS-101 Exemption Certificate form obtained from the State of Wyoming, Department of Revenue.
3. A copy of your dealer's sales tax license certificate.
4. Dealer Fee of \$15.00.

PART 2: FEES (CHECK THE APPROPRIATE BOX(ES) AND INDICATE THE TOTAL FEE INCLUDED)

\$15.00 1-YEAR REGISTRATION** \$5.00 DUPLICATE REGISTRATION

\$40.00 3-YEAR REGISTRATION** \$15.00 DEALER'S REGISTRATION

\$ 1.00 VOLUNTARY SEARCH & RESCUE DONATION

\$_____ TOTAL AMOUNT REMITTED (Make checks/money order payable to: Wyoming Game & Fish Department)

****REGISTRATION FEES ARE NONTRANSFERABLE AND NONREFUNDABLE TO THE SAME OWNER OR TO A NEW OWNER**

PART 3: PRIOR REGISTRATION

IF THIS WATERCRAFT HAS BEEN PREVIOUSLY REGISTERED IN THE PAST, WHAT STATE LAST REGISTERED? _____

LAST YEAR REGISTERED? _____ STATE REGISTRATION NUMBER? _____

PART 4: WHO DID YOU PURCHASE THE WATERCRAFT FROM?

DEALER: BUSINESS NAME _____

PRIVATE PARTY (list below):

LAST NAME: _____ FIRST NAME: _____ MIDDLE INITIAL: _____

LAST NAME: _____ FIRST NAME: _____ MIDDLE INITIAL: _____

ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____

PART 5: HOW DO YOU WANT THE WATERCRAFT REGISTERED?

LAST NAME: _____ FIRST NAME: _____ MIDDLE INITIAL: _____

LAST NAME: _____ FIRST NAME: _____ MIDDLE INITIAL: _____

MAILING ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____

PHYSICAL ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____

DAYTIME PHONE NUMBER: _____

PART 6: BOAT DESCRIPTION INFORMATION

LENGTH: FT. _____ IN. _____ MAKE: _____ MODEL YEAR: _____ HORSE POWER: _____

MANUFACTURER HULL IDENTIFICATION NUMBER: _____

COLOR:	TYPE:	USE:	HULL MATERIAL:	MOTOR:
1 ___ SOLID	1 ___ CANOE	1 ___ PLEASURE	1 ___ FIBERGLASS	1 ___ OUTBOARD
2 ___ TWO-TONE	2 ___ RUNABOUT	2 ___ RENTAL	2 ___ ALUMINUM	2 ___ INBOARD
3 ___ OTHER	3 ___ OPEN FISH	3 ___ GOVERNMENT	3 ___ WOOD	3 ___ IN/OUT
	4 ___ CRUISER	4 ___ DEALER	4 ___ STEEL	4 ___ SAIL
	5 ___ PONTOON	5 ___ BUSINESS	5 ___ RUBBER	5 ___ NONE
	6 ___ RAFT		6 ___ OTHER	6 ___ ELECTRIC
	7 ___ PERSONAL WATERCRAFT (JET SKI/WET BIKE)			
	8 ___ SAIL BOAT			
	9 ___ OTHER			

ALLOW 10 WORKING DAYS FOR PROCESSING YOUR APPLICATION

WHAT MUST BE LICENSED

All motorboats powered by propulsion machinery of any type and operated on the waters of this state shall be numbered. No person shall operate nor shall the owner permit the operation of any motorboat unless the motorboat is numbered in accordance with state law, applicable federal law or federally approved numbering system of another state; the certificate of number issued for the motorboat is in full force and effect; and the identifying number set forth in the certificate of number is displayed on each side of the bow of the motorboat.

Exceptions to this law are as follows:

A motorboat shall not be required to be numbered if it is:

- a. already covered by a number in full force and effect, which has been issued pursuant to any federal law or a federally approved numbering system of another state. If the motorboat remains in this state in excess of ninety (90) consecutive days and is operated on the waters of this state at any time during this ninety (90) day period, the operator shall comply with the provisions for a certificate of number in the manner prescribed in this section;
- b. presently numbered under the rules of the Department until the present registration expires;
- c. a motorboat whose owner is the United States, a state or subdivision thereof, but such ownership must be visibly evident.

Unless a license is issued and in effect, it's against the law to operate or permit the operation of any watercraft which requires a license.

The purchaser of a motorboat may operate the motorboat for thirty (30) calendar days from the date of purchase without a new certificate of number if upon demand by a person authorized to enforce W.S. 41-13-104(h), the new owner can furnish proof of ownership and the date the motorboat was acquired.

MEASURING YOUR WATERCRAFT

It is important that you list the exact length of your vessel in feet AND inches. Length is the straight-line distance from the foremost part of the boat (bow) to the rear-most part of the boat (stern). Bowsprites, outboard motor brackets, rudders and other attachments are not included in the measurement.

Motorboats are divided into four (4) class lengths as follows:

- Class A:** Less than sixteen (16) feet in length.
Class B: Sixteen (16) feet or over and less than twenty-six (26) feet in length.
Class C: Twenty-six (26) feet or over and less than forty (40) feet in length.
Class D: Forty (40) feet or over.

