

# Wisconsin Fleet Boat Registration and Titling Application

DNR Txn #

**Notice:** This form must be used by a new boat owner to apply for boat registration and titling of a fleet boat. ss. 30.52 and 30.533, Wis. Stats. See Section H to determine if you qualify for a fleet. This application may be submitted online at [gowild.wi.gov](http://gowild.wi.gov). Personal information collected will be used for administrative purposes and may be provided to requesters 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 copy of this form may only be used as a temporary operating receipt if the boat was purchased from a Wisconsin authorized dealer and the dealer has signed in Section C below. The temporary operating receipt must be carried at all times while operating the boat until the registration documents are received and decals are affixed to the boat. ss. 30.523(1)(c) and 30.541(2), Wis. Stats.

A. Applicant Information (this applicant will be considered the primary owner on record)					
Last or Business Name		First	M.I.	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 ( ) -	U. S. Citizen? <input type="checkbox"/> YES <input type="checkbox"/> NO
Email Address				<input type="checkbox"/> ← Check to withhold my personal information from disclosure on lists of 10 or more individuals that DNR may provide to other persons s. 23.45, Wis. Stats.	State of Principal Operation <b>Wisconsin</b>

B. Boat Information (for the boat to be added to the fleet)						
WI Registration Number (if applicable) – found on decals and registration certificate WS _ _ _ _ _ (####AA)			Hull Identification Number (usually found on the boat transom)			
Year (yyyy)	Make or Manufacturer		Model (cannot be the same as the Make)		Boat Length _____ ft. _____ in.	
Hull Material (select one)	Boat Type (select one)		Engine Type (select one)	Propulsion Type (select one)	Fuel Type (select one)	
<input type="checkbox"/> Wood <input type="checkbox"/> Aluminum <input type="checkbox"/> Steel <input type="checkbox"/> Fiberglass <input type="checkbox"/> Plastic <input type="checkbox"/> Rubber/Vinyl/Canvas <input type="checkbox"/> Other	<input type="checkbox"/> Open <input type="checkbox"/> Pontoon <input type="checkbox"/> Personal Watercraft (jet ski, waverunner) <input type="checkbox"/> Cabin <input type="checkbox"/> Houseboat <input type="checkbox"/> Auxiliary Sail (with motor)		<input type="checkbox"/> Air Boat <input type="checkbox"/> Paddlecraft (canoe, kayak, paddleboat) <input type="checkbox"/> Rowboat <input type="checkbox"/> Sail Only <input type="checkbox"/> Inflatable <input type="checkbox"/> Other	<input type="checkbox"/> Outboard (includes trolling motor) <input type="checkbox"/> Inboard <input type="checkbox"/> Sterndrive (I/O) <input type="checkbox"/> Pod Drive <input type="checkbox"/> Other type of engine <input type="checkbox"/> No engine	<input type="checkbox"/> Propeller <input type="checkbox"/> Water Jet <input type="checkbox"/> Air Thrust <input type="checkbox"/> Manual <input type="checkbox"/> Sail Only <input type="checkbox"/> Other	<input type="checkbox"/> Gas <input type="checkbox"/> Diesel <input type="checkbox"/> Electric <input type="checkbox"/> Other
Boat Use (select one)						
<input type="checkbox"/> Pleasure <input type="checkbox"/> Rental/Lease <input type="checkbox"/> Commercial–carry passengers <input type="checkbox"/> Commercial–used for fishing <input type="checkbox"/> Dealer/Manufacture Demo <input type="checkbox"/> Charter Fishing <input type="checkbox"/> Other Commercial Operation						

Inboard / Sterndrive Engines ONLY (if applicable)			
Make – Engine 1	Engine Serial Number 1	Make – Engine 2	Engine Serial Number 2

Out-of-State Registration Information (if applicable)	
Out-of-State Registration State	Out-of-State Registration Number

