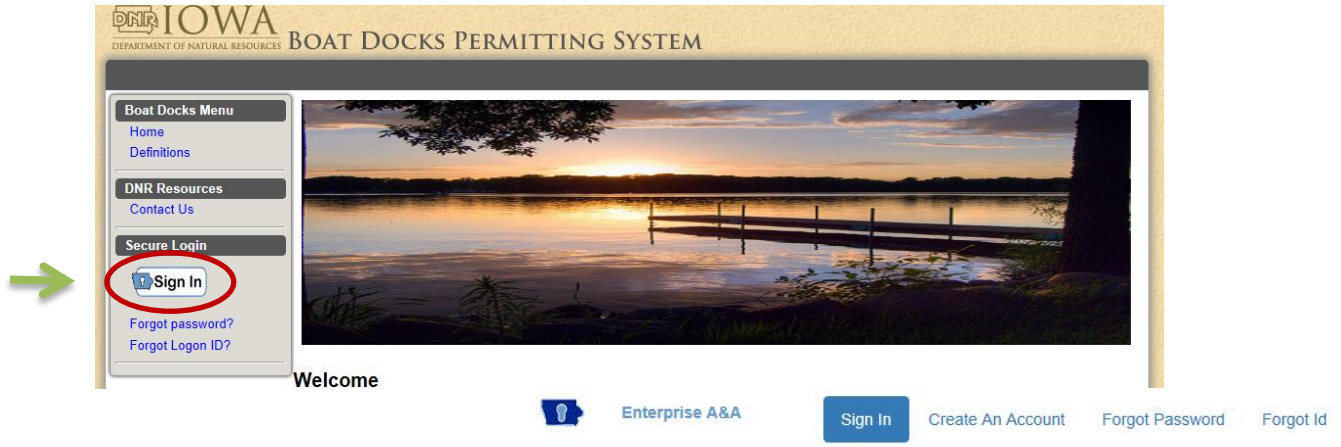


## INSTRUCTIONS TO TRANSFER A DOCK PERMIT

Welcome to Iowa's online dock application process. The website to manage your dock permit can be found at [www.iowadnr.gov/boatdocks](http://www.iowadnr.gov/boatdocks). Click on **Sign In**. (See separate instructions if you need to create an A&A Account.)



### STEP 1

- Fill in your account ID (*remember to include @iowaid*)
- Type in your password
- Click on **Sign In**

### STEP 2

- Create your profile with your **permanent** mailing address and contact information.
- Check the box to verify your profile information is accurate.
- Click on **Save Profile**.

### STEP 3.

- Answer **No** to the question about whether you have a permit because the permit is currently in someone else's name.

Welcome: Sandy Beaches

Boat Docks Menu

- Home
- My Account
- Update Profile
- Definitions
- Transfer Ownership
- Claim Permit

DNR Resources

- Help Center
- Contact Us

Secure Login

- Logout

Welcome, Sandy Beaches

Do you have a current or expired dock permit?

Yes No

If you are not sure if you have a current or expired dock permit, please contact the [Iowa DNR District Office](#) for the county where your dock is located. For additional information on managing your dock permit online, check out our [Boat Docks Help Center](#).

State of Iowa Home | DNR Home | Site Policy | webmaster@dnr.iowa.gov Iowa Department of Natural Resources | Version: 6.0.1486

- Choose **“Transfer”**.

You can also go through **Transfer Ownership** in the lefthand column.



[Apply For A New Permit](#)



[Transfer An Existing Permit To Your Account](#)

### STEP 4.

- Provide the **Permit #** for the dock permit that you are transferring. *You do not need the 911 address.*
- Click on **Find**

Welcome: Sandy Beaches

Boat Docks Menu

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TRANSFER OF OWNERSHIP

Note: The new owner of the Dock must complete the Transfer of the Permit

Search Criteria

Permit #: 28-9533-3

911 Address: \_\_\_\_\_

Find

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**NOTE:** If you need assistance with the permit number, please see the **Contact Us** tab on the lower left of the screen to find your local DNR Office.

**STEP 5.**

Click on **Select**.

**TRANSFER OF OWNERSHIP**

Note: The new owner of the Dock must complete the Transfer of the Permit

Search Criteria

Permit #: 28-9533-3  
911 Address: \_\_\_\_\_

**Find**

Permit Number	Name	Class	County	911 Address	City
28-9533-3	Lady, Crazy	3	Delaware	1234 Whitesands Ln	Summerville

There are 1 items on 1 page(s), you are viewing page 1.

**STEP 6.**

- Verify this is the correct permit.
- Check the box stating it is the accurate profile.
- Click on **Transfer**.

**PERMIT INFORMATION**

Sandy Beaches

Permit Information

Permit Number: 28-9533-3  
Account Type: Private  
Organization Name:  
Application Date: 05-14-2015  
Expiration Date: 12-15-2019  
Classification: 3  
Permit Status: Active  
Permit Transaction: Transfer

Dock Location: [Contact Us to Change](#)  
Address: 1234 Whitesands Ln  
Summerville, IA 55555  
Parcel Number:  
County: Delaware  
Body Of Water: Lake Delhi

Transfer From Owner's Information

Applicant's Name: Lady, Crazy  
Mailing Address: 123 White Coat Way  
Indee, IA 66666

This is the accurate profile

**Transfer** **Cancel**

**Welcome, Sandy Beaches**

Current Permit(s)  
Below are the permits you have on file with the Iowa DNR.

