

Iowa Department of Natural Resources
Boat Dealer Reference Guide



Iowa Department of Natural Resources
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Welcome

Thank you for becoming a Boat Dealer with the Iowa Department of Natural Resources.

If you have questions about vessel dealer certification, please contact DNR Customer Service during our business hours - 8:00 am until 4:30 pm. **Phone:** (515)725-8200; **Email:** webmaster@dnr.iowa.gov

Web Resources

You may find it helpful to bookmark the Recreational Dealer webpage for the most current dealer information and forms:

<http://www.iowadnr.gov/dealers>

You can also visit the DNR website for more information about boating registration and safety: [Boating](#)
A boat registration guide can be found at this link: [Registration Guide](#)

Iowa Code and Administrative Rules

[Iowa Code 462A Water Navigation Regulations](#)
[Administrative Rules Chapter 38](#)

Additional Special Certificates – Demonstration Decals

You will receive a special certificate or demonstration decal when you register to be a boat dealer and each time you renew. You can request additional dealer demonstration certificates at the county recorder's office in person or by mailing a completed Renewal/Duplicate application and fees to the county recorder's office where your dealership is located.

Please note that Iowa Law prohibits the use of your dealer decals for any purpose other than demonstration by your customer. Using your dealer decals for private use will result in the revocation of your dealer license and a possible fine.

Removable Demonstration Sign

1. The decal should be applied to a removable sign; it should not be adhered to the surface of the vessel.
2. The sign must also include the dealer number in at least 3 inch high bold letters.
3. The color of the dealer number on the sign must contrast with the background of your sign.
4. The letters, or "ZZ" must be separated by a space or hyphen.
Example: 340 ZZ.
5. The signs must be affixed on each side of the vessel toward the forward half of the vessel.
6. If the vessel that is being demonstrated is powered by sail alone, the sign can be placed in a position to provide maximum visibility, this includes placement of the mast.
7. Vessels that are demonstrated by a customer must have the capacity displayed on the starboard (right) side on the vessel within 9 inches of the transom and be clearly visible above the waterline when the vessel is fully loaded. If the manufacturer has not specified a capacity the capacity is not required.

Certification Period

Your dealer certification is valid from the date of application or renewal through April 30th of the renewal period.

Upcoming Certification Periods: May 1, 2019 – April 30, 2022
 May 1, 2022 – April 30, 2025
 May 1, 2025 – April 30, 2028

Renewal Notices

Renewal notices will be mailed to each dealer at the address on record, unless noted on your account. Notices will be mailed in January of the expiration year of certification period. Submit renewals of dealer certifications to the County Recorder in the county in which your business is located. If your dealer certification is delinquent you can renew at any time without penalty. Please note that you cannot sell your vessels without first registering the vessel in your name if your dealer certification is expired.

Supplies

To request Applications for Vessel Registration or Registration Applied for Cards please send an email to: webmaster@dnr.iowa.gov or call DNR customer service at (515)725-8200.

The application for vehicle/vessel registration can be printed at:
<http://www.iowadnr.gov/Portals/idnr/uploads/forms/5428067.pdf>

A poster is available to download at this link that let's your customer's know they can download the boat safety regulations from our website: <http://www.iowadnr.gov/Things-to-Do/Recreational-Dealer-Registration>

Iowa's County Recorders Role

Iowa's County Recorders partner with the DNR to handle many of the transactions for our vessel dealers and customers. These include but are not limited to:

- Dealer renewals and duplicate decal requests
- Vessel registration and titling functions
- Vessel lien assignment and release

Find a list of county recorders with contact information in this [manual](#) or on the Recreational Dealer Registration webpage: <http://www.iowadnr.gov/Things-to-Do/Recreational-Dealer-Registration>.

Dealer Requirements upon the sale of a Vessel

1. As a vessel dealer you may complete all required registration paperwork and submit completed documents and applicable registration fees to the County Recorder on behalf of the customer. The dealer is only required to send the registration paperwork and fees if a "Registration Applied For" card is given to the customer. If a card is given to the customer the paperwork should be sent to the county where the customer resides.

