

**Note:** In order to fill and save this form electronically, it must be opened using Adobe Reader or Acrobat software. Save a copy of the file, open Adobe Reader, select File > Open and browse for the file you saved.

State of Wisconsin  
 Department of Natural Resources  
 Boat Registration and Titling  
[dnr.wi.gov](http://dnr.wi.gov)

## Add/Remove Owner or Add Lien Application

Form 9400-623 (04/21)

**Notice:** This form may be used by the primary owner on record to add or remove an owner or to add a lien on a certificate of title previously issued by the state of Wisconsin. 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. Read the instructions carefully before completing this application. Failure to provide required information may cause significant delays in process and may result in the denial of the application.

A. Primary Owner Information			
Primary 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 or Manufacturer	Model (cannot be the same as the Make)	Year (yyyy)

C. Request Type (Indicate your request type(s) and provide required information, see instructions for details.)			
<input type="checkbox"/> Request to Add Lien (Lien Notation)		<input type="checkbox"/> \$5.00 lien notation fee.	
Lienholder's Name			
Mailing Address			
City	State	ZIP Code	
<input type="checkbox"/> Request to Add Owner(s)		<input type="checkbox"/> \$5.00 certificate of title fee.	
Co-owner's Name (Last, First, MI or Business Name) <input type="checkbox"/> AND <input type="checkbox"/> OR			
WI DNR Customer Number or Driver's License Number			Driver's License State
Mailing Address		Date of Birth (mm-dd-yyyy)	Social Security Number or FEIN
City	State	ZIP Code	Phone Number
Email		<input type="checkbox"/> ← if you wish to add other co-owner(s), please attach a separate sheet of paper with all the above information.	
<input type="checkbox"/> Request to Remove Owner(s)		<input type="checkbox"/> \$5.00 certificate of title fee.	
Co-owner's Name (Last, First, MI or Business Name)		WI DNR Customer Number	Date of Birth (mm-dd-yyyy)
Co-owner's Name (Last, First, MI or Business Name)		WI DNR Customer Number	Date of Birth (mm-dd-yyyy)
<input type="checkbox"/> ← If you wish to remove other co-owner(s), please attach a separate sheet of paper with all the above information.			

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## D. Title Information (select one that applies)

- Certificate of title is attached - \$0.00
- Replacement title requested - \$5.00  
The Wisconsin Certificate of Title must be replaced because it was:
- Lost     Stolen     Destroyed     Damaged/Illegible (Submit the damaged/illegible certificate of title)

## E. Fees

Follow the instructions in the left column to calculate the fees that are due.

<b>1. Lien Notation Fee</b> (if applicable) Enter \$5.00 if applying to add a lien to the Wisconsin Certificate of Title.	\$
<b>2. Title Fee</b> (if applicable) Enter \$5.00 if applying to add or remove an owner to the Wisconsin Certificate of Title.	+ \$
<b>3. Replacement Title Fee</b> (if applicable) Enter \$5.00 if you are requesting a replacement certificate of title in section D.	+ \$
<b>4. Total Fees Due</b> Add lines 1, 2, and 3 from above and enter the total fees due.	= \$

## F. Signature and Certification

I certify that the information and statements made within this application are true, accurate, and complete to the best of my knowledge. I understand that intentionally making a false statement on an application for transfer of 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 form, 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 and title.

Signature of Primary Owner

Date

If you are signing on behalf of a company or organization, print your full name and title here

Please include a check or money order payable to the WDNR for the total amount.  
Cash payments are not accepted. Send application and payment to:

DNR PROCESSING CENTER  
PO BOX 78701  
MILWAUKEE WI 53278-0701

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## INSTRUCTIONS FOR FORM 9400-623

## ADD/REMOVE OWNER OR ADD LIEN APPLICATION

### GENERAL INSTRUCTIONS

**Purpose of Form.** Use form 9400-623 if you are primary owner on record and you want to add or remove an owner to the certificate of title or if you want to add a lien (i.e. to request a lien notation).

**Form 9400-193.** Use form 9400-193 if you want to transfer title of the boat and you are removing the primary owner on record.

**Fee.** A \$5.00 lien notation fee applies for lien notation requests. A \$5 certificate of title transfer fee applies for requests to add or remove an owner.

If a Wisconsin Title is missing, a \$5 replacement title fee applies.

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

### SPECIFIC INSTRUCTIONS

Read carefully 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.

### 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.

**Primary Owner on Record.** A person who makes the initial application for a certificate of title and who receives all documents related to the initial application, replacement materials, and notifications related to boat registration renewals.

