

**TEXAS PARKS AND WILDLIFE DEPARTMENT REGISTRATION AND TITLING REQUIREMENTS FOR
VESSELS AND OUTBOARD MOTORS ON TPWD RECORD**

<p>TPWD Record Exists Transfer of Boat/Outboard Motor with existing Title and/or Registration through TPWD</p> <p>Legend X = Required Item. ● = One of the Two Marked is a Required Item. ■ = One of the Three Marked is a Required Item. IA = If Applicable.</p> <p>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/images of the documentation.</p>	Vessel/Boat Application (PWD 143)	Outboard Motor Application (PWD 144)	Bill of Sale OR Invoice	Receipt/Proof of Taxes Paid	Affidavit of Fact (PWD 314)	Affidavit of Fact (PWD 314) if Title not Available	Texas Vessel Title	Texas Outboard Motor Title	Release of Lien	USCG Letter of Deletion	Verification of Vessel or Outboard Motor Serial Number (PWD 504)	Legal Document(s)	Statement of Gift/Donation	Winner Notification Letter	Theft/Loss Report	Company/Business Must Be Applicant	Pawn Shop Affidavit (PWD 778)	Pawn Shop Ticket	Evidence of Certified Mail & Affidavit of Fact	Affidavit of Repossession (PWD 312)	Financial/Security Agreement	Court Order Document	Documentation Supporting Authority to Sell	Inventory/Floor plan	Letter of Authorization (PWD 581) and/or Power of Attorney (PWD 1055)
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Vessels and Outboard Motors Titled - TPWD Record Exists

Purchase from Owner of Record - Vessel	X	X				X	IA																		IA
Purchase from Owner of Record - Outboard Motor		X	X				X	IA																	IA
Purchase Used Vessel from Marine Dealer	X		X			X	IA																		IA
Purchase Used Outboard Motor from Marine Dealer		X	X				X	IA																	IA
From a Trust - Vessel	X		X			X	IA		X																IA
From a Trust - Outboard Motor		X	X				X	IA		X															IA
Inherited from Deceased Owner of Record - Vessel	X				●	●	IA		X																IA
Inherited from Deceased Owner of Record - Outboard Motor		X			●	●	IA		X																IA
Purchase from Estate - Vessel	X		X		●	●	IA		X																IA
Purchase from Estate - Outboard Motor		X	X		●	●	IA		X																IA
Divorce W/Decree - Vessel - Spouse is Applicant/Purchaser	X		IA		●	●	IA		X																IA
Divorce W/Decree - Outboard Motor - Spouse is Applicant/Purchaser		X	IA		●	●	IA		X																IA
Divorce W/Decree - Vessel - Spouse Selling to New Applicant/Purchaser	X		X		●	●	IA		X																IA
Divorce W/Decree - Outboard Motor - Spouse Selling to New Applicant/Purchaser		X	X		●	●	IA		X																IA

Forms available at www.tpwd.state.tx.us/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.

**TEXAS PARKS AND WILDLIFE DEPARTMENT REGISTRATION AND TITLING REQUIREMENTS FOR
VESSELS AND OUTBOARD MOTORS ON TPWD RECORD**

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Vessels and Outboard Motors Titled - TPWD Record Exists (Continued)

Prize/Lottery/Raffle - Vessel	X	■	■			X		IA					■	X											IA
Prize/Lottery/Raffle - Outboard Motor		X	■	■			X	IA					■	X											IA
Gift/Donation - Vessel	X		●			X		IA					●												IA
Gift/Donation - Outboard Motor		X	●				X	IA					●												IA
Government/Seizure Auctions - Vessels	X		X				IA															X			IA
Government/Seizure Auctions - Outboard Motor		X	X					IA														X			IA
Court Order - Vessel	X		IA			●	●															X			IA
Court Order - Outboard Motor		X	IA			●	●															X			IA
Recorded Lien Holder Repossession - Vessel	X		X				X													X					IA
Recorded Lien Holder Repossession - Outboard Motor		X	X					X												X					IA
Non-Recorded Lien Holder Repossession - Vessel	X					●	●									X				X	X			IA	IA
Non-Recorded Lien Holder Repossession - Outboard Motor		X				●	●									X				X	X			IA	IA
Bankruptcy of Owner of Record - Vessel	X		X			●	●					X										X			IA
Bankruptcy of Owner of Record - Outboard Motor		X	X			●	●					X										X			IA
Bankruptcy of Dealership - Vessel	X		X			●	●					X										X	X		IA
Bankruptcy of Dealership - Outboard Motor		X	X			●	●					X										X	X		IA

