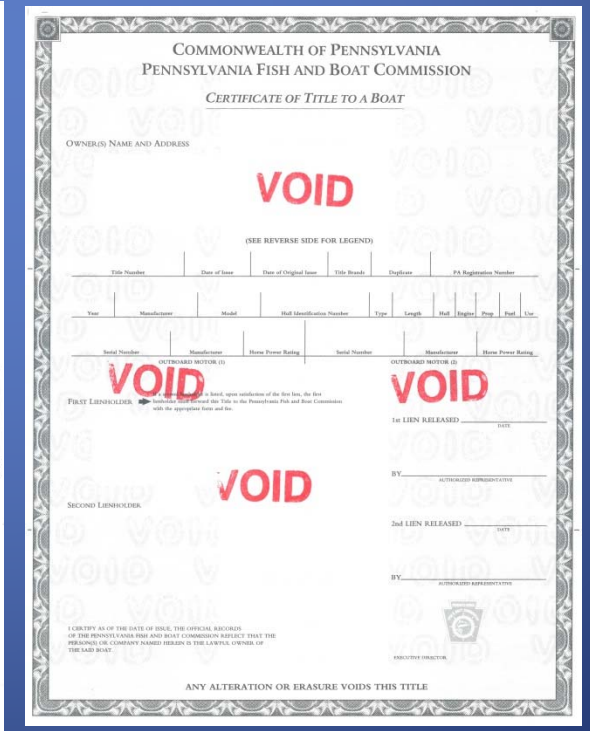
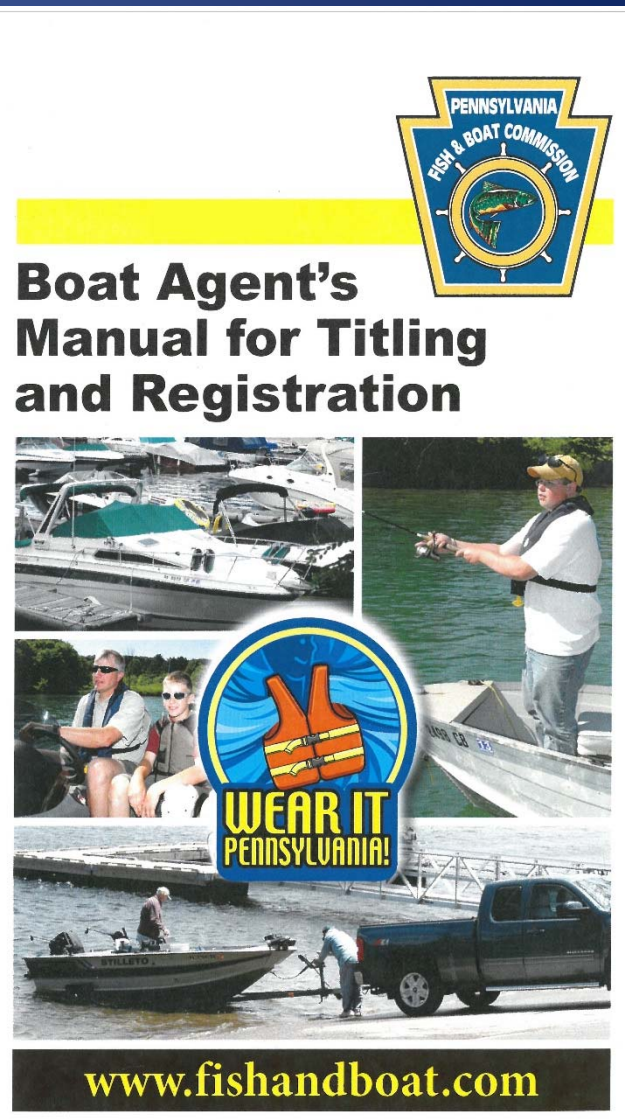
Pennsylvania Fish & Boat Commission (PFBC)

Boat Issuing Agent Seminar



Handbook and other materials

- The handbook will provide an in-depth description of boating regulations.
- The current edition of the handbook can be found on our website in the “issuing agent forms” section, changes are made to the handbook as needed.
- Make sure the most up to date forms are used.
- All forms, and agent materials can be found on our website: www.fishandboat.com, under Forms/Transact, in Forms (All).