Application for vehicle/vessel registration – Required items

New Vessel (no previous owner)

- Manufacturer's Certificate of Origin (if the boat is not titled and the manufacturer does not provide an MCO, it is not required.)
- Registration application with customer signature
- Bill of Sale
- Applicable fees

Previously Owned Vessel

- Registration certificate and title (if titled). If the boat was purchased or taken as a trade-in from an out of state seller only title is required if titled.
- Registration application with customer signature
- Bill of Sale
- Applicable fees

Sales Tax Information Links

- Sales Tax Rates, Sales Tax Exemption Form, and how to remit collected sales tax are on the Iowa Department of Revenue website: <https://tax.iowa.gov/businesses>
- Another useful tool for dealers is the Sales Tax Rates Lookup tool on the Iowa Department of Revenue website: <https://www.idr.iowa.gov/salestaxlookup/>

Registration Exceptions

Registration is not required for the following described vessels:

- Law Enforcement for the purpose of search and rescue
- Use by a public school for official Research and Studies

Vessels without Registration Paperwork

Vessels traded-in or bought without registration paperwork require additional work for the dealer before resale. You may need to contact the DNR to verify the registration status of a vehicle before accepting it as a trade-in or purchase without registration/titling paperwork.

1. If **NO** registration history is found in the State Recreational Vehicle database, complete an Affidavit of Unregistered/Untitled Vehicle. Iowa Code requires the use of the affidavit for USED unregistered or untitled vehicles, in lieu of a title or registration.
2. If registration history is found in the State Recreational Vehicle database duplicate registration title/registration must be obtained and signed by the last registered owner.
3. If registration history is found in the State Recreational Vehicle database and the person you bought it from is not the last registered owner; the dealer must complete the bonding process, full explanation of this process available at: www.iowadnr.gov/bonding) and register the vehicle in the dealer's name before resale.

