



Office of the County Clerk

MONROE COUNTY, NEW YORK

Ms. Jamie Romeo, Monroe County Clerk

DMV Emergency Operations Registering a Boat by Mail

The following items are required to register a boat in New York State:

- A photocopy of your NYS Driver's License or permit
If you do not have one, we can accept copies of other proofs of identity as long as they add up to six points based on the values listed on form ID-82 (attached).
- The **original** proof of ownership of the vehicle (NYS title, Coast Guard documentation, etc.). Please note that boat ownership documents can be complex. Review <https://dmv.ny.gov/forms/boats.pdf> to determine what proof of ownership is necessary. If you are having difficulty, contact our DMV helpline at (585) 753-1649.
- If the ownership is changing, a Bill of Sale showing your purchase price of the boat. A handwritten bill of sale is acceptable, or you can use DMV's fill-in-the-blank Bill of Sale form, MV-912 (attached).
- A completed "Boat Registration/Title Application," DMV form MV-82B (attached) . Fill this out completely and sign it on page two! **Providing a phone number we can easily reach you at in the appropriate blank is crucial for accurate mail processing.**
- If the ownership is changing, a completed Sales Tax Form, DTF-802 (attached). **Please note that if the vehicle is a model year 2014 or newer or it is a gift, the seller must also sign this form.**
- Payment Options – Check or Money Order only, payable to "Monroe County Clerk"
 - The length of your boat determines the cost of registration - see <https://dmv.ny.gov/registration/register-boat> for full details, and please note that an additional \$50 title fee should be added for all boats that are a model year 1987 or newer **and** at least 14 feet long. If the ownership is changing (e.g. you just bought the boat) add 8 percent sales tax on the purchase price of the boat. Sales tax is only charged on the purchase price of the vehicle, not on the DMV fees.
- Mail these items to:

Monroe County Auto License Bureau
Attn: Mail-in Registrations
2199 E. Henrietta Rd.
Rochester, NY 14623

Do not visit this office in person as it is closed to the public and we cannot assist you with any questions in-person.

You will be sent your registration document and sticker in the mail from Monroe County. New titles (if applicable) are issued directly by NYS DMV in Albany and will not be received for up to 90 days after your boat is registered.

You can check the mailing status of your title at the state DMV website at <https://process.dmv.ny.gov/TitleStatus/> .



GENERAL REQUIREMENTS

- You must provide proof of your date of birth and proof of your name.
- The documents you submit to prove your name must have a total point value of 6 points.

*A New York State photo driver license, learner permit, or non-driver ID card that is current or that is expired no longer than 2 years meets the proof of name **and** date of birth requirements. Refer to the table below for a list of other documents that you can show for proof of your date of birth and proof of your name.*

You must provide the original documents or documents that are certified by the issuing agency. Your signature must be on at least one of the documents that you show for proof. DMV will not accept documents with any alterations or erasures. Electronic statements and e-bills must be printed.

If you send a person to DMV to submit your application for a registration or title, that person **must** provide his or her original New York State photo license, permit, or ID card **and** a photocopy of your most recently issued New York State photo license, permit, or ID card.