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Vessels and Outboard Motors Titled - TPWD Record Exists (Continued)

Insurance Claim - Vessel (insurance co. must be applicant/purchaser)	X				X	●	●		IA							X	X									IA
Insurance Claim - Outboard Motor (insurance co. must be applicant/purchaser)		X			X	●		●	IA						X	X										IA
Pawn Shop Claim - Vessel (pawn shop must be applicant/purchaser)	X						●		IA							X	X	X	●							IA
Pawn Shop Claim - Outboard Motor (pawn shop must be applicant/purchaser)		X						●	IA							X	X	X	●							IA
Removing Record From System - Vessel					●		●		IA																	IA
Removing Record From System - Outboard Motor					●			●	IA																	IA

Vessels Registered But Not Titled - TPWD Record Exists

Purchase of Registered but not Titled - Vessel	X	X																								IA
Purchased Previously USCG Documented - Vessel (Deleted USCG Documentation)	X	X								X	X															IA
Purchase Used Vessel from Marine Dealer	X	X																								IA
From a Trust - Vessel	X	X										X														IA
Inherited from Deceased Owner of Record - Vessel	X											X														IA
Purchased from Estate - Vessel	X	X										X														IA
Divorce W/Decree - Vessel - Spouse is Applicant/Purchaser	X	IA										X														IA
Divorce W/Decree - Vessel - Spouse is Selling to New Applicant/Purchaser	X	X										X														IA

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Vessels Registered But Not Titled - TPWD Record Exists (Continued)

Prize/Lottery/Raffle - Vessel	X	■	■										■	X												IA
Gift/Donation - Vessel	X	●											●													IA
Government/Seizure Auctions - Vessel	X	X																					X			IA
Court Order - Vessel	X	IA																				X				IA
Non-Recorded Lien Holder Repossession - Vessel	X															X			X	X						IA
Bankruptcy of Owner of Record - Vessel	X	X									X												X			IA
Bankruptcy of Dealership - Vessel	X	X									X												X	X		IA
Insurance Claim - Vessel (insurance co. must be applicant/purchaser)	X			X											X	X										IA
Pawn Shop Claim - Vessel (pawn shop must be applicant/purchaser)	X															X	X	X								IA
Removing Record From System - Vessel				X					IA																	IA

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TEXAS PARKS AND WILDLIFE DEPARTMENT REGISTRATION AND TITLING REQUIREMENTS FOR
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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 65 feet and under.

Outboard Motor Application: Title or Sales Tax Only (Form PWD 144) - is used to request a Texas title for an outboard motor or to pay sales tax only on an outboard motor.

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 (make, TX or serial number, and year built), purchaser's name(s), and seller's signature(s) (required by State tax law). 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". OR
- (4) If the applicant has the required signed title* and can not acquire a bill of sale they must show that an attempt was made by sending a letter requesting the bill of sale to the seller(s), (i.e. the titled owner/owner of record/dealer). The letter must be sent by verified mail. Verified mail means any method of mailing that provides evidence of mailing. If the seller is the titled owner/owner of record, the letter must be sent to the address on file with TPWD *** (not necessarily the address recorded on the title). The purchaser will pay sales tax on the purchase amount stated in an affidavit or the appraised value, whichever is higher. If tax is not paid within 20 working days penalties and interest will be assessed. The following documents are required:

- Evidence of mailing. **One** of the following (properly addressed) must be submitted:
 - (1) Receipt issued by the United States Postal Service (USPS) or other common carrier; or
 - (2) Evidence of electronic confirmation of mailing from the USPS or other common carrier website; or
 - (3) Unopened letter(s) returned undeliverable by the USPS or other common carrier.**
- Affidavit of Fact (PWD 314) - The affidavit must state from whom the vessel/boat was purchased, the date of sale, the sales price, that a bill of sale is not obtainable and the steps taken in an attempt to obtain one.
- Appraisal - An appraisal for the item(s) printed from the NADA website (www.nadaguides.com) or from a Licensed Boat Dealer.

