

**Notice:** This form must be used by the owner of record, if they are not in possession of the certificate of title, to provide notice of release of ownership for a Wisconsin titled boat. Personal information collected will be used for administrative purposes and may be provided to requestors to the extent required by Wisconsin Public Records law, ss. 19.31-19.39, Wis. Stats. This form does not eliminate the need for other required documents, applications, fees or signatures. Read the instructions before completing this application. Failure to provide required information may cause significant delays in processing and may result in the denial of this application.

A. Owner of Record Information			
Owner's Name (Last, First, Middle Initial or Business Name)			
WI DNR Customer Number or Driver's License Number			Driver's License State
Mailing Address			Date of Birth (mm-dd-yyyy)
City	State	ZIP Code	Phone Number
B. Titled Boat Information			
WI Registration Number <b>WS</b> _____ (####AA)		Hull Identification Number (taken directly from the boat)	
Make	Model	Year	
C. Reason for Replacement Title Request (select one that applies)			
<p><b>Replacement Title Requested - \$5.00</b>                      The Wisconsin Certificate of Title must be replaced because it was:</p> <p> <input type="radio"/> Lost                         <input type="radio"/> Stolen                         <input type="radio"/> Destroyed                         <input type="radio"/> Damaged/Illegible (Certificate of Title must be submitted with form)                 </p>			
D. Lien (complete this section only if there is a lien recorded on the title)			
<input type="checkbox"/> There is a lien recorded on the title. Lien release document is attached.			
E. Assignment of Ownership			
I hereby declare that I no longer have ownership interest in the boat described above. I have no objection to the department transferring the boat title directly to the person listed below when the department receives and approves a complete Wisconsin Boat Registration and Title Application submitted by the transferee with the required fees.			
Transferee's Name (Last, First, Middle Initial or Business Name)			
F. Co-Owner(s) Certification			
Complete section only if boat is owned concurrently by tenants in common.			
I declare that I no longer have ownership interest in the boat described above. I have no objection to the department transferring the boat title directly to the person listed in Section E when the department receives and approves a complete Wisconsin Boat Registration and Title Application submitted by the transferee with the required fees.			
Co-owner's Name (First, MI, Last) – (Print)	Signature	Date	
Co-owner's Name (First, MI, Last) – (Print)	Signature	Date	



# Release of Ownership Interest Request

Form 9400-617 (04/21)

## INSTRUCTIONS FOR FORM 9400-617

## RELEASE OF OWNERSHIP INTEREST REQUEST

### GENERAL INSTRUCTIONS

**Purpose of Form.** Use Form 9400-617 if you are the owner of record of a boat, and you are not in possession of the certificate of title and want to provide notice of release of ownership for a Wisconsin titled boat.

**Form 9400-618.** Use the Certificate of Title Replacement Request form if you only want to request a replacement certificate of title.

**Signature.** This form must be signed in the presence of a notary public.

**Fee.** A \$5 replacement title fee applies. Applicants completing other required forms that indicate the replacement title fee, only need to submit the \$5 replacement fee once.

### SPECIFIC INSTRUCTIONS

Read the instructions below to ensure that you provide all the required information. Failure to provide required information may cause significant delays in processing and may result in the denial of the application for registration and title.

### DEFINITIONS

**Owner of Record.** A person whose name appears on the certificate of title and/or the department's records. If there is more than one owner listed on the title, each and all owners are considered owners of record.

**Transferee.** A person to whom the boat title is being transferred.

**Tenant in Common.** Co-owners who each have a distinct, separately transferable ownership interest on the boat. Their names are separated by the conjunction "and" on the certificate of title. To transfer ownership of the boat, the signatures of all co-owners is required.

### Section A – Owner of Record Information

Provide your name, DNR customer number or driver's license number, driver's license state, mailing address, and date of birth.

### SECTION B - TITLED BOAT INFORMATION

- **Wisconsin Registration Number.** The registration number can be found on the registration certificate. Wisconsin registration numbers are formatted with WS, four numbers, and two letters (e.g.: WS 1234 AB).
- **Hull Identification Number (Hull ID/HIN):** The HIN (similar to a serial number) should be verified and taken from the boat. For boats with transoms, the HIN can usually be found on the starboard outboard side towards the top of transom, gunwale, or hull deck joint. HIN are required to meet US Coast Guard and State standards.
- **Make and Model:** The make/manufacturer and model name/number of the boat cannot be the same.

### SECTION C - REASON FOR CERTIFICATE OF TITLE REPLACEMENT REQUEST

Select only one reason for the replacement certificate of title request. If the current certificate of title is available but it is damaged or illegible, the certificate of title must be attached to this form. A replacement certificate of title request may only be submitted for Wisconsin titled boats.

### SECTION D – LIEN INFORMATION

If there is a lien on the boat, check the box and submit a photocopy of the lien release document with this form.

### SECTION E - AUTHORIZATION TO TRANSFER TITLE

Enter the transferee's name to certify that you authorize the department to transfer ownership of the boat to the transferee.

### SECTION F – CO-OWNER(S) CERTIFICATION

If there are co-owners whose names are separated by the conjunction "and" on the certificate of title (tenants in common), they must complete and sign this section. The signatures in Section F do not need to be notarized. If applicable, individuals acting on behalf of the title owner as an agent (Co-Trustee or Co-Personal Representative) must complete this section if they are not authorized to act independently from the other co-agent.

### SECTION G – SIGNATURE AND CERTIFICATION

You must sign and date this form in the presence of a notary public.

### SUBMISSION OF FORM

The original notarized form must be submitted to the department in support of the Boat Registration and Titling Application (Form 9400-193).

### PROCESSING INFORMATION

**INITIAL PROCESSING.** Once the department receives your request, the department will review it for completeness. If the information is not complete, the department may reject your request and the application for boat registration and titling.

**REQUEST FOR MORE INFORMATION.** The department may request that you provide more information or evidence to support your request.

**DECISION.** The department will review all documents submitted as part of the application for registration and titling, this form included, and may approve, deny or request more information.

### AUTHORITIES

The information and replacement title fee are collected under ss. 30.537 (4) (c), 30.54, and 30.549 (1), Wis. Stats.