

# Wyoming Watercraft Registration Form

Please read the following instructions in their entirety before completing the form on the reverse side.

Improper forms and/or documentation will result in your request being returned unprocessed.

If you have questions, please call 307-777-4575.

Headquarters (Cheyenne) or any Wyoming Game and Fish Regional Office (Casper, Cody, Green River, Lander, Laramie, Jackson, Pinedale, Sheridan) can process Renewal, Duplicate, Transfer of Ownership and New Registrations.

If you mail your request to Headquarters, allow 10 business days from the day you drop your request in the mail until the day you receive it back in the mail. Mail to: Wyoming Game and Fish Department, Watercraft Section, 5400 Bishop Boulevard, Cheyenne WY 82006-0001.

## WHAT WATERCRAFT MUST BE REGISTERED

All motorboats powered by propulsion machinery of any type and operated on the waters of this State shall be numbered (TO INCLUDE ELECTRIC TROLLING MOTORS). 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 a 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.

## MEASURING YOUR WATERCRAFT

It is important that you list the exact length of your motorboat in feet AND inches. Length is the straight line distance from the bow to stern excluding the deck, bowsprits, bumpkins, rudders, outboard motor brackets and similar fittings or attachments.

Motorized watercraft 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.

## WATERCRAFT REGISTRATION FORM FOR CERTIFICATE OF NUMBER AND FEES

A watercraft registration form can be obtained from Game and Fish license selling agencies, Wyoming Game and Fish Department Regional Offices or by contacting the Game and Fish Headquarters in Cheyenne at 1-800-842-1934 or visit our website at <http://gf.state.wy.us>.

## INFORMATION THAT MUST BE SUBMITTED WITH YOUR WATERCRAFT REGISTRATION FORM

### WATERCRAFT REGISTRATION

1. Proof of a properly executed certificate of title issued in the name of the applicant(s) with the correct Hull Identification Number (HIN).
2. Registration Fees for watercraft are as follows:

TYPE	FEE
1-YEAR REGISTRATION	\$15.00*
3-YEAR REGISTRATION	\$40.00*

\*Registration fees are nontransferable and nonrefundable TO THE SAME OWNER OR TO A NEW OWNER.

### DUPLICATE REGISTRATION \$ 5.00

(Needed if the watercraft registration for current year has either been lost, destroyed, mutilated, or becomes illegible.)

A properly completed watercraft registration form (DUPLICATE Box checked) is required for a duplicate certificate of number.

In addition to the fees listed, persons registering a watercraft may donate a fee of one dollar (\$1.00) to the Wyoming Search and Rescue Fund.

### MOTORIZED WATERCRAFT DEALER REGISTRATION \$15.00

A motorized watercraft dealer's registration is required if a person is engaged in the business of manufacture or sale of motorboats in Wyoming or a person whose motorboat sales business is outside of Wyoming, but who demonstrates motorboats in Wyoming. Upon application to the Department in the manner and on forms provided by the Department, the numbers assigned by certificates of number issued shall be temporarily placed on the watercraft to be tested or demonstrated.

The following are required:

1. A properly completed watercraft registration form (DEALER box checked).
2. A properly completed Streamlined Sales and Use Tax Agreement – Certificate of Exemption form. This form can be obtained from the Department of Revenue. The form indicates that the motorboat is being purchased for resale and the purchase is exempt from sales/use tax. The dealer's sales tax license number must appear on the form. The Watercraft Section will verify the sales tax license number with the Department of Revenue prior to issuing the registration.

## PROOF OF OWNERSHIP FOR TEMPORARY OPERATION

During the thirty (30) calendar days immediately following the date of purchase or construction, the following will be accepted as proof of ownership for temporary operation of motorized watercraft.

- A notarized bill of sale stating the name of the previous owner of the motorized watercraft, the name of the purchaser of the watercraft, description of the watercraft with the correct HIN or a copy of a properly transferred title.
- A bill of sale from a motorized watercraft dealer.
- A copy of a notarized affidavit by the builder of a homemade watercraft which indicates the description of the watercraft and the date construction was completed. Builders of homemade watercraft may receive hull numbering information from the Wyoming Game and Fish Department Headquarters in Cheyenne by telephoning, 307-777-4686.

