

**TEXAS PARKS AND WILDLIFE DEPARTMENT
REGISTRATION OF USCG DOCUMENTED VESSELS**

Registration of USCG Documented Vessels

Legend

X = Required Item.

● = One of the Items Marked is a Required Item.

■ = One of the Items Marked is a Required Item.

IA = If Applicable.

All of the blank TPWD forms may be copied, however, all signatures (on all TPWD forms and titles) must be original. All titles submitted must be originals. Additional supporting documentation may be either the original documents or unaltered copies of the documentation. Copies of USCG documentation are acceptable.

	Application for Vessel (PWD 143)	Application for Vessel/Boat Records Maintenance (PWD 143-M)	Renewal Request	Letter of Authorization (PWD 581) and/or Power of Attorney (PWD 1055)	Bill of Sale OR Invoice	Verification of Sales Tax Paid	Proof of New Resident Status	Application for Initial USCG Documentation	Current USCG Documentation	Expired USCG Documentation AND Copy of Application for Current USCG Documentation	Texas Vessel Title or Out of State Vessel Title	Written Notification	Affidavit of Fact (PWD 314) or Documentation Supporting Error	Registration decals	Statement That Decals are Lost/Destroyed/Not Yet Fulfilled (Printed)	Legal Document(s)
New Vessel From Dealer/Manufacturer (No Texas Record Exists)																
Vessel is less than or equal to 115 feet in length (TAX PAID TO TPWD)	X			IA	■	■		●	●		IA					
Vessel is greater than 115 feet in length - (TAX PAID DIRECT TO COMPTROLLER)	X			IA	IA	IA		●	●		IA					
Used or Previously Documented Vessel (Texas Record May or May not Exist)																
Vessel is less than or equal to 115 feet in length (TAX PAID TO TPWD)	X			IA	■	■		●	●		IA					
Vessel is greater than 115 feet in length - (TAX PAID DIRECT TO COMPTROLLER)	X			IA	IA	IA	IA	●	●		IA					
New Resident - Owner of USCG Vessel Coming from another State or Country																
Vessel is less than or equal to 115 feet in length	X			IA			X	X								
Renewal of Texas USCG Registration																
Vessel in Your Name		●	●	IA				X								
Vessel in Another Person's Name		●	●	X				X								
With Address Change of Vessel in Your Name		●	●	IA				X								
With Address Change of Vessel in Another Person's Name		●	●	X				X								
Replacement or Additional ID Card(s) & Replacement Decals for Texas USCG Registration																
Certificate of Number ID Card(s) - Replacement or Additional		X		IA												
Registration Decals & ID Card		X		IA												
Change/Correction of Texas USCG Registration																
Owner Address and/or Phone Number and/or Citizenship Change - No New ID Card Issued (No Fee Assessed)		●		IA							●					
Owner Address and/or Phone Number and/or Citizenship Change - New ID Card Issued		●		IA							●					
Owner Name (or Name & Address) Change - New ID Card Issued		X		IA								●			●	
Vessel Description, or USCG Information Change - New ID Card Issued		X		IA								X				
Registration Decals & ID Card Correction - New Registration Decals & ID Card Issued		X		IA								X	●	●		
Processor Error Correction to Transaction involving Owner Name/Address/Phone/Citizenship, or Vessel Description - New ID Card Issued		X		IA								X				

Forms available at www.tpwd.texas.gov/fishboat/boat/forms

For additional explanation of the requirements listed above, or to find the office nearest you, or to have forms mailed, please call either 1-800-262-8755 or 1-512-389-4828.

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Description of Required Documents:

Vessel/Boat Application: Title & Registration, Registration for USCG, or Sales Tax Only (Form PWD 143) - is used to request a Texas title and/or registration for a vessel/boat or to pay sales tax only on vessels 115 feet and under.

Vessel/Boat Records Maintenance (Form PWD 143M) - is used to renew TX vessel/boat registration; replace lost or destroyed registration decals or Certificate of Number ID Card; obtain additional ID cards; or make changes or corrections to your name, mailing address, vessel/boat description, or USCG information.

Renewal Request - includes the following options:

(1) Renew in person at a TPWD or participating County Tax Office with one of the following:

- Renewal Notice, or
- Written Request for Renewal. (Handwritten letters should include the TX number and/or hull identification/serial number, the owner's printed name, address (new and old if changing address), and signature), or
- Letter of Authorization (PWD 581), or
- For Owner on Record or Spouse * (with the same last name and address – government photo ID is required) Printed Name & Signature on Transaction Receipt.