C. Who Did You Obtain the Boat From? (see instructions)			
Name (required)			
Mailing Address (required)		Phone Number ( ) -	
City (required)	State (required)	Zip Code (required)	
<div style="border: 1px dashed black; padding: 20px; text-align: center;">                     Tape previous owner's registration card here, if available.                 </div>			
Wisconsin Dealer Information (if applicable)			
Federal Employer Identification Number (FEIN)		Date	
Signature of Wisconsin Dealer			



DNR USE ONLY	
Batch Date (8 digits)	Batch Number

D. Purchase and Sales Tax Information		
Date of Purchase	Wisconsin County Primarily Kept	<p><b>Applicable state, county, and city sales tax must be paid unless a sales tax exemption applies. State sales tax is 5%.</b></p> <p><b>Additional county and/or city sales tax also applies if the boat is primarily kept in a county and/or city with a sales tax.</b></p> <p>See sales tax rate chart (link #6) at <a href="http://revenue.wi.gov/SalesTaxRates">revenue.wi.gov/SalesTaxRates</a>.</p> <p>See attached instructions for help with this form and calculating fees and taxes.</p> <p><b>Sales Tax Exemption.</b> A purchase is not subject to the sales tax if any of the following situations apply (see instructions for more information). If exempt from tax, check the box for the exemption reason below. Exemptions are subject to review.</p> <p><input type="checkbox"/> The item was previously registered in Wisconsin <b>AND</b> purchased or received from a parent, spouse, or child. (s. 77.54(7)(b)1., Wis. Stats).</p> <p><b>Check one of the below:</b></p> <p><input type="checkbox"/> P = Purchased from your parent, stepparent, father-in-law or mother-in-law;</p> <p><input type="checkbox"/> S = Purchased from your spouse;</p> <p><input type="checkbox"/> C = Purchased from your child, stepchild, daughter-in-law, or son-in-law.</p> <p><input type="checkbox"/> Purchased by a retailer/lessor who will rent or sell the item. Must include the FEIN.</p> <p><input type="checkbox"/> Purchased by the State of Wisconsin or government unit, agency or school.</p> <p><input type="checkbox"/> Purchased in another state and tax was paid to the other state. <b>Attach a copy of your bill of sale or other verification of tax paid to another state.</b></p> <p><input type="checkbox"/> Purchased by a nonresident at least 90 days before registrant became a Wisconsin resident and brought and/or registered the item in this state.</p> <p><input type="checkbox"/> Purchased by a religious, charitable, educational organization. Wisconsin organizations must show the Department of Revenue exempt status number.</p> <p><input type="checkbox"/> Other. Enter reason (i.e., gift or even trade) _____</p> <p><input type="checkbox"/> The purchaser paid tax on this purchase the seller identified in Section C on page 1. <b>Attach a copy of the bill of sale or other verification of tax paid.</b></p> <p style="text-align: center;"><b>Questions on tax? Contact DOR at (608) 266-2776</b></p>
1. Purchase Price ▶ <i>Include the amount for boat, motor(s), and accessories. Exclude trailer cost.</i>	\$	
2. Trade-in Amount ▶ <i>Enter the trade-in dollar amount here and complete trade-in description below.</i>	-\$	
3. Total Taxable Amount ▶ <i>Subtract line 2 from line 1 and enter the amount. Enter 0 if tax exempt.</i>	= \$	
4. State Sales Tax (5%) ▶ <i>Multiply line 3 by .05.</i>	+\$	
5. County Sales Tax ▶ <i>If county tax applies, multiply line 3 by the county tax amount. See sales tax rate chart.</i>	+\$	
6. City of Milwaukee Sales Tax (2%) ▶ <i>Does city of Milwaukee tax apply?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If city of Milwaukee sales tax applies, multiply line 3 by .02 and check the appropriate box above.</i>	+\$	
7. Total Sales Tax Due ▶ <i>Add lines 4, 5 and 6 and enter the total due.</i>	= \$	
Trade-in Description: Describe any property you traded in on the purchase of this item. Include any serial/hull ID number or registration number.		

**SKIP SECTIONS E and F for non titled boats. Liens and co-owners are recorded on titled boats only.** The State of Wisconsin titles motorized boats and sailboats 16 feet in length or more that are not documented with the U.S. Coast Guard.