<p align="center">ACCEPTABLE DOCUMENTS FOR PROOF OF IDENTITY FOR REGISTRATION AND TITLE</p> <p align="center">Expired documents are NOT acceptable, unless specifically noted in the table below.</p>	<p align="center">PROOF OF NAME POINT VALUE</p>	<p align="center">PROOF OF DATE OF BIRTH?</p>
<p>New York State Photo Driver License/Learner Permit/Non-Driver ID Card. Must be current or not expired for more than 2 years.</p>	6	YES
<p>DMV Statement of Identity and/or Residence by Parent/Guardian (MV-45) - IF UNDER 21. Affidavit by parent or legal guardian, signed in the presence of a DMV representative. Refer to MV-45 for more information.</p>	6	NO
<p>DMV Statement of Identity and/or Residence - For Applicants Represented by Government or Government- Approved Facilities (MV-45A). Refer to the MV-45A for more information.</p>	6	NO
<p>Proof of Incorporation, Proof of Partnership, DBA filing Receipt (Refer to MV-82.1 for details).</p>	6	NO
<p>Foreign Passport with a valid I-551 stamp or with a statement on the Visa. Passport must be in English, or translated by an embassy.</p>	4	YES
<p>Foreign Passport with a U.S. Visa and current I-94 attached. Passport must be in English, or translated by an embassy. NOTE: If your I-94 has status code A1, A2, G1 or G3 you must contact the Department of State to register your vehicle(s).</p>	4	YES
<p>Passport or Passport Card issued by U.S. State Department. Must be current.</p>	4	YES
<p>U.S. Military Photo ID Card (issued to Active, Reserve, and Retired military personnel only)</p>	3	YES
<p>Certificate of Naturalization or Citizenship (N-550, N-560, N-561, and N-570)</p>	3	YES
<p>Employment Authorization Card (I-688B or I-766) with photo</p>	3	YES
<p>Permanent Resident Card (I-551)</p>	3	YES
<p>Re-entry Permit (I-327)</p>	3	YES
<p>Refugee Travel Document (I-571)</p>	3	YES
<p>New York State Benefit /Medicaid Card WITH Photo</p>	3	NO
<p>New York State Benefit/Medicaid Card WITHOUT Photo</p>	2	NO
<p>New York State Interim License/Permit WITHOUT Photo</p>	2	NO
<p>New York State or New York City Pistol Permit</p>	2	NO
<p>New York State Professional License</p>	2	NO
<p>New York State Registration Document (Vehicle or Boat only)</p>	2	NO

<p style="text-align: center;">ACCEPTABLE DOCUMENTS FOR PROOF OF IDENTITY FOR REGISTRATION AND TITLE</p> <p style="text-align: center;">Expired documents are NOT acceptable, unless specifically noted in the table below.</p>	<p style="text-align: center;">PROOF OF NAME POINT VALUE</p>	<p style="text-align: center;">PROOF OF DATE OF BIRTH?</p>
New York State Certificate of Title	2	NO
Photo Driver License issued by another U.S. state, jurisdiction or possession, or Canadian province or territory. Must be current or expired no longer than 2 years.	4	YES
St. Regis Mohawk Tribal Photo ID Card	2	YES
U.S. Military Dependent ID Card	2	NO
U.S. College ID Card With Photo and Official Transcript	2	NO
U.S. High School Photo ID with Report Card or Official Transcript	2	NO
U.S. Marriage or Divorce Record OR Court-Issued Name Change Decree	2	NO
U.S. Social Security Card	2	NO
U.S. Computer-Printed Pay Stub (must have your name)	1	NO
U.S. Employee ID Card	1	NO
U.S. High School Diploma OR General Equivalency Diploma (GED)	1	NO
U.S. Supermarket Check Cashing Card (must have your signature and pre-printed name)	1	NO
U.S. Union Card	1	NO
Health Insurance Card/Prescription Card to show current proof of health insurance coverage	1	NO
Life Insurance Policy (in effect at least 2 years)	1	NO
Utility Bill with name and address. A utility bill is defined as a bill containing the applicant's name and address for any recurring service (e.g. home or cell telephone bill, electric bill, trash bill, water bill.) Only one utility bill per applicant can be accepted.	1	NO
Veterans Universal Access Photo ID Card	1	NO
Federal or New York State Income Tax W-2	1	NO
<p>Only one of the following items, if issued by the same financial institution, can be submitted:</p> <ul style="list-style-type: none"> • Bank Statement • Cancelled Check (with your pre-printed name) • Cash Card (ATM) (must have your pre-printed name and your signature) • Valid Major Credit Card 	1	NO
U.S. Municipal ID Card with Photo	1	NO
Original or certified copy of U.S. Consular Report of Birth Abroad (FS-240, DS-1350, F-545)	0	YES
U.S. Birth Certificate or U.S. Territory Birth Certificate showing both first and last names issued by a Board of Health, Bureau of Vital Statistics, or U.S. State Department.	0	YES
Canadian Birth Certificate with a Canadian DMV learner permit or non-driver ID card	0	YES
Valid Canadian Passport (without INS documentation)	0	YES
Tribal Birth Certificate from a federally recognized tribe, to prove birth in the U.S.	0	YES

IMPORTANT: Making a false statement, or submitting any documentation that is false, may be punishable as a criminal offense.