County Recorder List

COUNTY	ADDRESS	CITY	ZIP CODE	PHONE NUMBER
ADAIR	400 PUBLIC SQ STE 6	GREENFIELD	50849	(641) 743-2411
ADAMS	500 9 TH ST; PO BOX 28	CORNING	50841	(641) 322-3744
ALLAMAKEE	110 ALLAMAKEE ST	WAUKON	52172	(563) 568-2364
APPANOOSE	201 N 12 TH ST	CENTERVILLE	52544	(641) 856-6103
AUDUBON	318 LEROY ST STE 7	AUDUBON	50025	(712) 563-2119
BENTON	111 E 4TH ST	VINTON	52349	(319) 472-3309
BLACKHAWK	316 E 5TH ST	WATERLOO	50703	(319) 833-3171
BOONE	201 STATE ST	BOONE	50036	(515) 433-0514
BREMER	415 E BREMER AVE	WAVERLY	50677	(319) 352-0401
BUCHANAN	210 5 TH AVE NE; PO BOX 298	INDEPENDENCE	50644	(319) 334-4259
BUENA VISTA	215 E 5 TH ST; PO BOX 454	STORM LAKE	50588	(712) 749-2539
BUTLER	428 6 TH ST	ALLISON	50602	(319) 267-2735
CALHOUN	416 4 TH ST STE 3	ROCKWELL CITY	50579	(712) 297-8121
CARROLL	114 E 6 TH ; PO BOX 782	CARROLL	51401	(712) 792-3328
CASS	5 W 7 TH ST	ATLANTIC	50022	(712) 243-1692
CEDAR	400 CEDAR ST STE 202	TIPTON	52772	(563) 886-2230
CERROGORDO	220 N WASHINGTON AVE	MASON CITY	50401	(641) 421-3058
CHEROKEE	520 W MAIN ST, DRAWER G	CHEROKEE	51012	(712) 225-6735
CHICKASAW	8 E PROSPECT ST; PO BOX 14	NEW HAMPTON	50659	(641) 394-2336
CLARKE	100 S MAIN ST	OSCEOLA	50213	(641) 342-3313
CLAY	300 W 4 TH ST STE 3	SPENCER	51301	(712) 262-1081
CLAYTON	111 HIGH ST NE; PO BOX 278	ELKADER	52043	(563) 245-2710
CLINTON	1900 N 3 RD ST; PO BOX 2957	CLINTON	52733	(563) 244-0565
CRAWFORD	1202 BROADWAY STE 11	DENISON	51442	(712) 263-2643
DALLAS	801 COURT ST RM 203	ADEL	50003	(515) 993-5804
DAVIS	100 COURTHOUSE SQ STE 7	BLOOMFIELD	52537	(641) 664-2321
DECATUR	207 N MAIN	LEON	50144	(641) 446-4322
DELAWARE	301 E MAIN ST STE 204; PO BOX 157	MANCHESTER	52057	(563) 927-4665
DESMOINES	513 N MAIN	BURLINGTON	52601	(319) 753-8221
DICKINSON	1802 HILL AVE STE 1500	SPIRIT LAKE	51360	(712) 336-1495
DUBUQUE	720 CENTRAL AVE; PO BOX 5001	DUBUQUE	52001	(563) 589-4434
EMMETT	609 1 ST AVE N STE 7	ESTHERVILLE	51334	(712) 362-4115
FAYETTE	114 N VINE; PO BOX 226	WEST UNION	52175	(563) 422-3687
FLOYD	101 S MAIN ST STE 306	CHARLES CITY	50616	(641) 257-6154
FRANKLIN	12 1 ST AVE NW	HAMPTON	50441	(641) 456-5675
FREMONT	506 FILMORE ST; PO BOX 295	SIDNEY	51652	(712) 374-2315
GREENE	114 N CHESTNUT ST	JEFFERSON	50129	(515) 386-5670
GRUNDY	706 G AVE	GRUNDY CENTER	50638	(319) 824-3234
GUTHRIE	200 N 5 TH ST	GUTHRIE CENTER	50115	(641) 747-3412
HAMILTON	2300 SUPERIOR ST	WEBSTER CITY	50595	(515) 832-9535
HANCOCK	855 STATE ST; PO BOX 70	GARNER	50438	(641) 923-2464
HARDIN	1215 EDGINGTON AVE STE 4	ELDORA	50627	(641) 939-8178