E. Lien Information (If boat will be titled <u>and</u> you are adding a lien, enter the information below. If there is no lien on the boat, leave this section blank.)		
Lienholder's Name		
Mailing Address		
City	State	Zip Code

F. Co-owner(s) Information (Co-owners can only be recorded for titled boats.)				
Last <b>or</b> Business Name <input type="checkbox"/> AND <input type="checkbox"/> OR	First	M.I.	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 ( ) -	U.S. Citizen? <input type="checkbox"/> YES <input type="checkbox"/> NO
Email Address			<input type="checkbox"/> ← Check to withhold my personal information from disclosure on lists of 10 or more individuals that DNR may provide to other persons s. 23.45, Wis. Stats.	State of Principal Operation <b>Wisconsin</b>

← Check if you want to add other co-owners, attach additional pages with the above information.

<b>G. U.S. Coast Guard Documented Boat Information</b>		
<input type="checkbox"/> ← Check if you are documenting your boat with the U.S. Coast Guard. Supporting documentation is required – see Section J.		
Name of Boat	Hailing Port ( <i>City and State</i> )	Documentation Number ( <i>Official Number</i> )

<b>H. Fleet Information</b>
<p>To be eligible for the discounted fleet registration fees, you must be listed as primary owner on record for three or more active (non-expired) Wisconsin boat registrations and have also paid the fleet rate fee (\$27.00 every 3 years). At time of processing this application, all active (non-expired) boats registered in the primary owner’s account will be placed into the fleet. See instructions for more information.</p> <p><b>Select one of the options below.</b></p> <p><input type="checkbox"/> I have an <b>existing fleet</b> in my name and want to include the boat described in Section B, and include all other active (non-expired) boats where I am listed as primary owner on record.</p> <p><input type="checkbox"/> I want to <b>create a new fleet</b> that will include the boat described in Section B, and include all other active (non-expired) boats where I am listed as primary owner on record.</p>

<b>I. Registration, Titling, and Lien Fees</b>	
<p>Follow the steps below to calculate your registration fees. <b>Select the answer for each question by checking the box next to your response</b> and enter the amount in the space provided. Use the <b>Fee Table on page 4</b> for the applicable registration fees according to your boat type and length.</p>	
<p>1. Has the boat been previously registered in Wisconsin?</p> <p><input type="checkbox"/> Yes, enter <b>\$3.75</b> to transfer the registration into your name and proceed to line 2.</p> <p><input type="checkbox"/> No, enter the <b>registration fee</b> based on your boat type <b>from column A in the Fee Table</b> on the next page and skip to line 3.</p>	\$
<p>2. Has the Wisconsin registration expired?</p> <p><input type="checkbox"/> Yes, enter the <b>registration fee</b> based on your boat type <b>from column A in the Fee Table</b> on the next page and proceed to line 3.</p> <p><input type="checkbox"/> No, proceed to line 3.</p>	\$
<p>3. Does a title fee apply? <b>Use column B in the Fee Table</b> on the next page to determine if a \$5 title fee applies to your boat.</p> <p><input type="checkbox"/> Yes, enter <b>\$5.00</b> for the certificate of title fee here and proceed to line 4.</p> <p><input type="checkbox"/> No, skip to line 5.</p>	\$
<p>4. Did you record a lien on your boat in Section E of this application? <b>Note:</b> Liens are only recorded on boats that are issued a Wisconsin Certificate of Title.</p> <p><input type="checkbox"/> Yes, enter <b>\$5.00</b> for the lien notation filing fee here and proceed to line 5.</p> <p><input type="checkbox"/> No, proceed to line 5.</p>	\$
<p>5. <b>Fleet Rate Fee:</b> You must have three or more active (non-expired) boats and have an active \$27.00 fleet rate to qualify for fleet registration discounts. The fleet rate fee is valid for 3 years expiring on March 31<sup>st</sup> of the 3<sup>rd</sup> year. Select one answer below that applies.</p> <p><input type="checkbox"/> I am creating a new fleet <u>or</u> renewing an existing fleet, enter <b>\$27.00</b> for the fleet rate fee here and proceed to line 6.</p> <p><input type="checkbox"/> I am adding the boat in Section B to a (non-expired) existing fleet, proceed to line 6.</p>	\$
<p><b>6. Registration Fees Due:</b> Add lines 1, 2, 3, 4, and 5 from this section and enter the total here. ►</p>	= \$

