



# **SNOWMOBILE/MOTORBOAT DEALER'S GUIDE**



**November 2006**

I hereby acknowledge receipt of the SNOWMOBILE/MOTORBOAT DEALERS GUIDE.

Dealership Name: \_\_\_\_\_

Dealership Number: \_\_\_\_\_

Date Received: \_\_\_\_\_

The content and use of the Dealer's Guide have been explained to me.

Dealer/Authorized Agent's Signature: \_\_\_\_\_

Inspector's Signature: \_\_\_\_\_

Any dealership needing assistance should contact the Department of Motor Vehicles between 7:45 A.M. and 4:30 P.M. Monday through Friday, except holidays.

For information and assistance in the following areas, please contact the personnel listed.

**Law Enforcement and Dealer Regulations:** Telephone – (802) 828-2067

Enforcement and Safety Division

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(802) 828-2156

Investigations Division

Drew Bloom, Captain

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Dealer Licensing, Temporary Plates

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Michael Smith, Director

Registration, Tax and Title

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Listed below are the names, addresses and phone numbers for the Inspectors in the Administrative Investigation Unit. They can be contacted by telephone Monday through Friday at the numbers indicated below by leaving a message.

Field Inspector Cindy LeGault  
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(802) 849-6879

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**BASIC  
DEALER  
REGULATIONS**

## **A. TYPES OF DEALER REGISTRATIONS AND FEES**

### **1. SNOWMOBILE**

23 V.S.A. § 3201 – Definitions

(5) "Snowmobile" means a self-propelled vehicle intended for off-road travel primarily on snow, having a curb weight of not more than 453.59 kg (1,000 lbs.); driven by track or tracks in contact with snow and steered by a ski or skis in contact with the snow.

23 V.S.A. § 3204 – Registration Fees and Plates

(b) Unless exempted pursuant to Section 3205(d) of this title, any person engaged in the manufacture or sale of snowmobiles shall obtain registration certificates and identifying number plates subject to such rules as may be adopted by the commissioner which shall be valid for the following purposes only: testing; adjusting; demonstrating; temporary use of customers for a period not to exceed 14 days; private business or pleasure use of such person or members of his or her immediate family; and use at fairs, shows or races when no charge is made for such use.

Fees for dealer registration certificates shall be \$40.00 for the first certificate issued to any person and \$5.00 for any additional certificate issued to the same person within the current registration period.

### **2. MOTORBOAT**

23 V.S.A. § 3302 – Definition

(4) "Motorboat" means any vessel propelled by machinery, whether or not such machinery is the principal use of propulsion, but shall not include a vessel which has a valid marine document issued by the bureau of customs of the United States government or any federal agency successor thereto.

(11) "Vessel" means every description of watercraft, other than a seaplane on the water, used or capable of being used as a means of transportation on the water or a racing shell or rowing scull occupied exclusively by persons over 12 years of age, used or capable of being used as a means of transportation on water.

23 V.S.A. § 3304 – Classification

Motorboats subject to the provisions of this chapter shall be divided into four classes, as follows:

CLASS A – Less than sixteen feet in length.

CLASS 1 – Sixteen feet or over and less than twenty-six feet in length.

CLASS 2 – Twenty-six feet or over and less than forty feet in length.

CLASS 3 – Forty feet or over.

23 V.S.A. § 3305 – Fees

(c) A person engaged in the manufacture or sale of motorboats of a type otherwise required to be registered by this subchapter, upon application to the commissioner upon forms prescribed by him or her, may obtain registration certificates for use as described under subdivision (1) of this subsection.

(1.) A dealer motorboat registration number may be used:

- (A.) For the purpose of testing or adjusting motorboats in the immediate vicinity of his or her place of business;
- (B.) For some purpose directly connected with the business of purchasing, selling or exchanging motorboats by the dealer;
- (C.) For demonstration when the prospective purchaser is operating the motorboat and is not accompanied by the dealer or his or her employee, but not for more than three days;
- (D.) For the temporary accommodation of a customer, whose motorboat, because of accident or wear, is disabled and is left with the dealer for repairs for not more than 14 days;
- (E.) For the private business or pleasure use of the dealer and members of his or her immediate family residing in the same household;
- (F.) For the use of those motorboats at regattas, marine parades or water festivities where no charge is made for that use.