*This process is not available for vessels that are registered only (not titled), because without a bill of sale there is no proof of purchase.

**Only when there is no way to find the seller's address can the Evidence of Certified Mail requirement be omitted. The Affidavit of Fact must also include an explanation of why this requirement has not been met.

*** You can obtain Owner of Record Information free from TPWD through:

- (1) the agency web site at www.tpwd.state.tx.us/fishboat/ (select Request Ownership Information listed under Boating). You will need to provide your name and address and either the TX number or serial number; or
- (2) at a TPWD or participating Tax Assessor Collector office by submitting an Ownership/Lien Holder Information Printout request (PWD 763); or
- (3) through the mail by submitting an Ownership/Lien Holder Information Printout request (form PWD 763).

Description of Required Documents (Continued):

Receipt OR Proof of Taxes Paid - Tax must be paid by the winner/applicant for the purchase price of the vessel and/or outboard motor UNLESS the sponsor of the event paid the tax. If the sales tax was paid by the sponsor, proof is required. Submit documentation such as a receipt from a county or governmental agency, or dealership invoice, bill of sale or other payment receipt which shows that sales or use tax has been paid for the item in question.

Affidavit of Fact (Form 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 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:

* **BILL OF SALE CANNOT BE OBTAINED** - An affidavit is required if the applicant has the properly assigned title and can not acquire a bill of sale. The affidavit must state from whom the vessel/boat was purchased, the date of sale, the sales price, that a bill of sale is not obtainable and the steps taken in an attempt to obtain one. The affidavit must be completed and signed by the purchaser(s).

* **TITLE ASSIGNMENT ERROR** - An affidavit is required when an error or alteration has been made on the original title assignment and needs to be corrected in order to match the new registration and/or titling event. The affidavit must be completed and signed by the titled owner or company/individual currently authorized to sell the item and must specify what information needs to be corrected and why.

* **NO TITLE AVAILABLE** - An affidavit explaining why the negotiable title can not be provided is acceptable in lieu of a title only in the following circumstances:

- (1) Court Order (requires signature of court awarded owner)
- (2) Insurance Company has paid a claim (requires signature of owner of record)
- (3) Divorce Decree (requires signature of court awarded owner)
- (4) Pawn Shop (requires signature of authorized representative of pawn shop)
- (5) Inheritance (requires signature of court appointed owner/executor)
- (6) Purchase from an estate sale (requires signature of court appointed executor)
- (7) Repossession by a non-recorded lien holder (requires signature of owner of record or company/individual currently authorized to repossess the item)
- (8) Bankruptcy (requires signature of owner of record or company/individual appointed to sell the item)

* **INSURANCE CLAIM** - Affidavit stating that a claim was paid and to whom the claim was paid. The affidavit must be completed and signed by the insurance company.

* **Removing Record From System (Titled)** - If the negotiable title cannot be surrendered, complete an affidavit with a comprehensive statement as to the circumstances, and a request for cancellation of title. The affidavit must be signed by the owner of record.

* **Removing Record From System (Registered but not Titled)** - Complete an affidavit with a comprehensive statement as to the circumstances, and a request for cancellation of registration. The affidavit must be signed by the owner of record.

TEXAS PARKS AND WILDLIFE DEPARTMENT REGISTRATION AND TITLING REQUIREMENTS FOR
VESSELS AND OUTBOARD MOTORS ON TPWD RECORD

Description of Required Documents (Continued):

Texas Vessel Title - Certificate of Title shows description, name and address of owner and (if any liens) lien holder information. Transfer of ownership requires a properly assigned negotiable title. Properly assigned means all information is correct and complete with purchaser's name and address, and signature of company/individual authorized to sell the item is listed on the back of the title in the appropriate spaces.