Registration and Title

Registration

- PA Registration allows use of the vessel in PA waters, as well as other states and Canada for short periods of time. It is not proof of ownership.
- **Vessels must be registered within the state of primary use.**
- Registration is required on all powered vessels in PA, this includes using a small electric trolling motor.

Title

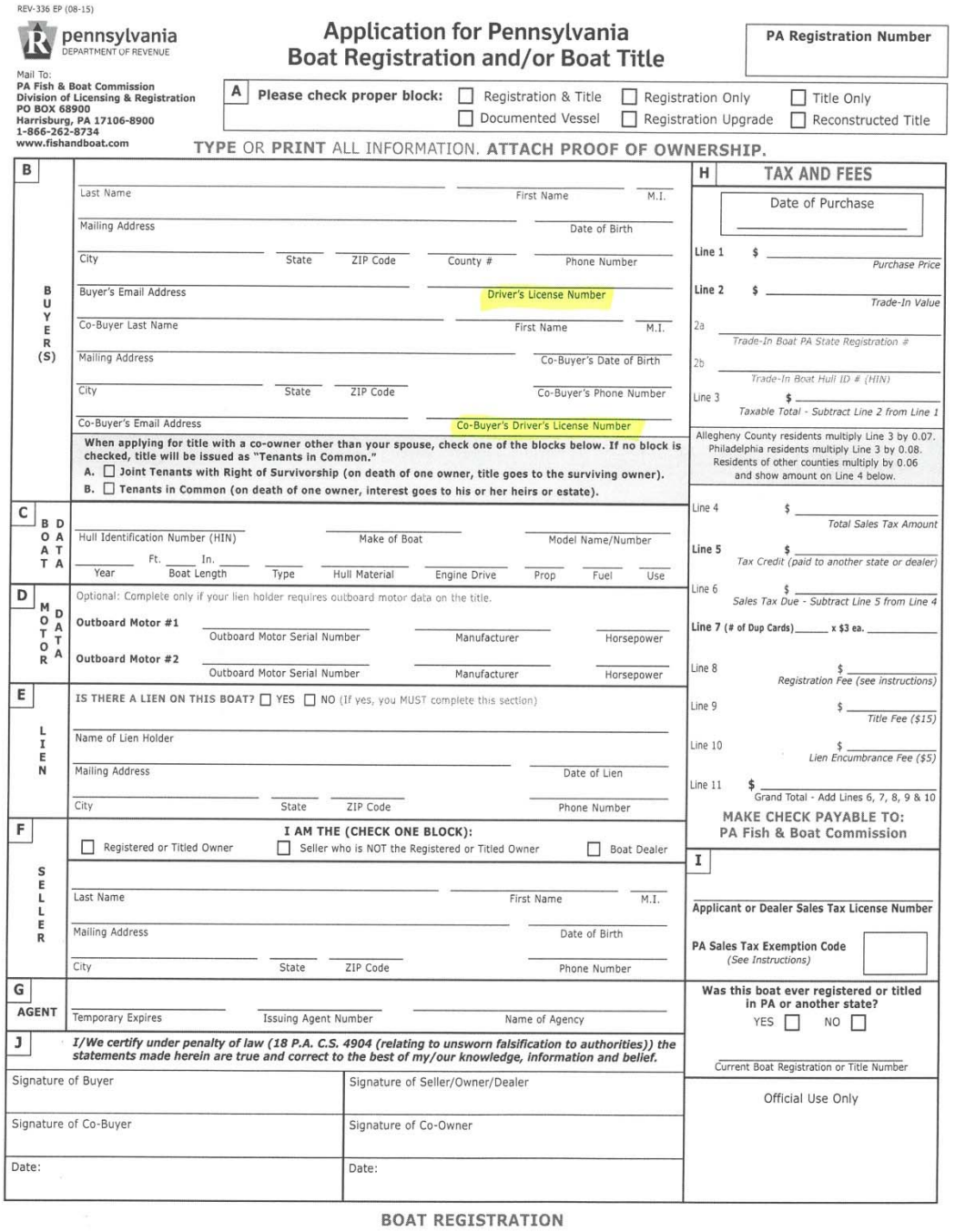
- A title is a legal form of ownership. Notarization of the sellers signature is required for transfers on PA titles.
- **A title always supersedes registration in regards to ownership.**
- A title is required for vessels that are currently titled in PA or another state, as well as any vessel that has a model year of 1997 or newer and:
  - is at least 14’ in length and powered by an outboard engine.
  - or powered by an inboard engine, regardless of length.