(2) Renew by mail - submit the fee (check or money order) and one of the following to: TPWD, 4200 Smith School Road, Austin, TX 78744.

- Renewal Notice, or
- Written Request for Renewal. (Handwritten letters should include the TX number and/or hull identification/serial number, the owner's printed name, address (new and old if changing address), and signature.)

* A spouse renewing registration with an address change must have either the green renewal notice (no signature needed), or a PWD 143M signed by the owner of record, or a signed Letter of Authorization (PWD 581) from the owner of record.

Letter of Authorization (Form PWD 581) - is used to designate another person to submit and pick up associated paperwork when the owner of record or applicant/purchaser cannot come in person. **This form is not a power of attorney and does not provide signature authority to the person bringing in the paperwork.** The PWD 581 must be accompanied by completed and signed applications required for the type of transaction being requested. The letter of authorization can be used as the application for registration renewal, decal and card replacements, however all other associated requests and applications must be signed by the owner of record.

In lieu of the form PWD 581, a handwritten letter from the owner of record or applicant/purchaser is acceptable. This letter must include a statement authorizing someone other than the owner of record or applicant/purchaser to conduct a specific registration and titling transaction for the owner of record or applicant/purchaser; the name of the person authorized to do business for the owner of record or applicant/purchaser; a description of the vessel and/or outboard motor (make, TX or serial number, and year built); and the signature of the owner of record or applicant/purchaser.

The spouse (with the same last name and address as the owner of record) may request replacement cards and decals and sign the PWD 143M without a letter of authorization; government photo id is required. A spouse requesting replacements with an address change must have either a PWD 143M signed by the owner of record, or a signed Letter of Authorization (PWD 581) from the owner of record.

Power of Attorney (Form PWD 1055)- is a legal document used to designate a representative (individual or company) to conduct business (sign) on behalf of another. Signatures must be notarized.

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Description of Required Documents (Continued):

Bill of Sale or Invoice - TPWD is required by law to collect tax for vessels/boats (115 feet or less in length*) and outboard motors purchased in Texas or first used in Texas on or after January 1, 2000. The tax rate is 6.25% of the sales price. Tax is assessed at the time of registration/title transfer and is due within 45 days from the date of sale or date brought to Texas. Applications filed later than 45 working days are subject to tax penalties and interest. A bill of sale or invoice is required for every transfer of ownership. Trailers are handled through your local County Tax office and the price of the trailer must be separated from the price of the boat and motor. One of the following is acceptable to meet the bill of sale or invoice requirement:

- (1) Form PWD 143/144 application - tax affidavit section on the application (sales price, date of sale, trade in information) must be completed and signed by the seller(s), OR
- (2) Back of TPWD (brown) title completed with sales information, the name of the purchaser(s) and signature of the owner(s) on record or their legal representative. (Older title formats are blue (boats) or green (motors) and do not have spaces for the bill of sale on the back.) OR
- (3) Handwritten Receipt or Sales Invoice - must contain date of sale, sales price (DO NOT include sales price of trailer), description of vessel and/or outboard motor, purchaser's name(s), and seller's signature(s) (required by State tax law). Preferably the description should include the make; TX and serial number; and model year. All four descriptors are not required as long as there is at minimum, sufficient information to tie the bill of sale to the vessel and/or outboard motor. If the bill of sale includes a reference to "other valuable consideration(s)" then for tax assessment purposes a written and signed explanation will be required from the seller(s) explaining the dollar value of "other valuable considerations".

*The purchaser of a vessel longer than 115 feet is required to pay sales and use tax to a permitted seller or directly to the Texas State Comptroller of Public Accounts (not TPWD).

Documentation to Link Previous Documented Owner to Applicant for the Bill of Sale - There are instances where the documented owner enlists the services of a dealer/broker to sell their documented vessel. In some instances, the Seller Signature on bill of sale is not the documented owner but a Dealer. Because the documentation does not show ownership progression by assignment, documentation should be provided to link the Dealer to the documented owner in order to ensure the appropriate person is signing the bill of sale. Acceptable documentation to show link may include original or photo copy of purchase agreement, PWD 143 from documented owner to dealer, or purchase invoice showing trade to dealer, etc.

Verification of Sales Tax Paid - One of the following is acceptable to show proof that sales or use tax was paid for the item in question.