DMV will not accept any damaged or mutilated documents, or documents with any alterations or erasures. DMV will confiscate any document that appears to be fraudulent. If you submit a fraudulent document, you could be subject to criminal prosecution.



BOAT REGISTRATION/TITLE APPLICATION

(This form is also available on DMV's web site - dmv.ny.gov)



FOR OFFICE USE ONLY
Batch File No.
Original Renewal Activity Duplicate

OFFICE USE ONLY
Reg. No. 3 of Name Sticker SPECIAL CONDITIONS: NF OV PA SV XR
Sales Tax Information Status Value (\$) Jurisdiction Rate Out of State Audit

NY DEALER ONLY
TO BE COMPLETED ONLY BY A REGISTERED NEW YORK STATE BOAT DEALER
IF A TEMPORARY REGISTRATION WAS ISSUED: If you assigned a registration number to this boat, place the registration number sticker over this box.
Registration Number: Dealer Name: Date Temp. Reg. Issued: Dealer Facility Number:

INSTRUCTIONS
Print clearly in blue or black ink
COMPLETE 1 2 4 5 and 7. WHEN 3 AND 6 APPLY, COMPLETE THOSE SECTIONS.

1 MARK THE BOX OF THE TYPE OF SERVICE YOU NEED.
Get a FIRST REGISTRATION for a boat REPLACE the registration DOCUMENT STICKER RENEW a registration
CHANGE the current registration (refer to 6) Get a TITLE ONLY for a 1987 or newer motorized boat that is 14 or more feet long CHANGE the title (refer to 6)

2 NAME OF PRIMARY REGISTRANT (Last, First, Middle) NYS driver license number of PRIMARY SEX DATE OF BIRTH
NAME OF CO-REGISTRANT (Last, First, Middle) NYS driver license number of CO-REGISTRANT SEX DATE OF BIRTH
DAY TELEPHONE NAME CHANGE? ADDRESS CHANGE? Is this registration for a corporation or partnership? How did you get the vehicle?
THE ADDRESS WHERE PRIMARY REGISTRANT GETS MAIL
THE ADDRESS WHERE PRIMARY REGISTRANT RESIDES IF DIFFERENT FROM THE MAILING ADDRESS (DO NOT GIVE A P.O. BOX.)

3 NYS DRIVER LICENSE NUMBER OF OWNER
NAME OF CURRENT OWNER (Last, First, Middle) DATE OF BIRTH DAY TELEPHONE NUMBER OF OWNER (Optional)
ADDRESS WHERE THE OWNER GETS MAIL
AUTHORIZATION: The registrant described in 2 is authorized to register the boat described in 4.

4 HULL IDENTIFICATION NUMBER YEAR MAKE LENGTH FUEL
TYPE OF BOAT HULL MATERIAL PROPULSION USE COUNTY OF PRIMARY USE

5 HOW DID YOU GET THE BOAT?
Does this boat now have a NY REGISTRATION Number? If "YES", enter the NY Registration Number
Is this boat now DOCUMENTED by you? If "YES", enter the Document Number If NO, are you in the process of Documenting the boat?

NY DEALER ONLY
Lien Filing Code(Assigned by DMV) Lienholder Name and Mailing Address

OFFICE USE ONLY
Prior Owner Old Owner Title Lien Lien Number Lien Release
Proof Submitted (Name and Ownership) Stop/Response Operator Signature

6 CHANGES to information on your **current** boat registration and/or title

NAME CHANGE: *Print your former name exactly like your former name is printed on the current registration or title.*

FOR ALL CHANGES **other** than a name change, *explain what the change is and the reason for the change.*

7

REGISTRANT CERTIFICATION: I certify that the registration information presented is true, and that the registration is not currently under suspension or revocation in any jurisdiction. *If I am using a credit card for payment of any fees in connection with this application, I understand that my signature below also authorizes use of my credit card.*

Print Name Here X _____
 (Print Name in Full - if registering for a corporation, print your full name and title)

Sign Here X _____
 (Sign Name in Full)

Additional Signature SIGN HERE X _____
 (Sign Name in Full -Additional signature required for a partnership or if registering this boat in more than one name.)