(3.) An application for a dealer motorboat registration number shall be accompanied by the following fees:

- (A.) For the first number applied for \$30.00.
- (B.) For each additional number applied for in current registration period, \$5.00.
- (C.) Fees for temporary plates are \$2.00 each.

## **B. EXPIRATION OF DEALER PLATES**

1. **SNOWMOBILE** – Dealer registrations shall expire on the last day of August next following the date of issue.
2. **MOTORBOATS** – Any new dealer registration shall expire one year from the first day of the month of issue. The dealer registration will continue to include all the plates issued



to the individual dealer and each additional decal purchased within the registration year will be \$10.00 and will expire at the same time that the original registration plate expires.

**C. USE OF DEALER PLATES**

**NOTE:** The word "dealer" for the purposes of these regulations shall include the principal officers of a corporation registered as dealer and partners in a co-partnership registered as dealer are actively and principally engaged in the business, but shall not include directors and stockholders, nor inactive or silent partners.

1. SNOWMOBILES – A dealer plate shall be used only for the following purposes:
  - a.) Testing, adjusting and demonstrating for a period not to exceed 14 days.
  - b.) Temporary use of customers for a period not to exceed 14 days.
  - c.) Private business (dealer related) or pleasure use of the dealer or members of his/her immediate family residing in the same household.
  - d.) Use at fairs, shows or races when no charge is made for such use.

**NOTE:** The snowmobile dealer plate must be securely attached to the snowmobile so as to make it clearly visible.

2. MOTORBOATS – Dealer motorboat registration numbers may be used for the following:
  - a.) For purpose of testing or adjusting motorboats in the immediate vicinity of his/her place of business.
  - b.) For some purpose directly connected with the business of purchasing, selling or exchanging motorboats by the dealer.
  - c.) For demonstration when the prospective purchaser is operating the motorboat and is not accompanied by the dealer or his/her employee, but not for more than 3 days.
  - d.) For the temporary accommodation of a customer, whose motorboat, because of accident or wear, is disabled and is left with the dealer for repairs for not more than 14 days.
  - e.) For the private business (dealer related) or pleasure use of the dealer and members of his/her immediate family residing in the same household.
  - f.) For the use of those motorboats at regattas, marine parades, or water festivities where no charge is being made for that use.

**NOTE:** The motorboat decal shall be securely fastened to the motorboat so as to make it clearly visible.

**D. USE BY OTHER THAN DEALERS**

A person other than a dealer shall not operate a snowmobile or motorboat with dealer's plate attached unless such person carries a written authority to do so signed by the dealer whose snowmobile or motorboat such person is operating.

**E. EMPLOYEES USE OF DEALER PLATES**

Employees of a dealer shall not operate, and a dealer shall not permit them to operate, a snowmobile or motorboat with dealer's registration plate displayed thereon, except for business purposes of the dealer.

**F. LOANING OF PLATES, MOTORBOATS, OR SNOWMOBILES PROHIBITED**

A dealer shall not loan number plates which have been assigned to him/her under the provisions of these rules, nor shall s/he loan a snowmobile or motorboat to which his/her dealer's number plates have been attached, nor loan his/her dealer's number plates to a sub-agent.

**G. RENTING OR LEASING**

No dealer shall rent or lease snowmobiles or motorboats with dealer plates attached.

**H. GENERAL PROHIBITION**

A dealer shall not operate a snowmobile or motorboat nor permit the same to be operated under dealer's registration numbers, except as specifically permitted in these regulations. A dealer shall only register or renew snowmobiles that they sell. If a snowmobile application or renewal is being processed that the dealer has not sold, the dealer must also be a V.A.S.T. agent, the application must be completed as a V.A.S.T. agent and the documents must be submitted to DMV via V.A.S.T.

**I. USE OF DEALER PLATES RESTRICTED**

1. Snowmobile dealer plates may be used on snowmobiles **only**.
2. Motorboat dealer plates may be used on motorboats **only**.

**J. LOST OR STOLEN DEALER PLATES**

If a dealer plate is lost or stolen, the dealer shall immediately notify the nearest State Police authority and **must** also notify the Department of Motor Vehicles (Dealer Section).