- (1) Receipt from Texas Parks & Wildlife Department
- (2) Receipt from Texas Comptroller of Public Accounts
- (3) Receipt from County Tax Assessor-Collectors Office
- (4) Receipt from another state's governmental agency
- (5) Printout of TPWD record (sales tax only or USCG inquiry)
- (6) Proof of tax paid to seller (Bill of Sale or Invoice)

Proof of New Resident Status - Any of the following may be considered as proof of new residency:

- (1) Out of state registration (in the applicant's name),
- (2) Receipt for payment of taxes paid outside of Texas (paid by the applicant),
- (3) Proof of residency outside of Texas (example: copy of out of state government issued ID, utility bill) and proof of purchase date (bill of sale).

Application for Initial USCG Documentation - Applicants with a new vessel that have applied but are waiting for current Documentation may submit a copy of the application for initial Certificate of Documentation (Department of Transportation U.S. Coast Guard form CG1258) in the applicant's name.

Current USCG Documentation - A copy of the current Certificate of Documentation issued by the United States Coast Guard. The period of validity for **recreational** vessel owners may be one (1) to five (5) years. The period of validity for **commercial** vessel owners is one (1) year.

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Description of Required Documents (Continued):

Expired USCG Documentation AND Copy of Application for Current USCG Documentation - Applicants with a used or previously documented vessel with expired Documentation that have applied but are waiting for current Documentation may submit:

- (1) Copy of the expired USCG Documentation in the previous owner's name*, AND
- (2) Copy of application for current Certificate of Documentation with the U.S. Coast Guard (Department of Transportation U.S. Coast Guard form CG-1258) in the applicant's name.

* To obtain a vessel search printout go to the NOAA Fisheries Service website at:

<https://foss.nmfs.noaa.gov/apexfoss/f?p=215:200:4042500402702:::>. You will need to select USCG Vessels and then you can search by USCG Official Number, Vessel Name or Hull ID by selecting the appropriate Vessel Identifier. Select Run Report after you have input your search parameters. Click on the Vessel Name to obtain the Vessel Details. Click on Format and Download and then select Download. Choose PDF open the file and then print it and submit with the application.

Texas Vessel Title or Out of State Vessel Title - If a certificate of title issued by Texas or another state is available it should be surrendered.

Written Notification - If you want to change the address, phone number, or citizenship indicator of a TPWD vessel/boat record that is in your name, you may use form PWD 143M OR submit a written request including your boat TX Number and/or serial number, current mailing address, and signature. Mail the request to Texas Parks & Wildlife Department, 4200 Smith School Road, Austin, Texas, 78744.

Affidavit of Fact (Form PWD 314) or Documentation Supporting Error - is used to provide explanations of specific situations.

All affidavits must include: (1) the date of the statement, (2) the description of the vessel and/or outboard motor (make, TX or serial number, and year built), (3) details explaining your situation, (4) required signature.

The specific situations below require the following information:

* **No bill of sale or invoice available** - If a vessel was purchased more than four years ago and there is no bill of sale, invoice or similar document to show the purchase or first use date in Texas, then a statement from the applicant attesting to the date is required. The affidavit must be completed and signed by the purchaser. The Texas Parks & Wildlife Department or the county Tax Assessor-Collector may require additional documentation if there is reason to question the information provided. (The applicant can request a copy of the abstract of title, which provides some history of the boat, from the U.S. Coast Guard.)

***Owner Name/Vessel Description/USCG Information Correction/Change** - When the Registration for a USCG Documented Vessel contains an error on the owner name/vessel description/USCG information, an affidavit from the registered owner must be submitted specifying what information needs to be corrected and why.

An affidavit of fact for voluntary USCG vessel name, port, or USCG number changes/corrections may not be necessary if Vessel/Boat Application (PWD143M) supplies sufficient information.

Documentation Supporting Error - documentation provided by the customer which clearly shows the error in coordination with office research of past transactions (electronic scanned images) which show the error.

Registration Decals - You are required to surrender the existing registration decal unless it has been lost, destroyed, or has not yet been issued.

Statement That Decals are Lost/Destroyed/Not Yet Fulfilled (Issued) - If the decal is lost, destroyed, or has not yet been issued, the owner/TPWD processor must indicate so by selecting the applicable box on the form PWD 143M.

Legal Document(s) - includes, but is not limited to the following support documents:

- (1) divorce decree,
- (2) for a legal name change, - a copy of the court order,
- (3) for a name change due to marriage - a copy of the marriage certificate.