IMPORTANT: Making a false statement in any registration application, or in any proof or statements in connection with it, or deceiving or substituting in connection with this application, is a misdemeanor under Section 392 of the Vehicle and Traffic Law, and may also result in the revocation or suspension of the registration pursuant to regulations established by the Commissioner. The Department makes no representation that it will issue a certificate of title or transferable registration until the Commissioner is satisfied that the applicant is entitled to a certificate of title or transferable registration, and until all documentation required to establish ownership of the boat is submitted and deemed to be satisfactory. Pending review of this application, neither the Commissioner of the Department of Motor Vehicles nor any of his or her employees, deputies or agents assumes any liability or responsibility for repairs performed, improvements made or work done to the boat referenced in this application.

CREDIT CARD AUTHORIZATION IF CARDHOLDER IS NOT THE APPLICANT:

My signature authorizes _____ to use my credit card for payment of any fees in connection with this application, and I understand that I must be present for this transaction.

Sign Here X _____
 (Cardholder - Sign Name in Full)

TO BE COMPLETED ONLY BY A REGISTERED NEW YORK STATE BOAT DEALER

ADDITIONAL LIENHOLDERS - List any lienholders in addition to the one specified on page 1 of this form.

DEALER ONLY

Lien Filing Code _____ Lienholder Name _____
 (Assigned by DMV)

Mailing Address _____
 Number and Street City State Zip Code

Lien Filing Code _____ Lienholder Name _____
 (Assigned by DMV)

Mailing Address _____
 Number and Street City State Zip Code

DEALER TRANSFER INFORMATION – Please complete the information below. For new boats, attach a Manufacturer’s Statement or Certificate of Origin (MSO or MCO) and a bill of sale. For used boats, attach a signed title or transferable registration, along with bills of sale for any subsequent transactions.

Boat was obtained from _____ Name and Address _____ Date of Purchase _____

Boat was sold by _____ Name and Address of your dealership _____ Facility No. _____ Date of Sale _____

NY DEALER CERTIFICATION:

I certify that all information provided on this application is true. I take responsibility for the integrity of the papers delivered to the Department of Motor Vehicles office. X _____
 Signature of Dealer or Authorized Representative





Statement of Transaction – Sale or Gift of Motor Vehicle, Trailer, All-Terrain Vehicle (ATV), Vessel (Boat), or Snowmobile

Instructions

The new owner's social security number, taxpayer identification number (TIN), or federal employer identification number (EIN) is required.

Use this form when sales tax was not collected at the time of purchase or when the vehicle was received as a gift. If the donor/seller is not required to complete Section 6, the new owner must have a copy of the bill of sale signed by the seller.

The seller or donor must complete Section 6 if:

- the motor vehicle is a gift or is sold below fair market value to a person other than a spouse, parent, child, stepparent, or stepchild
the trailer, ATV, boat, boat/trailer combination, or snowmobile is a gift, or is sold below fair market value

If for any reason you must obtain a registration or title before you can establish the amount of tax due based on the less than fair market value purchase price, you may obtain tax clearance by paying the tax due based on the fair market value as established by the Tax Department. If this results in an overpayment, you may apply to the Tax Department for a refund or credit of the amount overpaid.

Note:

- If you are claiming an exemption other than a gift, use Form DTF-803 instead.
If you are claiming credit for taxes paid to another state, use Form DTF-804 instead.
If you are registering more than one motor vehicle for the same taxing jurisdiction, use Form DTF-805 instead.

Section 1 – Vehicle information

Form section for vehicle information including fields for Type of vehicle, Year, Make, Model, and Delivery location.

Section 2 – New owner information

Form section for new owner information including fields for Last name, first name, middle initial or business name, Social security number/TIN/EIN, and Address.

Section 3 – Previous owner information

Form section for previous owner information including fields for Last name, first name, middle initial or business name, EIN, and Address.

Section 4 – Transaction information

Form section for transaction information including fields for Date of transaction, Relationship of new owner to previous owner, and This transaction is a (mark one).