If a replacement plate is desired, mail a \$10.00 check or money order and a request for a duplicate to the Department of Motor Vehicles, Attention: Dealer Clerk, along with a letter or duplicate plate request stating the original was lost, stolen, or destroyed.

If a plate is reported to the Department of Motor Vehicles as lost or stolen, it will be entered into the National Crime Information Center (NCIC) system and the registration will be canceled. If the lost or stolen plate is later recovered it **must** be returned to the Department of Motor Vehicles and **CANNOT** be used again.

#### **K. DEALER RECORDS REQUIRED**

On a form prescribed by the Commissioner, every licensed snowmobile or motorboat dealer shall maintain a record containing the following information. The records shall be open to inspection by any law enforcement officer during reasonable business hours.

1. Every snowmobile or motorboat which is bought, sold or exchanged by the licensee or received or accepted by the licensee for sale or exchange.
2. Every snowmobile or motorboat which is bought or otherwise acquired and dismantled by the licensee.
3. The name and address of the person from whom such snowmobile or motorboat was purchased or acquired, the date thereof, name and address of the person to whom any such snowmobile or motorboat was sold or otherwise disposed of and the date thereof, a sufficient description of every such snowmobile or motorboat by name and identifying numbers thereon to identify same.

#### **L. REPORT OF SALE**

On a form prescribed by the Commissioner, every licensed snowmobile or motorboat dealer shall report the sale or exchange of every snowmobile or motorboat. The report of sale must be made out on **all sales**, including dealer wholesale sales or exchanges.

The dealer does need to complete or submit the odometer statement on motorboats or snowmobiles.

The copies of the Report of Sale are to be distributed as follows:

1. White ~ Department of Motor Vehicles (Mail Report of Sale immediately to the DMV.)
2. Yellow ~ Dealer
3. Pink ~ Purchaser

## **M. EQUIPMENT REQUIRED FOR SALE**

### **1. SNOWMOBILES**

All snowmobiles shall be equipped with one or more operational headlights, an operational red rear light, a fully functional brake in good mechanical condition, an efficient muffler and such other equipment and devices as may be required to meet the noise level specifications, and if equipped with a windshield it shall be free from sharp or jagged edges.

No person shall offer to sell within the State of Vermont a snowmobile unless it complies with the sound requirements specified under the law.

### **2. MOTORBOATS**

Motorboats must be equipped as specified in the law when in use upon the waterways in the State of Vermont. The statutes do not require the motorboat to be so equipped for sale.

**TEMPORARY  
PLATES**

**A. PURCHASE OF TEMPORARY PLATES & FEES (MOTORBOATS only) & ISSUANCE OF DECALS (SNOWMOBILES only)**

**1. MOTORBOAT**

Any time during the registration year, a dealer may request temporary plates and upon the payment of a fee of \$2.00 per temporary plate, the Commissioner shall issue number plates of such material and color as s/he may determine for the temporary accommodation of the registrant.

**NOTE:** When requesting temporary plates, send the fee and request directly to the attention of the "Dealer Clerk".

**2. SNOWMOBILE**

A dealer may issue a snowmobile decal instead of a temporary plate. The decals will be a temporary registration valid for 60 days. In the case of a renewal, an 'S' sticker should be issued. The 'S' sticker acts as a 60-day temporary validation sticker until a standard validation sticker indicating the month and year of expiration is mailed to the customer and adhered over the 'S'.

**NOTE:** Decals may be ordered from the Dealer Clerk.

**B. USE OF TEMPORARY PLATES/DECALS**

Upon the sale or exchange of a snowmobile or motorboat which is to be registered in this state, a dealer may issue to the purchaser, for the attachment to such snowmobile or motorboat, a temporary number plate for motorboats or a decal for snowmobiles, provided that the purchaser deposits with such dealer, for transmission to the Commissioner, a properly executed application of registration of such snowmobile or motorboat and the required fee. The purchaser, if properly licensed, on attaching a temporary plate to a motorboat may operate the same for a period not to exceed 60 consecutive days immediately following the purchase. Dealer will not issue more than one 60-day temporary plate for the same transaction unless authorized by the Department. The purchaser on attaching a **decal to a snowmobile** may operate the same for a period **not to exceed 60 consecutive days** immediately following the purchase. A person shall not operate a motorboat with a temporary number plate or a snowmobile with a decal except as provided in these regulations.