Major Components of Ownership Transfer

- App. – REV-336
- Path of Ownership – starting with **last state reg. owner**. If dealing with a titled vessel, the title must be properly signed over by all necessary parties.
- Bill of Sale – an invoice/receipt from a dealership or a handwritten and signed paper by individuals.
  - If section H of the REV-336 is correctly filled out and section J has all necessary signatures the REV-336 can act as the bill of sale between individuals.

Buyer Info.

- All Buyer/Co-Buyer information is essential, please ensure all information is entered in neatly, accurately, and correctly.
- Use full legal names, including suffix, not nicknames, abbreviations, or such.
- Enter in the mailing address of primary residence for each applicant, not a temporary address, or address of a relative/friend/etc.
- DoB, and driver's license #'s are also essential for accurate record keeping.
- Phone numbers are necessary should we need to contact the customer about anything, otherwise we are limited to letters that must be sent out for every minor issue.



REV-336 EP (08-15)

pennsylvania
DEPARTMENT OF REVENUE

Mail To:
PA Fish & Boat Commission
Division of Licensing & Registration
PO BOX 68900
Harrisburg, PA 17106-8900
1-866-262-8734
www.fishandboat.com

Application for Pennsylvania Boat Registration and/or Boat Title

PA Registration Number

A **Please check proper block:** ☐ Registration & Title ☐ Registration Only ☐ Title Only ☐ Documented Vessel ☐ Registration Upgrade ☐ Reconstructed Title

TYPE OR PRINT ALL INFORMATION. ATTACH PROOF OF OWNERSHIP.

B BUYER(S)
Last Name | First Name | M.I.
Mailing Address | Date of Birth
City | State | ZIP Code | County # | Phone Number
Buyer's Email Address | Driver's License Number
Co-Buyer Last Name | First Name | M.I.
Mailing Address | Co-Buyer's Date of Birth
City | State | ZIP Code | Co-Buyer's Phone Number
Co-Buyer's Email Address | Co-Buyer's Driver's License Number

When applying for title with a co-owner other than your spouse, check one of the blocks below. If no block is checked, title will be issued as "Tenants in Common."
A. ☐ **Joint Tenants with Right of Survivorship (on death of one owner, title goes to the surviving owner).**
B. ☐ **Tenants in Common (on death of one owner, interest goes to his or her heirs or estate).**

C BOAT DATA
Hull Identification Number (HIN) | Make of Boat | Model Name/Number
Year | Boat Length Ft. In. | Type | Hull Material | Engine Drive | Prop | Fuel | Use

D MOTOR DATA
Optional: Complete only if your lien holder requires outboard motor data on the title.
Outboard Motor #1 Outboard Motor Serial Number | Manufacturer | Horsepower
Outboard Motor #2 Outboard Motor Serial Number | Manufacturer | Horsepower

E LIEN
IS THERE A LIEN ON THIS BOAT? ☐ YES ☐ NO (If yes, you MUST complete this section)
Name of Lien Holder
Mailing Address | Date of Lien
City | State | ZIP Code | Phone Number

F SELLER
I AM THE (CHECK ONE BLOCK): ☐ Registered or Titled Owner ☐ Seller who is NOT the Registered or Titled Owner ☐ Boat Dealer
Last Name | First Name | M.I.
Mailing Address | Date of Birth
City | State | ZIP Code | Phone Number

