



BONDING INSTRUCTIONS

You've bought a boat, snowmobile, ATV or an ORV without the proper paperwork. What can be done to get it registered and/or titled?

If the vehicle/vessel is not stolen or there is not an active lien on the vessel/vehicle, you may utilize the bonding process.

To begin the bonding process you must have a bill of sale/proof of ownership from the person you acquired the vehicle or Vessel. A bill of sale can be in any format on any paper, typed or handwritten. The back of the registration can be used as a bill of sale but must have dollar (\$) field filled in to be a valid bill of sale.

Short Bonding Process

Step 1:

The Iowa DNR will send out a certified letter to the last registered owner. This letter must come from the Iowa DNR on DNR letterhead.

At the same time the certified letter goes out to the last registered owner, you will receive a packet that explains the longer process. This packet also contains an application that will be needed for any type of registration.

The Iowa Administrative Code states that we must provide the last registered owner 10 days from the delivery date as a response time. If they have sold the vehicle/vessel, all that they need to do is check a box, sign the letter and fax, e-mail or mail it back the Iowa DNR as the letter states.

Step 2:

If the letter is returned, the DNR will then type approval letters for both you and the county recorder that will allow you to register the vessel/vehicle. If the letter is not returned, the last registered owner cannot be located or any other scenario; you will have to continue on with the longer process. (See below)

BONDING INSTRUCTIONS CONTINUED

To get started:

Go to www.iowadnr.gov/bonding and submit your name, address, county of residence, phone number, e-mail address, and any identifying information to locate the vessel/vehicle in our records. The numbers can be a hull ID, VIN or registration number. The Iowa DNR will look up the last **registered owner** by the numbers you provide off of the vehicle/vessel.

If you have not heard back from the DNR within 21 days, please call 515-725-8275 or e-mail bonding@dnr.iowa.gov to check on the status of the process.

Long Bonding Process

The packet you received when the certified letter went out also contained an application that will be needed for any type of registration.

Front of the application form

The form is divided by boxes. Boxes that need to be completed are the “REGISTRATION”, **BOAT** (If you are attempting to bond a boat) **ATV/SNOW** (if you are attempting to bond an ATV or snowmobile)

Back of the application form

Title/Lien/Sub Lien only if you have a lien.

The “**BOND**” box must contain the current book value, bond amount, the dealer name, dealer signature, dealer number, and the DNR officer signature – **only if you are completing the longer process.**

The book value can be determined by going the North American Dealers Association (NADA) website. <http://www.nadaguides.com/> or by taking your vehicle/vessel to a certified DNR dealers listed on our website at

Boat Dealers - <http://www.iowadnr.gov/Portals/idnr/uploads/boating/boatdealers.pdf>

OHV Dealers - <http://www.iowadnr.gov/Portals/idnr/uploads/atv/atvdealers.pdf>

Snowmobile Dealers -

<http://www.iowadnr.gov/Portals/idnr/uploads/snowmobiles/snowmobiledealers.pdf>

You may not use any other method or website.

BONDING INSTRUCTIONS CONTINUED

Once the current value had been determined, you must purchase a Statutory Surety Bond that is valued at 1½ times the current value. Costs of these bonds are determined by the company that sells them.

Example: If your vehicle/vessel is determined to be valued at \$500; then your bond would need to be valued at \$750. Past history shows most bonds like this cost around \$100.

Make certain you sign the application.

The form for obtaining this bond must be on the Iowa Statutory Bond DNR form enclosed in your packet. You may not use a DOT form for this purpose. Bonds can be purchased from any bond company or insurance company. Most people use the same company that they use to insure their house or car. Bonds will be kept on file at the Iowa DNR for a period of 3 years when it becomes null and void.

You can help the process go more smoothly if you make certain that the bond has a bond number listed and that the VIN# or Hull ID# matches exactly what is on the vehicle/vessel.

You will need to provide a photo of the front, back and side of the vehicle/vessel that you are bonding. A photo or a pencil rubbing is also needed of the serial number or hull ID.

Your packet will contain the name and phone number of the DNR officer(s) that you will call. He or she normally comes to your home and will run the vin/hull ID to make certain that the vehicle/vessel is not stolen. They will check over your vehicle/vessel and sign off on the application.

You then submit all of the paperwork, including your bill of sale or proof of ownership to the DNR. This gives the DNR authority to type a letter for both you and the county recorder that will let you register the vehicle/vessel.

This process can sometimes be time consuming, depending on the complexity of the case. Your patience is appreciated.