Fee Table		Column A Registration Fee	Column B Title Fee
Fleet: Motorized Boats	Under 16 ft.	\$11.00	n/a
	16 ft. to less than 26 ft.	\$16.00	\$5.00
	26 ft. to less than 40 ft.	\$30.00	\$5.00
	40 ft. and greater	\$50.00	\$5.00
Fleet: Non – Motorized Boats	Voluntary Registration	\$5.50	n/a
Fleet: Non – Motorized Sailboats	Over 12 ft. to less than 16 ft.	\$8.50	n/a
	16 ft. and greater	\$8.50	\$5.00
Fleet: U. S. Coast Guard Documented Boat	16 ft. to less than 26 ft.	\$16.00	n/a
	26 ft. to less than 40 ft.	\$30.00	n/a
	40 ft. and greater	\$50.00	n/a

n/a = not applicable, fee not required.

**J. Required Documents** (EVIDENCE OF TRANSFER OF OWNERSHIP) – Titled and Documented Boats Only

Specific documentation and information showing transfer of ownership must be submitted to the department to complete the transfer of ownership. **Attach the required documents with this form.** Evidence of transfer of ownership must be submitted for all boats that will be issued a Wisconsin Certificate of Title or that will be documented with the U.S. Coast Guard. The State of Wisconsin titles motorized boats and sailboats 16 feet in length or more that are not documented with the U.S. Coast Guard.

Boat Type	Required Documents for Titled and Documented Boats	
<b>New Boat</b> Boat has never been registered in Wisconsin or another state	<input type="checkbox"/> Original manufacturer statement of origin (MSO) assigned to the purchaser(s).	
<b>Used Boat</b> Boat that has been registered in Wisconsin or another state	Boat is currently titled in Wisconsin or another state.	<input type="checkbox"/> Current certificate of title properly assigned to you. The <b>title must be signed by the owner(s)</b> listed on the title <u>and</u> the <b>assignment section must identify you</b> as the new owner – photocopies are NOT acceptable. <input type="checkbox"/> Lien release document (if applicable) – photocopies are acceptable.
	Boat has been previously registered in another state and no title was issued.	<input type="checkbox"/> Current out-of-state registration document (e.g. proof of out-of-state registration). <input type="checkbox"/> Material evidence that no title was issued from the state of registration (e.g. registration card indicating there is no current title, or a letter on the state's letterhead identifying the boat by HIN and indicating no title was issued, etc.).
<b>Boat that is documented with the U.S. Coast Guard</b>	If you are applying for registration of a boat that has been previously documented or will be documented with the U.S. Coast Guard, you must provide: <b>Do you intend to document the boat with the U.S. Coast Guard in your name?</b> <input type="checkbox"/> <b>Yes.</b> Submit a photocopy of the letter of documentation in your name. Expired letters are not acceptable. <input type="checkbox"/> <b>No.</b> Submit a photocopy of the letter of deletion from the previous owner.	

**K. 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 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 application, 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.*

*I also certify I have examined the hull identification number (HIN) and verify it is the number shown on the application pursuant to s. 30.533(1)(g), Wis. Stats.*

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

Operators born on or after January 1, 1989, must have a Wisconsin boating safety certification or an out-of-state equivalent certification. Refer to the Wisconsin Boating Laws handbook for complete requirements. s. 30.678, Wis. Stats.