PROOF OF OWNERSHIP

Before a boat can be registered in Wyoming, proof of ownership must be provided. The following is accepted as proof of ownership:

1. A bill of sale which states the seller of the watercraft, purchaser of the watercraft and description of the boat. When a watercraft is sold between private parties, the bill of sale **MUST BE NOTARIZED** by someone who is not a party of the transaction. Be sure to check the bill of sale for a complete description of the watercraft, all signatures of the previous owners who appeared on the previous registration and the name of the selling and purchasing parties.

2. An invoice from the boat dealer. The invoice does not have to be notarized if it is received from a dealer.

3. A watercraft registration or certificate of title from another state. A watercraft which has been registered in another state can be registered in Wyoming with a copy of the registration from the other state or certificate of title from another state. The registration or certificate of title must be in the same name(s) as the person(s) requesting registration in Wyoming.

4. If none of the above can be provided, a **notarized** affidavit of ownership may be accepted. The affidavit shall be written testimony about the history of the watercraft, complete description of the watercraft and how the watercraft was acquired.

IF THE ORIGINAL PROOF OF OWNERSHIP DOCUMENTATION IS SENT IN, IT WILL NOT BE RETURNED, SO PLEASE SEND A PHOTOCOPY.

Having the previous owner's boat registration certificate notarized will not be accepted in place of a notarized bill of sale.

Proof of ownership for homemade boats shall consist of a PHOTOCOPY of a notarized affidavit by the builder and the date construction is completed. Builders of homemade boats can receive hull numbering information from the Wyoming Game and Fish Department watercraft officer in Cheyenne.

For special cases in providing proof of ownership, i.e. divorces, death of the previous owner or the watercraft being given as a gift, please contact the Wyoming Game and Fish Department, Watercraft Section, 777-4575, for proper registration procedures.

PROOF OF WYOMING SALES/USE TAX

Proof of paying Wyoming Sales/Use Tax must be provided for **ALL** watercraft transactions except watercraft renewal transactions. Proof shall consist of **ONE** of the following:

1. An official receipt from the County Treasurer indicating that taxes have been paid for the watercraft.

2. An official receipt from the Department of Revenue indicating that the taxes have been paid for the watercraft.

Contact: Tax Payer Services
Department of Revenue
Herschler Building
2nd Floor West Wing
Cheyenne, Wyoming
777-5203 or -5455, Fax: 777-3632

3. An official sales invoice from a Wyoming vendor. The sales invoice must have sales tax itemized separately on the invoice. A sales invoice from an out-of-town vendor showing sales tax paid **WILL NOT** be accepted as proof of Wyoming Sales/Use Tax payment.

4. A boat registration certificate or title from a state other than Wyoming. The registration or certificate of title must be in the same name(s) as the person(s) requesting the registration in Wyoming.

5. An official Wyoming watercraft registration card from a prior year. The registration or certificate of title must be in the same name(s) as the person(s) requesting the registration in Wyoming.

TRANSFER OF OWNERSHIP

When a watercraft is purchased, the new owner must submit a watercraft application to transfer ownership within 30 days after the transfer actually occurs. Unless the application is made and fee paid within 30 days, it shall be deemed unlawful for any person to operate the watercraft until the proper registration certificate is issued.

Problems can arise if you have purchased a boat from an individual who has not had the boat registration transferred into his/her name. If you have purchased such a boat, i.e. the seller is not the same person(s) to which the boat was last registered, please contact the Wyoming Game and Fish Department, Watercraft Section, 777-4575 for the proper registration instructions.

If you have purchased a boat and are unable to obtain a boat certificate OR you are uncertain of the registration status of the boat, please contact the Wyoming Game and Fish Department, Watercraft Section, 777-4575 for the proper registration instructions.

If you have purchased a boat from a dealer or rental company, the dealer's boat numbers cannot be transferred into the new owners name.

EXPIRATION OF WATERCRAFT

Watercraft can be registered for a one-year period or a three-year period. All watercraft registrations expire on December 31 for the period registered. The year on the decal will indicate the year of expiration. For a three year registration, the decal will have "05". Normally you will receive a notice by mail to renew your license for another calendar year. But whether you receive your notification or not, you are responsible for renewing the license for your watercraft. The license number assigned to your watercraft remains the same if you renew it continuously. If you allow five or more years to pass without renewing your watercraft registration, **PLEASE BE ADVISED** that the numbers assigned to your boat will be dropped from our files and will be reissued to another party. It is to your advantage to keep your registration current.

NEED ASSISTANCE?

If you have questions concerning your watercraft application, please contact the Wyoming Game and Fish Department Watercraft Section at 307-777-4575.

BEFORE YOU MAIL YOUR APPLICATION, DID YOU:

1. Complete all portions of the application?
2. Submit a PHOTOCOPY of your proof of ownership paperwork?
3. Submit a PHOTOCOPY of your proof of Wyoming Sales/Use Tax receipt?
4. Photocopy your original paperwork and receipt? Original documents will not be returned.
5. Submit proper payment?
6. If paying by check or money order, did you sign your check or money order?

MAIL YOUR APPLICATION TO:

WYOMING GAME & FISH DEPT.
WATERCRAFT SECTION
5400 BISHOP BLVD.
CHEYENNE WY 82006-0001