**C. NOTICE TO COMMISSIONER**

Upon issuing a temporary number plate to a purchaser for attachment to a motorboat or a decal for attachment to a snowmobile, a dealer shall immediately forward to the Commissioner the application fees, deposited with him/her by the purchaser, together with notice of such issue and such other information as the Commissioner may require.

#### **D. RESTRICTIONS ON USE OF TEMPORARY PLATES/DECALS**

1. A dealer shall not use, attach or issue a temporary number plate/decals except as provided in B & C above.
2. **DO NOT** issue or attach temporary plate/decals until the sale is complete. Once the temporary plate is attached to the motorboat or the decal is attached to the snowmobile it is legally registered and all fees must be submitted.
3. **DO NOT** issue more than one temporary plate per sale unless the original was lost or stolen. You may issue a duplicate, but it must bear the same expiration date as the original. The **white copy** of the duplicate temporary registration certificate must be mailed to the Department of Motor Vehicles immediately and should state duplicate issued in lieu of (**old number**), lost or stolen.
4. **DO NOT** issue a temporary plate to a motorboat or decal to a snowmobile not sold by your dealership.
5. **DO NOT** issue a temporary plate or decal not issued to your dealership.

#### **E. PROCEDURE FOR ISSUING TEMPORARY PLATES**

Issue plates in numerical sequence starting with the lowest number. Fill out appropriate spaces on plate and on temporary registration certificate (TA-VD-127). Mail registration application, all supporting documents, fees, report of sale (**white copy** of form TA-VD-127 to the Department of Motor Vehicles **immediately**. Retain **yellow copy** of the form TA-VD-127 in dealer records. Issue **pink copy** of form TA-VD-127 to purchaser.

**NOTE:** It is extremely important that the temporary plate number be entered in the space on the temporary registration certificate before issuing the plate to the customer.

#### **F. PROCEDURE FOR ISSUING A DECAL**

1. The registration application lists detailed instruction for completing the application and provides a section for the temporary registration information to be completed by the dealer. This section should only be filled in when the sale is complete.
  - Date is date of sale.
  - Check resident or nonresident and collect appropriate fee.
  - Enter dealer number and signature.
  - Enter the next available decal number from the decals assigned to the dealership.
  - Check New Decal box – Dealers may only process renewal applications for snowmobiles **sold** by their dealership unless they are a V.A.S.T. agent. If that is the case, the renewal must be forwarded through V.A.S.T. for processing.

2. Attach the decal to the snowmobile and give the customer the bottom page of the application as proof of temporary registration.
3. Forward all completed applications, supporting documents, report of sales and fees to the Department of Motor Vehicles. **NOTE:** If issuing a decal, do not complete the temporary registration information on the report of sale form (TA-VD-127).
4. When you receive the decals you will also get a log sheet (TA-VN-47a) with the top portion completed indicating the number range of decals issued to your dealership. List each decal number on the log sheet and fill in the log as the decals are issued. The completed log sheet will be your accounting of the decals issued to you by the Department and must be available for inspection by any law enforcement officer during normal business hours. Each decal issued to you by the department must be accounted for at the time of the audit. When a series of decals are completed, one copy of the log sheet is to be sent to the Dealer Clerk.
5. The same rules and regulations that pertained to temporary plates will apply to the issuing of decals.

#### **G. PROCEDURE WHEN SALE IS CANCELED**

In case a temporary plate application is made out in error, or the sale is canceled before the plate is used, maintain **ALL** copies of the temporary registration certificate and plate for a motorboat with an explanation for future reference.

Once a snowmobile decal is attached to the snowmobile, it cannot be canceled. The customer will have to apply to the Department of Motor Vehicles for a refund.



**ITEMS REQUIRED**

**TO REGISTER**

**AND TITLE**

## **SNOWMOBILE**

### **A. NEW REGISTRATION**

1. Application for Snowmobile Registration (TA-VD-38).
2. Dealer Report of Sale/Temporary plate and registration certificate, if issued.
3. Vermont Sales & Use Tax return or proof that Vermont Sales and Use Tax has been paid or proof of tax paid in another state.
4. Proper fees.
5. Title (if the snowmobile is a model year 2004 or newer).