**Make check or money order payable to WDNR.**

**Mail application, payment, and required documents to:**

DNR PROCESSING CENTER  
 PO BOX 78701  
 MILWAUKEE WI 53278-0701

Total Sales Tax Due: <i>(from Section D, line 7 above)</i>	\$
Fleet Boat Registration Fees: <i>(from Section I, line 6 above)</i>	+\$
Aquatic & Invasive Species Donation: <i>(optional, minimum \$2.00 donation)</i>	+\$
<b>TOTAL DUE:</b>	<b>= \$</b>

**FORM 9400-624 INSTRUCTIONS****FLEET BOAT REGISTRATION AND TITLING APPLICATION****GENERAL INSTRUCTIONS**

**Purpose of Form.** Use Form 9400-624 if you are the new owner of a boat and are applying for a registration certificate and/or certificate of title for a fleet boat (i.e., if you want to add the boat to an existing fleet or create a new fleet). You may submit this request online at [gowild.wi.gov](http://gowild.wi.gov).

**WISCONSIN DNR DOES NOT REGISTER OR TITLE TRAILERS.** Please contact Wisconsin DOT for trailer registration or titling questions at (608) 264-7447.

**Form 9400-193.** Use the Wisconsin Boat Registration and Titling Application if you are the new owner of a boat and are applying for a registration certificate and/or a certificate of title for a non-fleet boat. You may submit this request online at [gowild.wi.gov](http://gowild.wi.gov).

**Form 9400-617.** Use the Release of Ownership Interest Request form in addition to this application if the certificate of title is missing and the owner of record wants to transfer the boat title to someone other than themselves.

**Fee.** Registration, titling fees and sales tax apply. Boat and fleet registration are valid for 3 years expiring on March 31<sup>st</sup> of the 3<sup>rd</sup> year.

**Required Documents.** See Section J for a description of what documentation and information is required by the department as evidence of transfer of ownership. Original documents must be submitted. Photocopies are not acceptable unless the instructions specifically state otherwise.

**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.

**Primary Owner on Record.** A person who makes the initial application and who receives all documents and communication related to the boat.

**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 title. To transfer ownership interest of the boat, the signatures of all co-owners are required.

**Joint Tenants.** Co-owners who each 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 interest of the boat, the signature of either co-owner is required.

**Fleet.** Group of three or more boats registered under the same primary ownership and which qualify for a special registration fee rate under s. 30.52(3)(i), Wis. Stats.

**SECTION A – Applicant Information**

Provide your name, DNR customer number or driver's license number, driver's license state, mailing address, date of birth, citizenship information, Social Security number or business Federal Employer Identification Number (FEIN), phone number and email address. The applicant identified in this section will be considered the primary owner on record by the department. All information related to the boat and future correspondence from the department will be sent exclusively to the primary owner on record. It is the primary owner's responsibility to share information with co-owners. If there will be co-owners listed on the boat title, enter their information in Section F. Your Social Security number or Federal Employer Identification Number is required by the Wisconsin Department of Revenue for tax purposes.

**SECTION B – Boat Information**

Enter all the information requested in this section in order to properly identify the boat (all fields are required).

- **Wisconsin Registration Number.** The registration number can be found on the registration certificate. Boats previously registered in Wisconsin have a registration number beginning with WS followed by four numbers and two letters (e.g., WS 1234 AB).
- **Hull Identification Number (Hull ID/HIN).** The HIN (similar to a serial #) 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 the transom, gunwale, or hull deck joint. HINs are required to meet U.S. Coast Guard and State standards; boats built in 1972 and after will have a 12-digit HIN.
- **Year.** Enter the model year of the boat.
- **Make & Model.** The make/manufacturer and model name/number of the boat cannot be the same.
- **Length.** Exact length of the boat in feet and inches shall be entered, do not round measurements.
- **Hull Material, Boat Type, Engine Type, Propulsion, Fuel Type, Boat Use.** Select the type for the category listed. These fields are required.
- **Inboard/Sterndrive Engines.** (if applicable) - Boats that have an inboard or sterndrive (I/O) engine(s) may have the make and serial number recorded on the registration and title. This information is not recorded for other engine types.
- **Out-of-State Registration Information.** (if applicable) - If you are registering/titling a boat that was previously registered in another state, enter the out-of-state boat registration number and the state of registration.

**SECTION C – Who Did You Obtain the Boat From?**

Provide the complete name and address of the previous owner or dealer.