Texas Outboard Motor Title - Certificate of Title shows description, name and address of owner and (if any liens) lien holder information. Transfer of ownership requires a properly assigned negotiable title. Properly assigned means all information is correct and complete with purchaser's name and address, and signature of company/individual authorized to sell the item is listed on the back of the title in the appropriate spaces.

Release of Lien - To transfer the ownership of a vessel/outboard motor record with a recorded lien or to remove a recorded lien, a release of lien must be provided. One of the following formats is acceptable to meet the release of lien requirement:

(1) Form PWD 403 (release of lien section completed), or

(2) Form PWD 231, or

(3) The recorded lien holder signs and dates the release of lien on the actual Certificate of Title, or

(4) Release of Lien on recorded lien holder's letterhead or prescribed form that includes: Description of the vessel and/or outboard motor (make, TX or serial number and year built); title number if available; owner(s) name; statements that the debt has been paid in full and/or the financial institution no longer has an interest in the vessel and/or outboard motor; signed by a representative authorized to release the lien; and the firm's name. The lien holder's signature must be notarized.

USCG Letter of Deletion - Letter provided by the USCG when official vessel documentation has been deleted. The applicant or the seller should be listed as the last documented owner on the Letter of Deletion.

Verification of Vessel or Outboard Motor Serial Number (PWD 504) - may be required when verification of hull identification (HIN) and/or outboard motor identification (MIN) number is necessary. You must attempt to trace these number(s) by placing the form PWD 504 on top of the serial number(s) and rubbing a pencil across the paper so that an impression appears on the form. If the number(s) are not clearly legible after tracing, please write the number(s) in the area provided. In lieu of the pencil tracing, you may attach a photograph of the serial number(s) to the form PWD 504. If a photograph is supplied, the number(s) must be legible in the photo. The form PWD 504 must be signed by the applicant/purchaser or the seller/donor.

*** By law, the identifying serial number must be attached to the vessel or outboard motor.** If the vessel or outboard motor does not have a serial number, inspection by a Game Warden is required. After the inspection, the Game Warden will either assign and attach a new serial number or will verify and attach the original serial number. Contact your local TPWD Law Enforcement Office for a review of documentation that will initiate the inspection process. An Affidavit for Proof of Ownership of Vessel or Outboard Motor (Form PWD 736 - available only at TPWD offices) must be completed by the applicant and then signed by the Game Warden at the time of the inspection.

TEXAS PARKS AND WILDLIFE DEPARTMENT REGISTRATION AND TITLING REQUIREMENTS FOR
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Description of Required Documents (Continued):

Legal Documents - includes, but is not limited to, the following support documents:

- (1) Divorce decree.
- (2) For deaths or inheritance issues - letters of testamentary, letters administration, a copy of will and muniment of title, Affidavit of Heirship (Form PWD 738), or death certificate when Rights of Survivorship (ROS) is listed on the title.
- (3) Complete trust agreement, or Affidavit of Authority to Administer Trust (Form PWD 1056).
- (4) Court designation of trustee for a bankruptcy authorizing the sale of an asset or a court document authorizing a sale of an asset associated with a bankruptcy proceeding.
- (5) Documentation from governmental or law enforcement authorities for authorized seizure.
- (6) For a legal name change - a copy of the court order.
- (7) For a name change due to marriage - a copy of the marriage certificate.
- (8) Court document designating legal guardianship.

Statement of Gift/Donation - is used when the Tax Affidavit section on the PWD 143 and/or PWD 144 application(s) is not already completed and signed by the seller, or the back of the TPWD brown title has not been completed with the sales information (\$0.00), the name of the purchaser(s) and signature(s) of the owner(s) on record or their legal representative. (Older title formats are blue or green and do not have spaces for the bill of sale on the back.) The Statement of Gift/Donation must include:

- (1) Statement that the vessel/outboard motor was given as a gift or donated,
- (2) Date of gift/donation,
- (3) Description of vessel and/or outboard motor (make, TX or serial number and year built),
- (4) The name of recipient, and
- (5) Signature of donor.