For office use only

Table for office use only with columns: Date, Initials, Office, Fair market value, Audit, Tax Rate, Tax paid, Term no.

Section 5 – Purchase information

		Value
1	Purchase price	
a.	Amount of cash payment	1a \$
b.	Balance of payments assumed.....	1b \$
c.	Value of property given, traded, or swapped, or services performed instead of cash payment...	1c \$
d.	Purchase price (total of lines 1a, 1b, and 1c).....	1d \$

Boats and boat/trailer combinations: For purchases or uses on or after June 1, 2015, tax only applies to the first \$230,000 of the purchase price. Do not enter more than \$230,000 on line 1d.

- 2 Was this transaction the purchase or gift of a motor vehicle from your spouse, parent, child, stepparent, or stepchild? Yes (enter 0 on line 4; no tax is due) No (continue to line 3)
- 3 Tax rate* (enter as a decimal) **3**
- 4 Sales tax due (multiply line 1d by line 3) **4** \$
- 5 Is the amount on line 1d lower than fair market value?
 Yes (seller/donor must complete Section 6) No (sign certification below) N/A (Sale of boat for more than \$230,000)

* **Tax rate note:** For a motor vehicle, trailer, boat, or boat/trailer combination use the tax rate of the new owner's place of residence. If the purchaser is a resident in two or more counties in the state, use the rate in effect in the place where the motor vehicle, trailer, boat, or boat/trailer combination will be principally used or garaged. If the new owner is a business, use the tax rate of the place of business. If the business has locations in two or more counties in the state, use the rate in effect in the place where the motor vehicle, trailer, or boat will be principally used or garaged. For an ATV or snowmobile, use the higher rate of where the new owner took delivery, or where the vehicle is stored or used if new owner has a residence in storage/use locality.

Purchaser certification – I certify that the above statements are true and complete; and I make these statements with the knowledge that willfully issuing a false or fraudulent statement with the intent to evade tax is a misdemeanor under Tax Law section 1817(b), and Penal Law section 210.45, punishable by a fine up to \$10,000 for an individual and \$20,000 for a corporation.

Signature	Date
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If this form is submitted by someone other than the new owner/lessee, provide the following:

Name/business name	Social security number, TIN, or federal EIN
Address	

Section 6 – Affidavit of sale or gift of a motor vehicle, trailer, ATV, vessel (boat), or snowmobile

The seller or donor must complete if:

- the motor vehicle is a gift to a person other than a spouse, parent, child, stepparent, or stepchild
- the motor vehicle is sold below fair market value to a person other than a spouse, parent, child, stepparent, or stepchild
- the trailer, ATV, boat, or snowmobile is a gift
- the trailer, ATV, boat, boat/trailer combination, or snowmobile is sold below fair market value

6 Cash payment received..... **6** \$

7 If, as a condition for the sale or gift of the vehicle or boat, the purchaser/recipient did any of the following in addition to, or in lieu of, a cash payment, mark an **X** in the appropriate box and indicate the value of the service or goods you received.

			Value
a	Performed any service	<input type="checkbox"/> Yes <input type="checkbox"/> No	7a \$
b	Assumed any debt	<input type="checkbox"/> Yes <input type="checkbox"/> No	7b \$
c	Traded/swapped a vehicle or other property	<input type="checkbox"/> Yes <input type="checkbox"/> No	7c \$
d	Total selling price (total of lines 6, 7a, 7b and 7c)		7d \$

8 Complete only if a corporation or business is the seller/donor

- a Was or is the purchaser/recipient an employee, officer, or stockholder of the company/corporation? Yes No
- b Was the transaction part of any terms of employment, employment contract, or termination agreement? Yes No

9 If you answered Yes to any part of line 7 or line 8, provide an explanation: _____

Seller/Donor certification – I have reviewed the information on Form DTF-802 and I certify that the statements are true and complete. I make these statements with the knowledge that willfully issuing a false or fraudulent statement with the intent to evade tax is a misdemeanor under Tax Law section 1817(b) and Penal Law section 210.45 punishable by a fine up to \$10,000 for an individual and \$20,000 for a corporation.

Signature	Name (printed or typed)	Date
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