G AGENT
Temporary Expires | Issuing Agent Number | Name of Agency

J ***I/We certify under penalty of law (18 P.A. C.S. 4904 (relating to unsworn falsification to authorities)) the statements made herein are true and correct to the best of my/our knowledge, information and belief.***

Signature of Buyer	Signature of Seller/Owner/Dealer
Signature of Co-Buyer	Signature of Co-Owner
Date:	Date:

H **TAX AND FEES**
Date of Purchase
Line 1 $ *Purchase Price*
Line 2 $ *Trade-In Value*
2a *Trade-In Boat PA State Registration #*
2b *Trade-In Boat Hull ID # (HIN)*
Line 3 $ *Taxable Total - Subtract Line 2 from Line 1*
Allegheny County residents multiply Line 3 by 0.07. Philadelphia residents multiply Line 3 by 0.08. Residents of other counties multiply by 0.06 and show amount on Line 4 below.
Line 4 $ *Total Sales Tax Amount*
Line 5 $ *Tax Credit (paid to another state or dealer)*
Line 6 $ *Sales Tax Due - Subtract Line 5 from Line 4*
Line 7 (# of Dup Cards)_____ x $3 ea. _____
Line 8 $ *Registration Fee (see instructions)*
Line 9 $ *Title Fee ($15)*
Line 10 $ *Lien Encumbrance Fee ($5)*
Line 11 $ Grand Total - Add Lines 6, 7, 8, 9 & 10
MAKE CHECK PAYABLE TO: PA Fish & Boat Commission

I
Applicant or Dealer Sales Tax License Number
PA Sales Tax Exemption Code *(See Instructions)*
Was this boat ever registered or titled in PA or another state? YES ☐ NO ☐
Current Boat Registration or Title Number
Official Use Only

BOAT REGISTRATION

Fees

- Registration fees:
  - Unpowered $20.00 (Dec. 1 2018)
  - Powered 0’ - 15’ 11” $26.00
  - Powered 16’ - 19’ 11” $39.00
  - Powered 20’ and up $52.00
  - Transfer to new $5.00 + difference
- Title fees:
  - Lien encumbrance - $5, whenever a lien is recorded on a title. REV-336 or T2
  - Dup. - $5, no changes to boat info. or address. T1 or T2
  - Corrected - $15, when vessel/current owner info. is changed on a title. Please note additional owners cannot be added this way, that requires a transfer. T1 or T2 or T10

Sales Tax

- The full amount of sales tax is expected to be sent in, unless proof of full or partial payment can be provided.
- In the event sales tax has not already been paid on a vessel, such as awarded vessels, sales tax on the current fair market value must be collected.
- What is taxed:
  - Vessel, motor, accessories, equipment, options
  - Protection plans
  - Extended warranty
  - Dealer prep, freight, rigging, gate, destination, and buyer fees
  - Handling – if combined with shipping the total sum is taxed.

TAX EXEMPTION REASONS/CODES

1. Vessel acquired by applicant for the purpose of resale: Insert applicant’s sales tax license number in Section I. If no number, attach an explanation why a sales tax license number is not required.
2. Vessel acquired by applicant for rental or lease: Insert applicant’s sales tax license number in Section I. If no number, attach an explanation why a sales tax license number is not required.
3. Vessel transferred between husband and wife: Exemption is not permitted unless transferor holds a Pennsylvania vessel registration or Pennsylvania vessel title.
4. Vessel transferred by an executor, administrator or trustee under a will or trust agreement.
5. Vessel purchased out-of-state, by a nonresident, more than six months prior to being brought into Pennsylvania by a nonresident, in connection with establishment of a permanent business or residence: Indicate date of purchase (see top of REV-336).
6. Vessel transferred to applicant without consideration or value. Consideration includes the amount of any existing encumbrance or other obligation assumed in connection with the transfer.
7. Vessel purchased out-of-state and registered by a nonresident solely for use in Pennsylvania as a tourist or vacationer: Exemption is not permitted if applicant is a resident of Pennsylvania, or if vessel was originally purchased in Pennsylvania.

