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State of Wisconsin
 Department of Natural Resources
 Boat Registration and Titling
dnr.wi.gov

Affidavit of Authority to Transfer Boat Title
 Form 9400-619 (04/21)

Notice: This form must be used by an authorized agent to certify that they have authority to transfer ownership of 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. All fields on this application shall be completed, unless indicated otherwise. 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 the application for registration and title.

A. Affiant Information

Affiant Name (Last, First, Middle Initial) _____

Mailing Address _____

City _____ State _____ ZIP Code _____

B. Authorization to Transfer Ownership (select one that applies – attach supporting documents see instructions)

I have been granted authority to transfer ownership of the boat described below by:

Power of Attorney Domiciliary Letter Small Estate (Transfer by Affidavit) Court Order

Real Estate Transaction Other _____

C. Titled Boat Information

WI Registration Number WS _____ (####AA)	Hull Identification Number (taken directly from the boat)	
Make	Model	Year

D. Title Information (select one that applies)

Certificate of title is attached - \$0.00 Replacement title requested (*POA, domiciliary letter, small estate, other*) - \$5.00

Replacement title requested (*court orders or real estate transactions only*) - \$0.00

E. Statement (see instructions for required information)

F. Signature and Certification

I certify that I have authority to transfer ownership of the boat described above. The authority to transfer ownership was granted to me by the document indicated in section B which is attached to this form.

I further certify that the information and statements made within this affidavit are true, accurate, and complete to the best of my knowledge. I understand that intentionally making a false statement on an application for title may be punished under s. 30.547, Wis. Stats., by a maximum fine of \$10,000 or imprisonment up to 6 years, or both. By signing this affidavit, I attest that I am unaware of any known or unknown person(s) who would contest this transfer of ownership and thereby indemnify the State of Wisconsin, Department of Natural Resources, or such person or legal entity suffering a damage judgment resulting from any illegalities of the transfer.

Signature of Affiant _____	Date _____
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STATE OF _____)
 _____) ss.
 _____ County)

Subscribed and sworn to before me this date _____

 (Notary Public Signature)

Notary Public of _____ County
 My commission (is permanent) (expires _____).

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INSTRUCTIONS FOR FORM 9400- 619

AFFIDAVIT OF AUTHORITY TO TRANSFER TITLE

GENERAL INSTRUCTIONS

Purpose of Form. Use Form 9400-619 if you are not the owner of record and you want to certify your authority to transfer ownership of a boat. You may use this form if: (1) you are the legal representative of an owner of record; (2) you have been granted ownership interest in a boat by a court order, divorce decree or settlement; (3) you have been granted ownership interest in a boat by a real estate transaction; or (4) you have other evidence, acceptable by the department, to establish your ownership interest in a boat. This form may not be used if you are a trustee and wants to transfer title of a boat out of the trust. This form must be submitted to the department by the transferee in support of an application for boat registration and titling.

Form 9400-620. Use the Affidavit of Authority to Transfer Boat Title from a Trust if you are a trustee and the boat is being transferred out of the trust.

Form 9400-617. Use the Release of Ownership Interest Request form in addition to this affidavit if the certificate of title is missing and you want to transfer the boat title to someone other than yourself.

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

Fee. There is no fee for filing this form. If Wisconsin title is missing, a \$5 replacement title fee applies. The \$5 replacement title fee does not apply to court orders or real estate transactions indicated below. Applicants who are required to submit the Release of Ownership Interest request (form 9400-617) only need to submit the \$5 replacement fee once.

Supporting Documents. Photocopies of supporting documents are acceptable, unless the instructions specifically state that you must submit an original.

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 process and may result in the denial of the application for registration and title.

DEFINITIONS

Affiant. Person who completes, signs and attests to the information provided on this form. The affiant may be a legal representative or a person to whom ownership of the boat has been established by a court order, divorce decree or settlement, real estate transaction, or by other means.

Legal Representative. Person who represents or stands in the place of a boat owner under authority recognized by law. Examples of legal representatives include power of attorney, personal representative (probate estate), heir (transfer by affidavit), trustee.

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. Person to whom a boat title is being transferred.

Tenants 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 - AFFIANT INFORMATION

Provide your name and mailing address. The information provided in this section must match the information contained in the document that grants you authority to transfer title of the boat.

SECTION B - AUTHORIZATION TO TRANSFER OWNERSHIP

Select only one option from the list of documents provided under this section. You must submit copies of the document that demonstrates you have authority to transfer title of the boat.

Power of Attorney. A power of attorney is a written document that gives a person authority to act on behalf of the principal. If you have been given power of attorney by the owner of record, you must attach a copy of the Power of Attorney document. Power of Attorney is governed by chapter 244 of the Wisconsin Statutes.