**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.

**Joint Tenants.** Co-owners who have unity of ownership interest on the boat, and either owner has full authority to transfer ownership. Their names are separated by the conjunction "or" on the certificate of title. To transfer ownership of the boat, the signature of either co-owner is required.

### SECTION A - PRIMARY OWNER INFORMATION

Enter your name, DNR customer number or driver's license number, driver's license state, your mailing address, phone number, and date of birth. The information provided in this section should match the primary owner on record.

### 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 – REQUEST TYPE

Indicate the request type(s) and enter the required information in the designated field.

- **Request to Add a Lien (Lien Notation).** You must provide the lienholder's name and mailing address. A \$5 lien notation fee must be submitted with this form. Enter the lien notation fee in section E, line 1.
  - o **Add a Lien and Lien Release.** If you are requesting to add a lien (lien notation) and a lien release, you must submit the lien release document and the original Wisconsin Certificate of Title with this form.
  - o **Lien Release Only.** If you are requesting a lien release only, you may not use this form. For lien release request you must mail the lien release and original certificate of title to: WI Department of Natural Resources, Attn: Boat Registration Processing – CS/1, PO Box 7924, Madison, WI 53707.
- **Request to Add Owner(s).** You must provide the name, DNR customer number or driver's license number, driver's license state, mailing address, date of birth, email address, citizenship information and social security number or business FEIN (*if applicable*) for all co-owners. Attach additional pages if needed. A \$5 certificate of title transfer fee must be submitted with this form. Enter the title transfer fee in Section E, line 2.
  - o Select the form of co-ownership for the new owner, i.e., tenant in common ("and") or joint tenant ("or").
- **Request to Remove Owner(s).** You must provide the name, DNR customer number, and the date of birth for all additional owners to be removed from the certificate of title. Attach additional pages if needed. A \$5 certificate of title transfer fee must be submitted with this form. Enter the title transfer fee in Section E, line 2.

**Note:** If you are adding and removing owners, only one \$5 certificate of title transfer fee applies to the transaction.

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## SECTION D – TITLE INFORMATION

Indicate if the Wisconsin Certificate of Title is being submitted with this form.

### Certificate of Title attached:

Submit the original certificate of title with this form, photocopies are not acceptable.

- **Additional owner signature on certificate of title is required.** If you are requesting the removal of an owner who is a tenant in common (“and” owner), you must submit a Certificate of Title properly signed by this owner to authorize the transfer of ownership.
- **Additional owner’s signature on certificate of title is not required.** If you are not requesting the removal of an additional owner or are requesting the removal of an owner who is a joint tenant (“or” owner), their signatures on the certificate of title is not required to authorize the transfer of ownership.

Signatures on the certificate of title are not required to add a lien.

### Certificate of Title not attached:

If the certificate of title is not available, indicate you want to request a replacement certificate of title. Select the reason the Wisconsin Certificate of Title needs to be replaced.

- **Replacement certificate of title requested, and no tenant in common (“and” owner) is being removed.** If the certificate of title is lost, stolen, mutilated, destroyed, or becomes illegible you may use this form to request a replacement title. 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.

or

- **Replacement certificate of title requested, and a tenant in common (“and” owner) is being removed.** If the certificate of title is lost, stolen, mutilated, destroyed, or becomes illegible, all co-owners who are tenants in common (“and” owners) and are being removed from the title must complete and submit the Release of Ownership Interest Request form (Form 9400-617) in addition to this form. Joint Tenants (“or” owners) do not need to submit the Release of Ownership Interest Request form.

## SECTION E - FEES

Follow the instructions in the form to calculate your fees.

If you are adding and removing owners, only one \$5 certificate of title transfer fee applies to the transaction.

## SECTION D - SIGNATURE AND CERTIFICATION

Sign and date the form.

## SUBMISSION OF FORM

Make check or money order payable to WDNR for the total amount due. Mail this request and fees to:

DNR PROCESSING CENTER  
PO BOX 78701  
MILWAUKEE WI 53278-0701

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## PROCESSING INFORMATION

**INITIAL PROCESSING.** Once the department receives your request, the department will review it for completeness. If the form is not complete, the department may reject your request.

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

**DECISION.** The department will review your request and may approve, deny or request more information. The replacement certificate of title will be mailed to the address of the primary owner on record.

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## AUTHORITIES

The information and fees for the transfer of title by adding or removing a co-owner and for the notation of a lien are collected by the department under ss. 30.533 and 30.537, Wis. Stats.