Local Sales Tax:

In addition to state sales tax (6 percent), a local sales tax applies to boats and related accessories purchased by residents of Allegheny and Philadelphia Counties. Allegheny County residents are subject to 1 percent local sales tax, and Philadelphia residents are subject to 2 percent local sales tax.

REGISTRATION & TITLE FEES: Make check payable to: **PA Fish and Boat Commission**

2 YEAR REGISTRATION FEES:

Boats less than 16-feet:	**$26.00**
Boats 16-feet, but less than 20-feet:	**$39.00**
Boats 20-feet and larger:	**$52.00**
Unpowered Boats (no motor):	**$20.00**
Commercial Passenger:	**$50.00**
Duplicate Registration Certificate:	**$ 3.00**
Title Fee	**$15.00**
Lien Filing Fee	**$ 5.00**

Mail the completed application to:
PENNSYLVANIA FISH & BOAT COMMISSION
DIVISION OF LICENSING & REGISTRATION
PO BOX 68900
HARRISBURG PA 17106-8900

County	Code#	County	Code#	County	Code#
Adams	01	Elk	24	Montour	47
Allegheny	02	Erie	25	Northampton	48
Armstrong	03	Fayette	26	Northumberland	49
Beaver	04	Forest	27	Perry	50
Bedford	05	Franklin	28	Philadelphia	51
Berks	06	Fulton	29	Pike	52
Blair	07	Greene	30	Potter	53
Bradford	08	Huntingdon	31	Schuylkill	54
Bucks	09	Indiana	32	Snyder	55
Butler	10	Jefferson	33	Somerset	56
Cambria	11	Juniata	34	Sullivan	57
Cameron	12	Lackawanna	35	Susquehanna	58
Carbon	13	Lancaster	36	Tioga	59
Centre	14	Lawrence	37	Union	60
Chester	15	Lebanon	38	Venango	61
Clarion	16	Lehigh	39	Warren	62
Clearfield	17	Luzerne	40	Washington	63
Clinton	18	Lycoming	41	Wayne	64
Columbia	19	McKean	42	Westmoreland	65
Crawford	20	Mercer	43	Wyoming	66
Cumberland	21	Mifflin	44	York	67
Dauphin	22	Monroe	45	Out of Country	98
Delaware	23	Montgomery	46	Out of State	99

PA Fish & Boat Commission
www.fishandboat.com

Typical Scenarios

- New – REV-336, MCO, Bill of Sale
- Currently Registered in PA – REV-336, Reg. Card/Title, Bill of Sale
- Out of State – REV-336, Reg. Card/Title/Canadian License (depends on the state/country), Bill of Sale
- Deceased Owner – REV-336, Reg. Card/Title/Canadian License, Short Cert. or T8 with Funeral Director or Physician Signature/Death Cert., Bill of Sale
- Consignment – REV-336, Reg. Card/Title/Canadian License, agreement of consignment/brokerage, sales tax will always be remitted to PFBC.

Specially Constructed/Homemade

- **No temporary registration is issued to these types of vessels.**

- **§ 93.101. Definitions**
  - A boat not originally constructed by a generally recognized manufacturer of boats under a distinctive name and not materially altered from its original construction, but assembled from parts of various boats or kits, or both, and that would be commonly known as a "homemade" boat.
  - A boat that has been materially altered by the removal, addition or substitution of essential parts derived from various other makes and models and that the Commission determines cannot be readily identified as a boat of a generally recognized make or model.
- Ownership of homemade vessels cannot be transferred, this is a federal regulation from the U.S. Coast Guard. PFBC will allow these vessels to enter PA when ownership is retained.
- Necessary documentation – App., Affidavit (734), Material Receipts or Fair Market Value from boat dealer/manufacturer with sales tax, pictures of sides and stern.