Note: A power of attorney terminates when the principal dies, s. 244. 10 (1) (a), Wis. Stats.

Domiciliary Letter. A domiciliary letter is a document issued by the Wisconsin probate court that appoints a personal representative for the estate subject to probate administration. If the owner of record is deceased and you are the personal representative for their estate, you must attach a domiciliary letter certified by a probate register or a judge. See Probate Court Form PR 1810. Probate is governed by chapters 851 to 882 of the Wisconsin Statutes.

Small Estates (Transfer by Affidavit). A transfer by affidavit form is a document used to transfer ownership of a deceased person's assets if the assets qualify as small estate pursuant to s. 867.03, Wis. Stats. If you are the legal representative of an estate that qualifies as a small estate, you must attach a complete and notarized transfer by affidavit form. See Probate Court Form PR 1831. Transfer by affidavit is governed by section 867.93 of the Wisconsin Statutes.

Court Order. If you have been granted ownership interest in the boat by a court order, you must provide copies of the pages of the court order that clearly establish your ownership interest, provide a description of the vehicle (year, make, HIN or registration number), and contain the signature of the judge and court seal or stamp.

- **Bankruptcy Order.** If you have been appointed the trustee by a bankruptcy court, select the "court order" option from the list in Section B. You must attach a copy of the bankruptcy order.
- **Divorce Decree.** A divorce decree is a court order that resolves all the issues of the divorce proceeding, including the distribution of assets. If you have been granted ownership interest in a boat by a divorce decree you shall select the "court order" option from the list in Section B. Attach copies of the pages of the divorce decree that identify the parties involved, specifically identify the boat (Wisconsin registration number or Hull ID) and establish your ownership interest, i.e. to whom the boat has been awarded, and the signature of the judge and court seal or stamp.

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Real Estate Transaction. Real estate transaction documents are documents that are used to transfer ownership of real property. A purchase agreement is a common real estate transaction document. Attach copies of the pages of the legal document and highlight the sections that specifically identify the boat (Wisconsin registration number or Hull ID) and establish your ownership interest.

Other. If you have other evidence of your ownership interest or authority to transfer ownership interest in a boat, contact the department at 1-888-936-7463 for guidance.

SECTION C - 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 D - TITLE INFORMATION

Indicate if the Wisconsin Certificate of Title is being submitted with this form. If there is a lien on the boat, the lien release document must also be submitted.

Certificate of Title attached:

You must sign the title. If you are transferring title to someone else other than yourself, write the name of the transferee in the assignment section on the back of the certificate of title. Co-owners who are tenants in common and/or co-personal representatives who are not authorized to act independently must also sign the certificate of title. The original certificate of title must be submitted with this form, photocopies are not acceptable.

Certificate of Title not attached:

Replacement certificate of title requested, and title is being transferred to yourself. If the certificate of title is lost, stolen, mutilated, destroyed, or becomes illegible you may use this form to request a replacement title if you are transferring title to yourself. s.30.54 (1) Wis. Stats. 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. You must submit a \$5.00 replacement certificate of title fee. s.30.537 (4) (c), Wis. Stats. This requirement does not apply for transfers by court orders or real estate transactions.

or

Replacement certificate of title requested, and title is being transferred to someone other than yourself. You must complete and submit the Release of Ownership Interest Request (Form 9400-617) in addition to this form. The Release of Ownership Interest Request form may not be used for transfers of title by court orders or real estate transactions. Co-owners who are tenants in common and co-personal representatives who are not authorized to act independently must also complete this form.

Replacement certificate of title requested, for court order or real estate transactions. A replacement certificate of title request may only be submitted for Wisconsin titled boats. The \$5.00 replacement certificate of title fee does not apply for transfer by court order or real estate.

SECTION E - STATEMENT

Provide your statement in a narrative format, including the following:

- Why you believe you have authority to transfer ownership of the boat, and what document shows your authority.
- If the document does not identify the boat by Wisconsin registration number or Hull Identification Number, you must attest that the Wisconsin registered boat listed in Section B is the boat described in the document.
- Reference to page numbers or portions of the document that contain language that specifically grants you authority to act as an agent for the owner of the boat.
- Any other information that supports your claim.

If you need extra space to complete your statement, you may attach a separate sheet of paper, type or print your name and the boat registration number or hull ID on the top of the sheet, indicate the section your information refers to, sign and date the sheet.

SECTION F - 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 affidavit, the department will review it for completeness. If the information is not complete, the department may reject your affidavit 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 affidavit.

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 requested on this affidavit and the associated evidence of authority to transfer ownership is collected under s. 30.541 (3) (d)1., and s. 30.549 (1), Wis. Stats.