### **B. TRANSFER**

1. Application for Snowmobile Registration (TA-VD-38).
2. Vermont Sales and Use Tax Return or proof that Vermont Sales and Use Tax has been paid or proof of tax paid in another state.
3. Dealer Report of Sale.
4. Proper fees.
5. Title (if the snowmobile is a model year 2004 or newer).
6. Previous registration certificate or completion of Section 8 of the registration application.

## **MOTORBOAT**

### **A. NEW MOTORBOAT VESSEL** – (Requiring title)

1. Registration, Tax and Title Application.
2. Dealer Report of Sale/Temporary plate and registration certificate, if issued.
3. Manufacturer's Certificate of Origin, properly assigned.
4. Title (if the motorboat is a model year 1989 or newer with a length of 16 ft. or longer).
5. Proper fees.

### **B. NEW VESSEL** – (Not requiring title)

Same as above, except no Manufacturer's Certificate of Origin is required.

If transferring, the registrant must submit the signed registration certificate of the previous vessel showing transfer of ownership. If unavailable, use form TA-VR-105, **Lost or Unavailable Registration**.

### **C. PREVIOUSLY REGISTERED VESSEL** – (Requiring title)

1. Registration, Tax and Title Application
2. Previous title, properly assigned.
3. Dealer Report of Sale/Temporary plate and registration certificate, if issued.
4. Bills of Sale, if necessary to show continuity of ownership.

5. Proper fees.

If there is a lien listed on the face of the title, the lien must be released by the lien holder. The previous owner(s) must assign ownership to the dealer; the dealer must assign ownership to the new owner(s). If there is no space available on the title to transfer ownership, a bill of sale must be used to show the proper chain of ownership and be submitted along with the original title.

If the vessel requires a title in Vermont but is coming from a non-titling jurisdiction, you must obtain the last registration certificate for that vessel.

If the last registration certificate is not available, you must obtain a **certified copy** from the jurisdiction where the vessel was last registered

**D. PREVIOUSLY REGISTERED VESSEL** – (Not requiring title)

1. Registration, Tax and Title Application.
2. Dealer Report of Sale/Temporary plate and registration certificate, if issued.
3. Bills of sale, if necessary to show continuity of ownership.
4. Proper fees.

If transferring, registrant must submit the registration certificate of the previous vessel showing transfer of ownership. If unavailable, use form TA-VR-105, **Lost or Unavailable Registration Certificate**.

**E. TITLE REQUIREMENTS**

The Registration, Tax and Title Application must be submitted with the required source documents and fees. Assignment of any Vermont registration can be withheld indefinitely pending compliance with the Vermont motorboat title requirements.

Unless you obtain the previous title (or original/certified copy of vessel registration if vessel is received from a non-titling jurisdiction) from the seller, you **CANNOT** resell the vessel. Remember, a title/title document (original/certified copy of vessel registration if vessel is received from a non-titling jurisdiction) is the only negotiable document for the vessel to which it was issued.

Any alterations, erasures, errors or voided transactions on a title will result in unnecessary delays in processing registrations in the Motor Vehicle office. If any of the above occur, you can expedite the transaction by forwarding to the Motor Vehicle office, along with the other documents, a written explanation on Form TA-VN-20, Title/MCO Alteration Affidavit, to clarify the erasure or voided transaction. This explanation must include a complete description of the vessel in question, including the serial or hull identification number.

It is also mandatory that **PRIOR** to each sale, the previous title be checked against the HIN on the vessel to be positive that the proper documents are being sent to the Department of Motor Vehicles.

The statues specifically prohibit a dealer from delivering either a new vehicle or a used 1989 or newer vessel without promptly executing the assignment of certificate of origin or the certificate of title and delivering it in the manner prescribed.

When a vessel is sold to be registered out of state, the manufacturer's certificate of origin or certificate of title is to be delivered to the purchaser, after proper assignment by the dealer.

