



Remit this form to your County Recorder  
**IOWA DEPARTMENT OF NATURAL RESOURCES**

Licensing Section  
 502 East 9<sup>th</sup> Street, Des Moines, IA 50319-0034  
 (515) 725-8200 [www.iowadnr.gov](http://www.iowadnr.gov)

**Boat Dealer or Manufacturer**  
**Application for Dealer Renewal and Special Certificates**  
**(VALID THROUGH 04/30/2016)**  
 (for demonstrating, testing, or selling vessels)

**Please submit fees with application**

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

• Business Information							
Business Name:							
Physical Address:							
City:		State:		Zip:		County:	
Mailing Address:				E-mail:			
City:		State:		Zip:		County:	

• Contact Person			
Last Name:		First Name:	
Phone Number:		Fax:	

<input type="checkbox"/> Renewal		<input type="checkbox"/> Duplicate(s)		IA ZZ	
(If applying for a renewal duplicate(s), please write your ZZ number in the space above.)					
Please indicate:			<input type="checkbox"/> Manufacturer <input type="checkbox"/> Dealer <input type="checkbox"/> Distributor		
Type of Privilege			Cost		Amount Paid
SPECIAL CERTIFICATE (License to operate as an Iowa Dealer, Manufacturer, or Distributor; includes one decal)			\$19.90	x 1	
DUPLICATE SPECIAL CERTIFICATE (Additional decals to demonstrate more than one machine at a time, if needed)			\$6.90	x	
			<b>TOTAL ENCLOSED</b>		

*Signature of Applicant*

*Date*

Renewals and duplicates may be processed at any County Recorder office. If you are mailing the application to the County Recorder please add an additional mailing fee of \$1.00.

## DEALER, MANUFACTURER, DISTRIBUTOR SPECIAL CERTIFICATE INFORMATION

The following is *some* of the important information concerning guidelines and responsibilities for Iowa dealers and manufacturers. Please carefully read, review the IDNR website ([www.iowadnr.gov](http://www.iowadnr.gov)), and consult the full applicable Code and your legal advisor for more information.

**Code of Iowa Chapter 462A Special certificate for manufacturer or dealer** A manufacturer or dealer owning, storing, repairing, or altering a vessel required to be registered under this chapter may operate the vessel for purposes of transporting, testing, demonstrating, or selling the vessel without registering each such vessel, provided that any such vessel displays thereon a special certificate issued to the manufacturer or dealer as provided in this chapter. This special certificate shall not be used for any vessel offered for hire or for any work or service vessels owned by a manufacturer or dealer.

**Fee for special certificate – minimum requirements for issuance.** Any manufacturer or dealer may, upon payment of a fee of fifteen dollars, make application to the commission, upon such forms as the commission prescribes, for a special certificate containing a general distinguishing number and for one or more duplicate special certificates. The applicant shall submit such reasonable proof of the applicant's status as a bona fide manufacturer or dealer as the commission may require. The commission may adopt rules consistent with this chapter establishing minimum requirements for a dealer or manufacturer to be issued a special certificate and providing for the suspension or revocation of the special certificate.

**Number assigned – special signs.** The commission, upon granting any such application, shall issue to the applicant a special certificate containing the applicant's name and address, the general distinguishing number assigned to the applicant, the word "manufacturer" or "dealer", and such other information as the commission may prescribe. The manufacturer or dealer shall have the number so awarded printed upon or attached to a removable sign or signs to be temporarily but firmly mounted upon or attached to the vessel being used, and the display must meet the requirements of this chapter and the rules and regulations of the commission.

**Duplicates.** The commission shall also issue duplicate special certificates as applied for which shall have displayed thereon the general distinguishing number assigned to the applicant. Each duplicate special certificate so issued shall contain a number or symbol identifying the same from every other duplicate special certificate bearing the same general distinguishing number. The fee for each additional duplicate special certificate shall be two dollars.

**Expiration date.** Each special certificate issued hereunder shall expire at midnight on April 30 of the last calendar year of the registration period, and a new special certificate for the ensuing registration period may be obtained upon application to the commission and payment of the fee provided by law.

**Separate certificate for each city.** If a manufacturer or dealer has an established place of business in more than one city, the manufacturer or dealer shall secure a separate and distinct special certificate and general distinguishing number for each such place of business.

**Transfer of ownership.** Upon the transfer of ownership of any vessel, the owner, except as otherwise provided by this chapter, shall complete the form on the back of the registration certificate and shall deliver it to the purchaser or transferee at the time of delivering the vessel. If a vessel has an expired registration at the time of transfer, the transferee shall pay all applicable fees for the current registration period, the appropriate writing fee, and a penalty of five dollars, and a transfer of number shall be awarded in the same manner as provided for in an original registration. All penalties collected pursuant to this section shall be forwarded by the commission to the treasurer of state, who shall place the money in the state fish and game protection fund. The money so collected is appropriated to the commission solely for the administration and enforcement of navigation laws and water safety.

**Application for transfer.** The purchaser or transferee shall, except as otherwise provided by this chapter, within thirty days of the purchase or transfer, file a new application form with the county recorder with a fee of one dollar and the appropriate writing fee, and a transfer of number shall be awarded in the same manner as provided for in an original registration.

**Transfer by dealer.** When the purchaser or transferee of a vessel is a dealer who holds the same for resale and operates the vessel only for purposes incident to a resale and displays thereon a special dealers' certificate, or does not operate such vessel or permit it to be operated, such transferee shall not be required to obtain a new registration certificate but upon transferring the title or interest to another person the dealer shall sign the reverse side of the registration certificate of such vessel indicating the name and address of the new purchaser.

**Purchase of registered vessel by dealer.** Whenever a dealer purchases or otherwise acquires a vessel registered in this state, the dealer shall issue a signed receipt to the previous owner, indicating the date of purchase or acquisition, the name and address of such previous owner, and the registration number of the vessel purchased or acquired.

**Transfer to dealer.** Nothing in this section shall prohibit a dealer from obtaining a new registration and transfer of registration in the same manner as other purchasers.

**Sales by manufacturer or dealer.** Upon the sale of a vessel by a manufacturer or dealer, the purchaser shall, within thirty days of the purchase, make application for registration and the purchaser may operate the vessel without its individual identification number thereon for a period of not more than thirty-five days after the purchase date, provided that during such period the vessel shall have attached thereto, in accordance with the provisions of this chapter, a pasteboard card bearing the words "registration applied for" and the special certificate number of the dealer from whom the vessel was purchased together with the date of purchase plainly stamped or stenciled thereon.

**Prohibited use of "applied for" card.** No manufacturer or dealer shall permit the use of such card unless an application for a registration certificate has been made.

**Official cards only to be used.** The commission shall, upon the application of any manufacturer or dealer, furnish "registration applied for" cards free of charge. No cards shall be used except those furnished by the commission.

**Dealer's record of vessel bought, sold, or transferred.** Every dealer shall maintain for three years a record of any vessel bought, sold, exchanged, or received for sale or exchange. This record shall be open to inspection by department representatives during reasonable business hours.

**Number assigned – special signs.** The commission, upon granting any such application, shall issue to the applicant a special certificate containing the applicant's name and address, the general distinguishing number assigned to the applicant, the word "manufacturer" or "dealer", and such other information as the commission may prescribe. The manufacturer or dealer shall have the number so awarded printed upon or attached to a removable sign or signs to be temporarily but firmly mounted upon or attached to the vessel being used, and the display must meet the requirements of this chapter and the rules and regulations of the commission.