You may:

- View your permit
- Update a your permit due to recent changes
- Renew a permit if it is about to expire
- Make online ePayments when a payment is due

[When are fees charged?](#)

View	Update	Renew	Permit #	Type	Status	Dates	Payment
<a href="#">View</a>	<a href="#">Pending Transfer</a>	<a href="#">Pending Transfer</a>	28-9533-3	Private Class 3	Pending	Application Date: 05-14-2015 Expiration Date: 12-15-2019	PAID <a href="#">Payment History</a>

Get a Permit

[Apply For A New Permit](#) [Transfer An Existing Permit To Your Account](#)

**Message**  
Your permit transfer request has been submitted!  
**OK**

**Account Alerts**  
Permit: 28-9533-3 - Pending transfer

Dock permit transfers must be approved by Iowa DNR staff. The permit will show in your **My Account** page as *Pending Transfer* until the transfer has been approved.

View	Update	Renew	Permit #	Type	Status	Dates	Payment
<a href="#">View</a>	<a href="#">Pending Transfer</a>	<a href="#">Pending Transfer</a>	28-9533-3	Private Class 3	Pending	Application Date: 05-14-2015 Expiration Date: 12-15-2019	PAID <a href="#">Payment History</a>

**STEP 9.**

- When your transfer is approved, you will receive an email which will provide the dock permit number, expiration date and information on signage requirements.
- If your permit is expired, you will need to log into the dock program and **Renew** your permit.
- If you change the configuration of the dock or add hoists or slips, you must **Update** your permit prior to making any changes.

Subject: Dock Application Approved

DNR Boat Dock Management - Dock Application Approved

Dear Sandy Beaches:

Your Class 3 dock permit has been activated for the dock located at 1234 Whitesands Ln. Your dock permit number is **28-9533-3** and it expires **December 15, 2019**. Dock permits are only valid as long as they continue to meet the criteria they were permitted under. **571-16.7** authorizes issuance of a Class 3 dock permit for non-standard private docks. A Class 3 permittee shall pay an annual administrative fee of \$50 for each hoist or slip in excess of four. Any additional hoist/slip fees shall be due on March 1 or whenever a permit is modified by adding a hoist or slip. Any fees owed to the department shall be paid in full prior to the installation of any portion of a dock, hoist or slip. Application and hoist/slip fees are non-refundable.

**All docks must have a sign with their local 911 street address, city and permit number, with all letters and numbers a minimum of 1 inch high, at the end of their dock. The name is not required.**

Retain this letter for future reference. If you make any changes to your dock configuration, or add or subtract hoists, contact us by clicking on the link at the bottom of the page. Notify us of changes to your permanent address, phone number or email by updating your A&A account.

Please contact us if you have any questions about your dock permit. When it is time to renew or change your permit, you may go online to [www.iowadnr.gov](http://www.iowadnr.gov) for applications and further assistance.

Sincerely,

**DNR Law Enforcement**

If you have any questions, you may contact the DNR Boat Dock Management by clicking [here](#).

Thank you for using the DNR Boat Dock Management System!

Please, do not reply to this automated email.



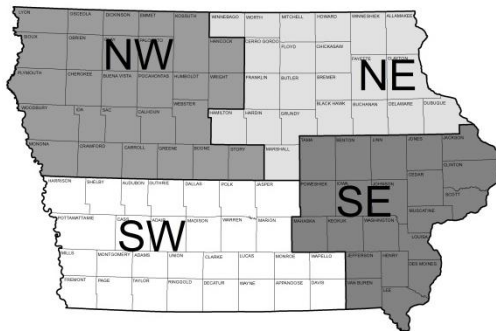
**Remember**, the dock permitting process is not complete until your dock is signed with your permit number and the dock's 911 address including city. Your name is not required.

My A&A Account ID is: @iowaid My Password is:

My Dock Permit Number(s) is:

Thank you for using our online dock program! Please put this document with your confirmation letter in a safe location so you may refer to it in the future. Remember, if you have a problem signing in with your A&A Account information, you must contact OCIO for assistance: [OCIO.Servicedesk@iowa.gov](mailto:OCIO.Servicedesk@iowa.gov) or 1-800-532-1174.

**NW DNR District Office**  
ATT: Dock Permits  
122 252<sup>nd</sup> Ave  
Spirit Lake IA 51360  
(712)336-1840  
[NWdockmaster@dnr.iowa.gov](mailto:NWdockmaster@dnr.iowa.gov)



**NE DNR District Office**  
ATT: Dock Permits  
22693 205<sup>th</sup> Ave  
Manchester IA 52057  
(563)927-3276  
[NEdockmaster@dnr.iowa.gov](mailto:NEdockmaster@dnr.iowa.gov)

**SW DNR District Office**  
ATT: Dock Permits  
57744 Lewis Rd  
Lewis IA 51544  
(712)769-2587  
[SWdockmaster@dnr.iowa.gov](mailto:SWdockmaster@dnr.iowa.gov)

**SE DNR District Office**  
ATT: Dock Permits  
111 Lake Darling Rd  
Brighton IA 52540  
(319)694-2430  
[SEdockmaster@dnr.iowa.gov](mailto:SEdockmaster@dnr.iowa.gov)