**EXEMPTED VESSELS** – (Not requiring title)

1. Any vessel under 16 feet in length.
2. Any vessel of a model year prior to 1989.
3. Any vessel which is a canoe, kayak or similar watercraft designed to be manually propelled or equipped with a motor not to exceed 10 horsepower.
4. A vessel owned by the United States, unless it is registered in this state.
5. A vessel owned by a manufacturer or dealer and held for sale.
6. A vessel owned by a nonresident of this state if not required by law to be registered in this state.
7. A vessel regularly engaged in the interstate transportation of persons or property for which a currently effective certificate of title has been issued in another state.

**G. REQUIREMENTS FOR MANUFACTURER'S CERTIFICATE OF ORIGIN (MCO)**

In accordance with 23 V.S.A. § 3806 and § 3817, the sale of a vessel to be registered in Vermont requires the submission of documents by the dealer.

When a new vessel is delivered to a purchaser and registration is applied for, or temporary registration is issued, the Manufacturer's Certificate of Origin for that vessel must be properly assigned by the dealer and immediately transmitted to the Department of Motor Vehicles along with the report of sale, application for registration, tax and title and fees.

Manufacturer's Certificate of Origin must be printed on security paper which meets the following criteria:

1. Intaglio steel plate border design.
2. Positive-negative latent images.
3. Two color underlying fine duplex tint.
4. Fluorescent, erasure sensitive inks.

A Manufacturer's Certificate of Origin which does not meet these guidelines will not be accepted.

Any alterations, erasures, errors, or voided transactions on the MCO will result in unnecessary delays in processing the registration in the Motor Vehicle office.

If any of the above occur, you can expedite the transaction by forwarding to the Motor Vehicle office, along with the other documents, a written explanation on form TA-VN-20, Title/MCO Alteration Affidavit, to clarify the erasure or voided entry. This explanation must include a complete description of the vessel in question, including the serial or hull identification number. It is also **mandatory that prior to each sale, the MCO, title or registration be physically checked against the HIN on the vessel** to be positive that the proper documents are being sent to the Department of Motor Vehicles to avoid delay in registering the vessel.

**SNOWMOBILE  
REGISTRATION  
APPLICATION**

## SECTIONS 1 & 2

All areas must be completed.

Do not write in shaded areas.

Show vehicle identification number, **not** motor number.

## SECTION 3

If no Vermont driver's license or Vermont driver's license is unknown, leave blank.

Application must show both owner's and Co-owner's (if applicable) full name, mailing address, date of birth and social security number. If legal residence is different from mailing address or if mailing address is a post office box, you must show legal residence.

If no social security number, write "NONE". If a business, use federal ID number in place of social security number.

Married women must show first or given name. Example: Mary Jones **not** Mrs. John Jones.

## SECTION 4

Dealer must sign application indicating the tax has been paid to them by the purchaser. The dealer may submit a properly completed SU452 form (see form section) and the tax to the Department of Motor Vehicles or the dealer may sign in the appropriate box in Section 4 and submit the sales tax directly to the Tax Department.

## SECTION 5

All areas must be completed if applicable.

## SECTION 6

All areas must be completed if applicable.

## SECTION 7

Dealer must complete this section when issuing a new decal or processing a transfer. Dealers may only process renewal applications for snowmobiles **sold** by their dealership unless they are a V.A.S.T. agent.

Complete the date the decal was issued.

Indicate whether applicant is a resident or nonresident. (Nonresidents need not register in Vermont if the snowmobile is registered in the home state.

Complete V.A.S.T. Agent/Dealer Number and V.A.S.T. Agent/Dealer Signature.

Complete the decal information indicating decal number and whether a new decal or renewal.

### SECTIONS 8, 9 & 10

All areas must be completed. The application must be accompanied by a Vermont Sales & Use Tax return SU452 or proof that Vermont Sales & Use Tax has been paid as in Section 4 or proof of tax paid in another state.

**Special Note:**

1. If nonresidents snowmobile is registered in his/her home state, Vermont no longer requires registration in Vermont to use Vermont trails, however, a V.A.S.T. trail Decal is still required. If the snowmobile is not registered in home state, and no sales tax has been paid at the time of purchase registration is required and sales tax is due.
2. Nonresident purchases a snowmobile in Vermont and takes delivery out of state, documented by a Dealer Invoice specifying that delivery was taken out of state. If delivery is taken in state by a nonresident, sales tax is due.
3. Snowmobile is purchased out-of-state by a nonresident, documented by an out of state Dealer Invoice.