Winner Notification Letter - is a document provided by the sponsor of the event describing how the vessel/outboard motor was acquired (whether this was won as a prize, lottery, or raffle), who sponsored the event, the full name of the winner of the event, and the description of vessel/outboard motor (make, registration or serial number, and year built).

Theft/Loss Report - Incident report from law enforcement agency or loss/claim report from insurance company. The document must contain the description (make, TX or serial number, and year built) of the vessel/outboard motor and circumstances of loss.

Company/Business Must Be Applicant -

- (1) In the event that a claim is paid by an insurance company for a stolen or damaged vessel/outboard motor the insurance company must transfer ownership into the insurance company name prior to subsequent transfer of ownership.
- (2) A non-recorded lien holder who repossesses a vessel/outboard motor is required to title in their name prior to subsequent transfer of ownership.
- (3) A pawn shop who takes possession of vessel/outboard motor according to the Texas Pawn Act must title in their name prior to subsequent transfer of ownership unless the pawn shop holds a current Marine Dealers license.

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Description of Required Documents (Continued):

Pawn Shop Affidavit (Form PWD 778) - is used when vessel and/or outboard motor has been left as unredeemed pledged goods at a pawn shop.

Pawn Shop Ticket - is a prescribed form generated by the pawnbroker and signed by the individual who pledged goods. The ticket must include description of vessel and/or outboard motor (make, TX or serial number, and year built), the name and address, and signature of the individual who pawned the item.

Evidence of Certified Mail & Affidavit of Fact - If the Negotiable Certificate of Title is unavailable, the following is required: The pawn shop must send a certified letter to the owner(s) and lien holder(s) on TPWD record. The contents of the letter should include a description of vessel and/or outboard motor (make, TX or serial number, and year built), the circumstances of the pawn, and a request for the title(s). If written request for the title(s) are unsuccessful, the following must be submitted:

- (1) The signed, certified mail return receipt PS Form 3811 (original green card - not photocopy), or evidence of electronic confirmation of delivery from the USPS website, together with any unopened certified letters returned by the post office; and
- (2) Affidavit of Fact - Form PWD 314

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- (1) the agency web site at www.tpwd.state.tx.us/fishboat/ (select Request Ownership Information listed under Boating). You will need to provide your name and address and either the TX number or serial number; or
- (2) a TPWD or participating Tax Assessor Collector office by submitting an Ownership/Lien Holder Information Printout request (PWD 763); or
- (3) the mail by submitting an Ownership/Lien Holder Information Printout request (form PWD 763).

Affidavit for Repossessed Boat and/or Outboard Motor (Form PWD 312) - is used by a lien holder to repossess a boat and/or outboard motor because the boat and/or outboard motor owner has failed to meet the terms of their financial obligation.

Financial/Security Agreement - may include a Security Retail Agreement, Uniform Commercial Code (UCC) Filing, Chattel Mortgage or "Floor Plan". Documents should include a description of the vessel and/or outboard motor (make, TX or serial number, and year built) and signature of borrower. (UCC Filing does not require the signature of the borrower.)

Court Order Document - is a document signed by a judge presiding over the court of jurisdiction. The order should include who ownership has been awarded to and must include a description of the vessel and/or outboard motor (make, TX or serial number, and year built).

Documentation Supporting Authority to Sell - may include official seizure documents and/or court orders. TXDOT form VTR-71 Auction Sales Receipt is acceptable for abandoned vessels/outboard motors sold by a law enforcement agency at public auction (when completed in full). Documents must include a description of vessel and/or outboard motor (make, TX or serial number, and year built).

Inventory/Floor Plan - is a financial agreement between a lender and the borrower which provides the location and detailed description of the inventory included in the financial agreement.

Description of Required Documents (Continued):

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 can not 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.

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.

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.