The department is authorized to transfer a titled boat from either the previous owner of record or a dealer. The certificate of title must be properly signed by the owner(s) of record and the assignment section of the title must be completed to the applicant to effect the transfer of title per ss. 30.541(1) and (2), Wis. Stats.

Pursuant to ch. NR 5.001(3), Wis. Admin. Code, "dealer" means "a person engaged wholly or in part in the business of selling or distributing boats to customers for profit or commission and who has made a substantial financial investment in the business."

A copy of this form may only be used as a temporary operating receipt if the boat was purchased from a Wisconsin authorized dealer and the dealer has signed in Section C above. The temporary operating receipt must be carried at all times while operating the boat until the registration documents are received and the decals are affixed to the boat. ss. 30.523(1)(c) and 30.541(2), Wis. Stats.

**SECTION D – Purchase & Sales Tax Information**

Taxes are calculated based on the purchase price, county, city and trade-in amount. To calculate sales tax, enter all fields requested in the electronic form or follow calculation instructions in this section. A 5% state sales tax must be collected for all nonexempt private party or dealer sales; this includes sales to out-of-state customers who will remove and register the boat outside of Wisconsin. County and city sales taxes are applied based on where the boat is primarily kept. County and city sales taxes do not apply to sales out-of-state customers who will only remove and register the boat outside of Wisconsin.

**FORM 9400-624 INSTRUCTIONS****FLEET BOAT REGISTRATION AND TITLING APPLICATION**

- **Date of Purchase.** Enter the date the boat was purchased.
- **Wisconsin County/City Primarily Kept.** Most Wisconsin counties impose a county sales tax. The Wisconsin county where the boat will be primarily kept determines if a county sales tax applies. Additionally, if the boat will be primarily kept in the city of Milwaukee, city sales tax applies. Enter or select the appropriate Wisconsin county from the drop down box. For more information, see the sales tax rate chart (link #6) at [revenue.wi.gov/SalesTaxRates](http://revenue.wi.gov/SalesTaxRates) for which sales and use tax rates apply.
- **Purchase Price.** Enter the purchase price, including accessories and motors. Exclude the trailer cost.
- **Trade-in Amount.** Enter the dollar amount for any trade-in included with the purchase.
- **Trade-in Description.** Enter the description of the trade-in including any serial, Hull ID, or registration numbers.

If you need help determining the sales tax rates that apply to a specific location in Wisconsin, see [revenue.wi.gov/salestaxlookup](http://revenue.wi.gov/salestaxlookup).

**Tax Exemptions.** Wisconsin state law exempts certain types of transactions from the payment of state or local sales taxes, such as transactions between certain family members or taxes already paid to the seller. If you qualify for a tax exemption, check the box indicating the exemption reason. You may be asked to provide proof of exemption. Additional information on specific tax exemptions can be found below.

- If the item was previously registered in Wisconsin and purchased or received from parent, spouse, or child. Select the exemption and also check the box for the relationship within the section. A purchase from a sibling or grandparent is not tax exempt.
- Retailer/lessor who will rent or sell the item, must include the FEIN (Federal Employer Identification Number).
- Tax paid to another state. Attach a copy of your bill of sale or other verification of tax paid to another state. Note: Sales tax paid to another state on the item reported on this application may be claimed as a credit to reduce the Wisconsin tax due. If tax was paid in another state, subtract the state, county or similar tax paid from the Wisconsin state, county and/or city tax due. Enter the remaining amount of Wisconsin tax payable.
- Other. Check the box if you are exempt and provide a description of the exemption reason in the space provided.

**Questions on tax?**

Contact the Department of Revenue at (608) 266-2776 or visit their website at [www.revenue.wi.gov](http://www.revenue.wi.gov).

**SECTIONS E AND F ARE USED FOR TITLED BOATS ONLY (IF APPLICABLE)**

The State of Wisconsin titles motorized boats and sailboats 16 feet in length or more that are not documented with the U.S. Coast Guard.

**SECTION E – Lien Information**

Liens are only listed on boats that will be issued a Wisconsin Certificate of Title. If you are recording a lien on this boat, provide the lienholder's name and mailing address to be recorded on the boat title.