If two owners, owner must sign, Co-owner signature is optional.



**MOTORBOAT  
REGISTRATION  
APPLICATION**

## SECTION 1

All areas must be completed. Do not write in shaded area.

## SECTIONS 2 & 3

All motorboats manufactured on or after 11/1/72 should have a 12-digit hull identification number. If there is no number present, a Vermont assigned number must be affixed. (See form section.)

Do not show fractions of inches of length.

## SECTION 4

If no Vermont driver's license or Vermont driver's license is unknown, leave blank.

Application must show both owner's and Co-owner's (if applicable) full name, mailing address, date of birth and social security number. If legal residence is different from mailing address or if mailing address is a post office box, you must show legal residence.

If no social security number, write "none". If a business, use federal ID number in place of social security number.

Married women must show first or given name. Example: Mary Jones **NOT** Mrs. John Jones.

## SECTIONS 5A & 5B

All areas must be completed, if applicable.

## SECTION 6A

Dealer must sign application indicating the tax has been paid to them by the purchaser. The dealer may submit a properly completed SU452 form (see form section) and the tax to the Department of Motor Vehicles or the dealer may sign in the appropriate box in Section 6A and submit the sales tax directly to the tax department.

## SECTION 6B

All areas must be completed. The application must be accompanied by a Vermont Sales and Use Tax Return (form SU452), or proof that Vermont Sales and Use Tax has been paid.

## SECTION 7 & 8

All areas must be completed if vessel previously titled or registered in another state but not titled in that state and will be titled in Vermont.

HIN verification section is not required to be completed if vessel is sold by Vermont dealer.

Exceptions: Salvage Titles (including VT Salvage Titles), foreign registrations (including Canada), and vessels titles under bond.

If two owners, owner signature is required, signature is optional.

## SECTION 9

Enter the registration fee from the fee schedule on page 1 of application. Enter the amount of tax computed in Section 6B. Enter any transfer fee, if applicable. Enter title and lien fee if applicable. Calculate the total fee due by adding registration, tax, transfer, title and miscellaneous fees. Enter the amount in the total area, and submit a check or money order, in US funds only, to the Vermont Department of Motor Vehicles.

### **TAX:**

If the applicant is subject to tax, and the sale of the motorboat was a private sale, a Vermont Use Tax form SU452 must be submitted with the Motorboat Registration Application. If the sale is through a dealer, the dealer must send the sales tax to the Vermont Department of Taxes using the Vermont Use Tax Form SU 452.

The first registration or validation of a motorboat in Vermont will be subject to the sales tax unless:

1. A purchase invoice is presented showing a sales tax of 6% or more paid to a dealer in any one of the state jurisdictions imposing a sales tax. Alaska, Montana, Delaware, New Hampshire, and Oregon do not have Sales and Use tax.
2. The applicant is a nonresident of Vermont and purchased the vessel in a state other than Vermont.
3. The applicant is a nonresident of Vermont and purchased the vessel in Vermont; however, received title or possession or both in another state.
4. The applicant is a nonresident of Vermont and submits a copy of a valid registration from his home state.
5. The vessel is acquired through a transfer to an individual, relative or not, for no consideration.

<b>INDEX OF FORMS</b>	
	<b>Form #</b>
A. Application for Snowmobile Registration	TA-VD-38
B. Application for Motorboat Registration	TA-VD-37
C. Dealer Report of Sale/Temporary Registration Certificate	TA-VD-127
D. Vermont Use Tax Return	SU452
E. Manufacturer's Certificate of Origin to a Homemade Vessel	TA-VD-27a
F. Dealer's Vehicle Record	TA-VD-125
G. Title Alteration Affidavit	TA-VN-20
H. Application for Assigned HIN (Hull Identification Number)	TA-VR-07

Forms are available upon request from:

Department of Motor Vehicles  
 ATTN: Stockroom  
 120 State Street  
 Montpelier, VT 05603-0001

Telephone: (802) 828-2090  
 Fax: (802) 828-3723

**SPECIAL NOTE:** Temporary plates **are not** available from the Stockroom. They must be ordered from the Dealer Clerk.