HARRISON	111 N 2 ND AVE	LOGAN	51546	(712) 644-2545
HENRY	100 E WASHINGTON ST; PO BOX 106	MT PLEASANT	52641	(319) 385-0765
HOWARD	137 N ELM ST	CRESCO	52136	(563) 547-9210
HUMBOLDT	203 MAIN ST; PO BOX 100	DAKOTA CITY	50529	(515) 332-3693
IDA	401 MOOREHEAD ST	IDA GROVE	51445	(712) 364-2220
IOWA	901 COURT AVE STE 1	MARENGO	52301	(319) 642-3622
JACKSON	201 W PLATT ST	MAQUOKETA	52060	(563) 652-2504
JASPER	101 1 ST ST N RM 205; PO BOX 665	NEWTON	50208	(641) 792-5442
JEFFERSON	51 W BRIGGS AVE STE 4	FAIRFIELD	52556	(641) 472-4331
JOHNSON	913 S DUBUQUE ST STE 202	IOWA CITY	52240	(319) 356-6093
JONES	500 W MAIN ST RM 116	ANAMOSA	52205	(319) 462-2477
KEOKUK	101 S MAIN ST	SIGOURNEY	52591	(641) 622-2540
KOSSUTH	114 W STATE ST	ALGONA	50511	(515) 295-5660
LEE	933 AVENUE H; PO BOX 190	FORT MADISON	52627	(319) 376-1070
LINN	935 2 ND ST SW	CEDAR RAPIDS	52406	(319) 892-5420
LOUISA	117 S MAIN ST; PO BOX 264	WAPELLO	52653	(319) 523-5361
LUCAS	916 BRADEN AVE	CHARITON	50049	(641) 774-2413
LYON	206 S 2 ND AVE	ROCK RAPIDS	51246	(712) 472-2381
MADISON	112 N JOHN WAYNE DR; PO BOX 152	WINTERSET	50273	(515) 462-3771
MAHASKA	106 S 1 ST ST	OSKALOOSA	52577	(641) 673-8187
MARION	214 E MAIN ST STE 8	KNOXVILLE	50138	(641) 828-2211
MARSHALL	1 E MAIN ST	MARSHALLTOWN	50158	(641) 754-6355
MILLS	418 SHARP ST	GLENWOOD	51534	(712) 527-9315
MITCHELL	212 S 5 TH ST	OSAGE	50461	(641) 832-3941
MONONA	610 IOWA AVE	ONAWA	51040	(712) 433-2575
MONROE	10 BENTON AVE E	ALBIA	52531	(641) 932-5164
MONTGOMERY	105 E COOLBAUGH ST; PO BOX 469	RED OAK	51566	(712) 623-4363
MUSCATINE	1414 E 3 RD ST STE 103	MUSCATINE	52761	(563) 263-7741
O'BRIEN	155 S HAYES AVE; PO BOX 340	PRIMGHAR	51245	(712) 957-3045
OSCEOLA	300 7 TH ST	SIBLEY	51249	(712) 754-3345
PAGE	112 E MAIN	CLARINDA	51632	(712) 542-3130
PALOALTO	1010 BROADWAY; PO BOX 248	EMMETSBURG	50536	(712) 852-3701
PLYMOUTH	215 4 TH AVE SE	LE MARS	51031	(712) 546-4020
POCAHONTAS	99 COURT SQ STE 5	POCAHONTAS	50574	(712) 335-4404
POLK	111 COURT AVE #250	DES MOINES	50309	(515) 286-3160
POTTAWATTAMIE	227 S 6 TH ST	COUNCIL BLUFFS	51501	(712) 328-5612
POWESHIEK	302 E MAIN; PO BOX 656	MONTEZUMA	50171	(641) 623-5434
RINGGOLD	109 W MADISON STE 204	MT AYR	50854	(641) 464-3231
SAC	100 NW STATE ST	SAC CITY	50583	(712) 662-7789
SCOTT	600 W 4 TH ST	DAVENPORT	52801	(563) 326-8622
SHELBY	612 COURT RM 201; PO BOX 67	HARLAN	51537	(712) 755-5640
SIOUX	210 CENTRAL SW; PO BOX 48	ORANGE CITY	51041	(712) 737-2229
STORY	900 6 TH ST	NEVADA	50201	(515) 382-7231
TAMA	104 W STATE; PO BOX 82	TOLEDO	52342	(641) 484-3320

TAYLOR	405 JEFFERSON ST	BEDFORD	50833	(712) 523-2275
UNION	300 N PINE STE 5	CRESTON	50801	(641) 782-1725
VANBUREN	406 DODGE ST; PO BOX 475	KEOSAUQUA	52565	(319) 293-3240
WAPELLO	101 W 4 TH ST	OTTUMWA	52501	(641) 683-0046
WARREN	301 N BUXTON ST STE 109	INDIANOLA	50125	(515) 961-1089
WASHINGTON	224 W MAIN; PO BOX 889	WASHINGTON	52353	(319) 653-7727
WAYNE	100 N LAFAYETTE; PO BOX 435	CORYDON	50060	(641) 872-1676
WEBSTER	701 CENTRAL AVE	FORT DODGE	50501	(515) 576-2401
WINNEBAGO	126 S CLARK ST STE 1	FOREST CITY	50436	(641) 585-2094
WINNESHIEK	201 W MAIN ST	DECORAH	52101	(563) 382-3486
WORTH	1000 CENTRAL AVE	NORTHWOOD	50459	(641) 324-2734
WRIGHT	115 N MAIN; PO BOX 187	CLARION	50525	(515) 532-3204
WOODBURY	822 DOUGLAS ST STE 102	SIOUX CITY	51101	(712) 279-6492

