

DESCRIPTION OF REQUIRED DOCUMENTS

Vessel/Boat Application (PWD 143): Title & Registration, Registration for USCG, or Sales Tax Only

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 Maintenance (PWD 143M)

Is used to renew TX vessel/boat registration; replace a lost or destroyed vessel/boat title, 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, 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, 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 (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 ID card replacements; however, all other associated requests and applications must be signed by the owner of record.

In place of the form PWD 581, a handwritten letter from the owner of record or applicant/purchaser is acceptable. This letter must include:

- (1) 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;
- (2) the name of the person authorized to do business for the owner of record or applicant/purchaser;
- (3) a description of the vessel and/or outboard motor (make, TX or serial number, and year built); and
- (4) 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 ID 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 (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.

DESCRIPTION OF REQUIRED DOCUMENTS

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:

- 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**
- 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**
- 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 photocopy 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.

- Receipt from Texas Parks & Wildlife Department;
- Receipt from Texas Comptroller of Public Accounts;
- Receipt from County Tax Assessor-Collectors Office;
- Receipt from another state's governmental agency;
- Printout of TPWD record (sales tax only or USCG inquiry); or
- 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:

- Out of state registration (in the applicant's name AND out of state address); or
- Receipt for payment of taxes paid outside of Texas (paid by the applicant AND out of state address); or
- 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 or previously undocumented 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.

DESCRIPTION OF REQUIRED DOCUMENTS

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.

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.

*A copy of the Abstract of Title may be used in place of the expired USCG documentation. The expired USCG documentation or Abstract of Title is not required if the applicant purchased a documented vessel in Texas from the recorded owner.

Texas Vessel Title or Out of State Vessel Title/Registration

If a certificate of title issued by Texas is available, it should be surrendered. If a certificate of title or registration from another state is available, it should be surrendered.

Written Notification

If you want to change the address, phone number, or email of a TPWD vessel/boat record that is in your name, you may update the address online at no cost at www.tpwd.texas.gov/boatrenewal, use form(s) PWD 143M OR submit a written request including your boat TX Number(s) and/or serial number(s), current mailing address, and signature. Mail the request to Texas Parks & Wildlife Department, 4200 Smith School Road, Austin, TX 78744. No fee is required unless you are requesting a new ID Card.

Affidavit of Fact (PWD 314)

Is used to provide explanations of specific situations. All affidavits must include:

- (1) the date of the statement;
- (2) the description of the vessel (make, TX or serial number, and year built);
- (3) details explaining your situation; and
- (4) required signature.

The specific situations below require the following information:

*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 USCG vessel name, port, or USCG number changes/corrections may not be necessary if the Vessel/Boat Maintenance Application (PWD 143M) 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:

- Divorce decree; or
- For a legal name change - a copy of the court order; or
- For a name change due to marriage - a copy of the marriage certificate.