## PROOF OF OWNERSHIP FOR NEW REGISTRATION AND TRANSFER OF OWNERSHIP

Before a motorboat can be registered in Wyoming, proof of ownership shall be provided. The following will be accepted as proof of ownership for registration:

### New Registration:

- A copy of, or the original Wyoming certificate of title issued in the name of the applicant(s) with the correct Hull Identification Number (HIN).
- A watercraft registration or certificate of title from another state. A watercraft which has been registered or titled in another state can be registered in Wyoming with a copy of the registration or certificate of title from the other State. The registration or certificate of title shall be in the same name(s) as the person(s) applying for the registration in Wyoming, as evidenced by the document provided.
- A previous Wyoming Registration Certificate or a Wyoming Renewal Notice Form can be provided to obtain a new watercraft registration certificate of number if no change of ownership has occurred. If the applicant has not renewed their watercraft registration for a period of five (5) years and their watercraft registration record has been deleted from the registration system, evidence of prior registration will be accepted. The new watercraft registration can only be issued in the same name(s) as appears on the document provided as proof of ownership.
- Proof of ownership for homemade watercraft shall consist of a copy of or the original notarized affidavit by the builder indicating the date construction was completed and a properly executed certificate of title. Builders of homemade watercraft may receive hull numbering information from the Wyoming Game and Fish Department Headquarters in Cheyenne by telephoning, 307-777-4686.

### Transfer of Ownership:

- A copy of, or the original Wyoming certificate of title issued in the name of the applicant(s) with the correct Hull Identification Number (HIN).

If you are unable to provide proper documentation for proof of ownership, a HIN inspection will be required.

- HIN inspections shall be conducted by Department law enforcement personnel or any Wyoming peace officer.

Examples in which a HIN inspection shall be required include:

- The HIN number appears to be incorrect.
- There is no HIN number associated with the watercraft.
- The registration is not a renewal to the State of Wyoming and the owner cannot produce a current or prior year's registration or certificate of title documentation.

SEND A PHOTOCOPY OF THE PROOF OF OWNERSHIP DOCUMENTATION, OR ANY OTHER DOCUMENTATION THAT MEETS APPROVAL OF THE DEPARTMENT WITH THE WATERCRAFT REGISTRATION APPLICATION. THE PROOF OF OWNERSHIP DOCUMENTATION SHALL NOT BE RETURNED BY THE DEPARTMENT TO THE OWNER.

## EXPIRATION AND RENEWAL OF CERTIFICATE OF NUMBER

Each certificate of number issued expires on December 31 of the last year of valid registration under the certificate unless sooner terminated or discontinued. Watercraft can be registered for a one (1) year period or a three (3) year period. Normally, you will receive a notice by mail to renew your registration for another calendar year, verify the information and make any corrections where necessary (i.e. change in address, change in propulsion machinery of any type, etc.). But whether you are notified or not, you are responsible for renewing the registration for your watercraft. The certificate of number assigned to your motorboat remains the same if you renew it continuously. PLEASE BE ADVISED, if you allow five (5) or more years to pass without renewing your certificate of number registration, the number assigned to your motorboat shall be dropped from the Department's files and may be reissued to another party. It is to your advantage to keep your registration current in order to maintain the same certificate of number.

# WYOMING WATERCRAFT REGISTRATION FORM

## 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 Registration Form.
  2. Wyoming Certificate of Title in name(s) of applicant(s).
  3. Registration Fee.
- TRANSFER 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 Registration Form.
  2. Wyoming Certificate of Title in name(s) of applicant(s).
  3. 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, letter requesting renewal of watercraft, or properly completed Watercraft Registration Form.
  2. Registration Fee.
- DUPLICATE** Example: An additional copy of a current registration is requested.  
You must submit the following documentation:
1. Properly completed Watercraft Registration 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. Properly completed Watercraft Registration Form.
  2. Properly completed Streamlined Sales and Use Tax Agreement - Certificate of Exemption form obtained from the State of Wyoming, Department of Revenue.
  3. A copy of your dealer's sales tax license certificate.
  4. Dealer Fee.

## 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 WYOMING REGISTRATION

LAST YEAR REGISTERED? \_\_\_\_\_ REGISTRATION NUMBER ISSUED? \_\_\_\_\_

## PART 4: WHO DID YOU PURCHASE THE WATERCRAFT FROM?

**DEALER:** BUSINESS NAME \_\_\_\_\_ DATE OF PURCHASE \_\_\_\_\_

### 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: \_\_\_\_\_

**HULL IDENTIFICATION NUMBER (HIN):** \_\_\_\_\_

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			