**SECTION F – Co-owner(s) Information**

Co-owners are only listed on boats that will be issued a Wisconsin Certificate of Title. If you wish to add an owner, provide the name, DNR customer number or driver's license number, driver's license state, mailing address, date of birth, citizenship information, Social Security number or business Federal Employer Identification Number, phone number and email address for each co-owner. Attach additional pages if needed. Check the box indicating the type ownership (and/or) for each co-owner. See definitions of tenants in common (and) and joint tenants (or) to help you make your selection.

**SECTION G – U.S. Coast Guard Documented Boat Information**

Check the box if you intend to document the boat with the U.S. Coast Guard. If so, provide the document number, boat name, and hailing port in the fields provided. Documented boats are registered and documented with the U.S. Coast Guard in conjunction with the state registration. U.S. Coast Guard documented boats are not titled in the State of Wisconsin but are required to be registered.

**SECTION H – Fleet Information**

Complete this section to create a fleet or add the boat to an existing fleet. A discounted fleet registration rate is available to a group of three or more boats registered under the same primary ownership and that has applied for a special fleet rate fee authorized under s. 30.52(3)(i), Wis. Stats. The primary owner must be the same on all boats, but co-owners may be different. The fleet rate fee is \$27.00 plus 50 percent of the regular registration fee which would otherwise be applicable to the boat. The fleet rate fee is valid for three years, expiring on March 31<sup>st</sup> of the 3<sup>rd</sup> year. If you do not qualify for fleet registration, complete the regular Wisconsin Boat Registration and Titling Application (Form 9400-193).

To maintain your fleet, you must have three active (non-expired) boats (which can include the boat described on this application) and have a non-expired fleet rate fee on file. If your fleet rate has expired, check the first box in line 7 of Section I to renew it and include \$27.00. At the time of processing of this application, all active (non-expired) boats registered in the primary owner's account will be placed into the fleet. Customers with a fleet on file should use form 9400-624 to add additional boats to their fleet in the future; the department will review qualifications at that time.

**SECTION I – Registration, Titling, and Lien Fees**

Use the Fee Table on page 4 and follow the steps in this section of this application to calculate your registration fees.

**SECTION J – Required Documents**

Evidence of transfer of ownership must be submitted with this form for all boats that will be issued a Wisconsin Certificate of Title or that will be documented with the U.S. Coast Guard. Indicate the documentation that you are providing to the department for consideration to substantiate your application for transfer of ownership.

**SECTION K – Signature and Certification**

Sign and date the form to acknowledge the information provided is correct.

**SUBMISSION OF FORM**

Make check or money order payable to WDNR. Mail this application, payment, and required documents to:

DNR PROCESSING CENTER  
PO BOX 78701  
MILWAUKEE WI 53278-0701

**FORM 9400-624 INSTRUCTIONS****FLEET BOAT REGISTRATION AND TITLING APPLICATION****PROCESSING INFORMATION**

**Initial processing.** Once the department receives your application, the department will review it for completeness. If the form is not complete and/or required documents are not submitted, the department may deny your application.

**Request for more information.** The department may request that you provide more information or evidence to support your application.

**Decision.** The department will review your application for boat registration and/or titling and may approve, deny or request more information. The certificate of title will be mailed to the address of the primary owner on record, if applicable.

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**DOCUMENTS AND MATERIALS.** The department may issue one or all of the following documents. These documents and materials will be sent to the address provided in Section A of the application.

**Certificate of registration.** The certificate of registration contains the registration number issued by the department under the federally approved numbering system. It is a small wallet-sized card and must be carried by the person operating the boat and available for inspection.

**Two registration decals.** The registration decals are color coded to indicate the expiration year of the registration. The decals must be attached to the boat next to the assigned registration number.

**Wisconsin Certificate of Title.** The certificate of title is a legal document that establishes ownership on titled boats. It is a full 8 ½ X 11-inch sized sheet of paper. The certificate of title is required to transfer ownership of a titled boat.

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**AUTHORITIES**

The registration and titling information and fees are collected by the department under ss. 30.52, 30.533 and 30.537, Wis. Stats.