



# Request for Bonded Registration and/or Title for Boats, Snowmobiles or Off Road Vehicles

IOWA DEPARTMENT OF NATURAL RESOURCES, Attn Bonding,  
502 East 9<sup>th</sup> Street, Des Moines IA 50319-0034  
515-725-8200 [www.iowadnr.gov/bonding](http://www.iowadnr.gov/bonding) [Bonding@dnr.iowa.gov](mailto:Bonding@dnr.iowa.gov)

**If completing online, please use the "TAB" key to navigate your way through this form. Do not press Enter.**

Registration is available to Iowa Residents and individuals primarily using their vehicle/vessel in Iowa.

### REQUESTOR CONTACT INFORMATION: (Fill out all information as you want it to appear in the registration system.)

Last Name, First Name, MI: \_\_\_\_\_

Organization or Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ County: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

### PROOF OF OWNERSHIP

If you do not have proof of ownership, the department will not proceed with your request until the proof of ownership is provided.

I have submitted a copy of written document received at the time the vehicle/vessel was acquired, such as a bill of sale, statement of gift or cancelled check. *This document should include the following information: Year, Make, Model, Registration Number, HIN of vessel or VIN of vehicle, buyer's printed name and address, seller's printed name and address, date of purchase, purchase price.*

### VEHICLE OR VESSEL INFORMATION

To the best of my knowledge, this vehicle or vessel was previously registered and/or titled in the state of: \_\_\_\_\_

Type of Vehicle/Vessel:  Boat  ATV  ORV  ORM  Snowmobile

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

VIN/HIN: \_\_\_\_\_ Registration Number: \_\_\_\_\_

If you are unable to locate the VIN, HIN, or Registration numbers or if these numbers are unreadable or missing, please contact your local conservation officer for further assistance.

### PHOTOGRAPHS

This form must be submitted with the following clear photographs (electronic or paper) of the vehicle/vessel:

1. Front view
2. Back view,
3. One side view
4. The HIN or VIN number (clearly readable, as it appears on the vehicle or vessel (normally 12-14 characters))
5. Registration number (clearly readable, as it appears on the vehicle or vessel).

I have submitted all five (5) photos requested above.

### SELLER INFORMATION:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Is the person you acquired the vehicle or vessel from the last registered owner?  Yes  No  Unknown

## SUBMISSION INSTRUCTIONS

Please check the following boxes to ensure your request form is complete. Upon completion, the form and requested documents can be submitted electronically or by mail using the contact information on page 1. Failure to provide the following will delay your request.

- I have included a Proof of Ownership document
- I have included the 5 Photographs requested on page 1
- I have signed the request form

By signing the request form, I have read and understand the following statements:

If the form is complete, the DNR will investigate the vehicle or vessel registration history, and review supporting documents to determine the current registration status of the vehicle or vessel you are trying to register. An investigation will take a minimum of 12 weeks to complete, which may include but is not limited to notification of last registered owner. The DNR will then determine the steps you need to complete to get the vehicle or vessel registered and/or titled in your name.

After six weeks, one or more of the following action steps may be required as result of the investigation.

- You may be required to get an inspection done by a certified peace officer
- You may need to complete an affidavit form
- You may be required to purchase a surety bond to cover one and one half times the determined, current value of the vehicle or vessel. If this is needed, a bond form will be sent to you showing the current value of the vehicle or vessel and the amount of the bond needed. The bond form will include instructions for completion and return to the Iowa DNR. *Fees to obtain a surety bond through a bonding company are set by the surety company. Please refer to the bonding company for the fee to obtain your surety bond.*

You may receive an approval letter to obtain a title and registration through your county recorder's office. You will use your approval letter in lieu of a signed title and/or registration by the seller to transfer your vehicle and vessel into your name.

I understand that the Iowa DNR has to perform an investigation on the vehicle and/or vessel I am trying to transfer into my name. I certify under penalty of perjury that the information submitted with this request and supporting items are true and accurate.

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**Applicant Signature**

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**Date**