Salvage, Reconstructed, Abandoned

- **No temporary registration is to be issued to the below mentioned vessel types.**

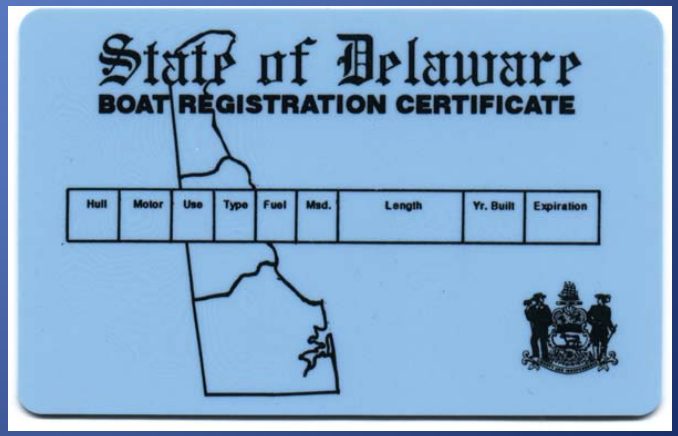
- **Salvage** – for "totaled" vessels, **no reg. or temp. is issued to this type of vessel.**
  - REV-336, letter of total loss, reg./title, T-6, pictures of sides, stern, damaged areas, HIN
- **Reconstructed** – Salvaged vessels that have been properly repaired, **no temp. is issued.**
  - REV-336, list of repairs/receipts, letter from boat dealership/manufacturer stating the vessel has been "restored to manufacturer specifications," Salvage title, Pictures of repaired areas, sides, and stern, HIN
- **Abandoned** – For vessels found abandoned on private or public property. **No temp. is issued**.
  - Private property – fill out R2, pictures, HIN tracing, await notification from PFBC
  - Public Property – fill out R3, pictures, HIN tracing, await notification from PFBC

Additional Scenarios

- **Small, Older Vessels** – Never registered, 14’ or less, unpowered.
  - REV-336, 734 or Bill of Sale, Pictures of sides, stern, and HIN/hull tracing
- **Documented** – vessels Documented with the U.S. Coast Guard, cannot be titled and Documented, it must be one or the other.
  - If Staying Documented – REV-336, copy of Certificate of Documentation or copy of application for Documentation, bill of sale
  - If Not – REV-336, letter of deletion, or abstract of title, bill of sale
- **Amphibious ATV** – **Must first be registered and titled with DCNR. PFBC only registers. They are exempt from displaying PFBC reg. numbers, but still need the decals.**
  - REV-336, copy of DCNR title
- **Reg Transfer to a Newly Acquired** – Valid PA reg. being transferred to a new vessel with the exact same owners, any changes to ownership will invalidate this option.
  - REV-336, reg. card, R4, bill of sale
- **Rentals/Liveries** – REV-336 (use code 3), no sales tax collected, must include tax ID #

Out of State Documentation

- Every state has different regulations for what must be registered or titled.
  - What does the reg. card say? Does it have a title number? Use handbook (pg. 49-51), online resources, or call in to lookup other states requirements.
  - Does it have a lien? Has it been paid off? Has the lienholder signed off? Is there a letter of lien release?
  - Make sure to pay close attention to NY reg. cards, is it a transferable reg. card?
  - MD titles list when the lien was added as a "perfection date."
  - Is there a section for notarization on the title? If so, it must be notarized.



MARYLAND DEPARTMENT OF NATURAL RESOURCES

STATE OF MARYLAND

KEEP IN A SAFE PLACE – ANY ALTERATION OR ERASURE VOIDS THIS TITLE

Vessel Identification Number	Hull Identification Number	Title Number	Issued Date
MD [redacted]	[redacted]	[redacted]	01/28/2013

Model Year	Manufacturer	Length	Hull Material	Type
2001	RENKEN	21' 1"	FiberGlass	Open

Name(s) and Address(es) of Registered Owner(s)

[redacted]

CERTIFICATE OF TITLE FOR A VESSEL

I, THE UNDERSIGNED, HEREBY CERTIFY, PURSUANT TO THE PROVISIONS OF THE NATURAL RESOURCES ARTICLE OF THE ANNOTATED CODE OF MARYLAND, THAT AN APPLICATION FOR CERTIFICATE OF TITLE HAS BEEN MADE FOR THE VESSEL DESCRIBED HEREON, THAT THE APPLICANT(S) NAMED ON THE FACE HEREOF HAS BEEN DULY RECORDED AS THE LAWFUL OWNER(S); AND THAT THE APPLICANT(S) HAS CERTIFIED UNDER PENALTY OF PERJURY THAT THE VESSEL IS SUBJECT TO THE SECURITY INTERESTS SHOWN HEREON. THE DEPARTMENT OF NATURAL RESOURCES DOES NOT GUARANTEE THE STATEMENTS AS TO THE SECURITY INTEREST.

Names and Addresses of Secured Parties

[redacted]

Perfection Date: 01/23/2013

[redacted]

[redacted]

SECRETARY OF NATURAL RESOURCES

DNR B-100

MARYLAND DEPARTMENT OF NATURAL RESOURCES

Department of Natural Resources STATE OF MARYLAND

Vessel Identification Number	Hull Identification Number	Title Number	Issued Date
[redacted]	[redacted]	[redacted]	01/28/2013

Model Year	Manufacturer	Length	Hull Material	Type
2001	RENKEN	21' 1"	FiberGlass	Open

Names and Addresses of Secured Parties

[redacted]

Perfection Date: 01/23/2013

NOTICE OF SECURITY INTEREST FILING

THIS IS TO CERTIFY THAT A SECURITY INTEREST HAS BEEN FILED WITH THE DEPARTMENT OF NATURAL RESOURCES IN THE NAME OF THE SECURED PARTY ABOVE ON THE VESSEL DESCRIBED HEREON.

TERMINATION STATEMENT

I, THE UNDERSIGNED, DO HEREBY RELEASE ALL RIGHTS AND INTERESTS IN THE VESSEL DESCIBED ABOVE.

[redacted] — SIGNATURE OF SECURED PARTY

[redacted] — OFFICIAL CAPACITY

10/14/16 — DATE OF RELEASE

Name(s) and Address(es) of Registered Owner(s)

[redacted]

THIS IS NOT A TITLE

[redacted]

[redacted]

DNR B-122

Things to keep in mind

- Letters of suspension are sent directly to the applicant, not to the issuing agent.
- Customers should receive reg. card, title, or a letter at least 5-7 days before temp. expiration.
- All paperwork must be submitted with a copy of an app., or suspend letter.
- No temporary registration is assigned on title only apps.
- No extensions or new temps. can be issued to existing apps.
- Make sure all apps. are sent in with the Temporary Registration Summary Report (725).
- Notary of the Public stamps are required for notarization, Auto Dealer stamps are not acceptable.
- If no other assignments are available on a title the last assignee must apply for a new title.
- Whiting out or crossing out information on titles will deface the title making it invalid for transfers.
- **For new liens** ensure correct name and address is on app.
- **For pre-existing liens** ensure correct name and address of the filing center to retrieve title is on app., write across top of app "already titled in (state) with lien."
- **For paid off liens** ensure title is signed off by the lienholder, or send the title with a lien release letter.
- Apps. for powered registration for new vessels should always include MCO's.
- MCO's labeled manual will not be issued powered reg., MCO's should not be altered.
- Originals are required for: MCO's, Death Certs, Short Certs, Titles (except DCNR titles for ATV's)
- Ensure all necessary signatures are on app, other documentation, and checks.
- No one signs as executor/executrix unless they submit documentation to support that legal claim.
- There are no special procedures for vessels sold at auction or through donation they must still have all the documentation that would be required for any other vessel sold or gifted to someone.
- Paddleboards and Kiteboards do not require HIN's unless they are motorized.
- Even trades, two vessels are exchanged instead of any money, are acceptable.
- Casual sales, unpowered vessels sold between two private individuals, require no sales tax.