

# Florida

## Department of Highway Safety and Motor Vehicles

### *Division of Motorist Services*

PROCEDURE VSRS-08	SUBJECT:  DOCUMENTED VESSELS
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**DESCRIPTION AND USE:**

THIS PROCEDURE PROVIDES INFORMATION AND INSTRUCTIONS **TO ASSIST TAX COLLECTOR EMPLOYEES, LICENSE PLATE AGENCY EMPLOYEES, AND THE DEPARTMENT OF HIGHWAY SAFETY AND MOTOR VEHICLES** FOR THE ISSUANCE OF A DOCUMENTED REGISTRATION.

**I. PROVISIONS OF LAW:**

Section 328.68(1), Florida Statutes, requires a certificate of registration to be issued for any documented vessel where the owner has paid the registration certificate fee, but no state registration number shall be issued.

Section 328.68(2), Florida Statutes, states that a temporary certificate of registration can be issued for a documented vessel when the applicant has made application to the United States Coast Guard.

**II. GENERAL INFORMATION:**

Vessels are documented with the United States Coast Guard. All vessels five net tons or more meeting the criteria of a commercial vessel as defined by the United States Coast Guard must be federally documented. **The documents must be viewed by the title clerk; however, they do not need to be submitted to the department.** To register a documented vessel, the applicant must provide the following documentation and fees:

A. When current documentation papers are in the applicant's name and the vessel does NOT have a previous FL record, the following documents are required:

1. Form HSMV 87244, Application to Register Non-Titled Vessels, accurately completed.
2. Copy of documentation papers.
3. Copy of executed bill of sale.
4. Proof of sales tax paid or proof of sales tax exemption.
5. Payment of a registration fee based on length of vessel. **See NOTE in II, D.**

**NOTE:** Registration **will be issued in the name shown on the documentation papers along with a decal. The official documentation number (DO) will be shown in the "FL/DO#" area on the registration certificate.**

*Revision(s) to this Procedure: Revised entire procedure removing obsolete and adding current information and instructions from the USCG.*

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<p>B. When <b>current</b> documentation papers are in <b>the</b> applicant's name, the vessel has a previous FL record and there is an official documentation number already assigned to the vessel, the following documents <b>are required</b> to be submitted to the tax collector's office:</p> <p>Follow II, A, and collect <b>the</b> registration transfer fee in addition to the registration fee, if applicable. Use <b>the Transfer Vessel/Veh Reg Owners</b> Screen and answer "Yes" when <b>the</b> prompt asks if <b>the</b> boat has been sold. <b>A "Yes" answer will result in the charge of the</b> registration transfer fee.</p> <p>C. When documentation has NOT been completed with the US Coast Guard, the vessel has a previous FL record, and there is an official <b>documentation</b> number already assigned to the vessel, the following documents <b>need</b> to be submitted to the tax collector's office:</p> <ol style="list-style-type: none"><li>1. Form HSMV 87244, Application to Register Non-Titled Vessels, accurately completed.</li><li>2. Proof that documentation is on file with the US Coast Guard. <b><u>Proof can be one of the following:</u></b><ol style="list-style-type: none"><li>a. <b><u>If the applicant has already submitted paperwork, the applicant should contact the United States Coast Guard (USCG) National Vessel Documentation Center website at <a href="http://www.uscg.mil/hq/cg5/nvdc">www.uscg.mil/hq/cg5/nvdc</a>, click on the Contact Webmaster link, and send an email requesting the status of his/her paperwork. The applicant will receive a response via email informing him/her of the date that the Center received their paperwork as well as the date of the work the center is currently processing. The applicant may also review weekly processing updates by visiting the USCG website and clicking on the Case Processing Dates link.</u></b></li><li>b. <b><u>If the applicant has already submitted paperwork; however, he/she does not have access to the Internet or email, he/she can mail a written request inquiring about the status of his/her paperwork to the attention of the Freedom of Information Act (FOIA) Officer at the address shown on page three. Information regarding the date the Center received the applicant's paperwork as well as the date of the work the center is currently processing will be sent by mail to the applicant.</u></b></li><li>c. <b><u>If the applicant has not submitted his/her paperwork yet, the applicant should include with his/her vessel documentation a self-addressed, postage paid postcard. USCG mailroom staff will mark the postcard with a date and time stamp and send it back to the applicant. The tax collector office or license plate agency will not issue a registration unless it receives the postcard or other proof from the USCG.</u></b></li></ol></li></ol>	
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**The stamp will look similar to the following:**

NATIONAL VESSEL DOCUMENTATION CENTER  
USCG  
RECEIVED/FILED  
DATE            TIME

3. Copy of executed bill of sale.
4. Proof of payment of sales tax or proof of sales tax exemption.
5. Payment of registration fee based on length of vessel. **See NOTE in II, D.**

**NOTE:** Registration **will be issued in the name shown on the documentation papers along with a decal. The official documentation number (DO) will be shown in the "FL/DO#" area on the registration certificate.**

- D. **When** documentation is **NOT** complete; the vessel has never been registered, and there **IS NOT** an existing official documentation number:

Follow II, C, except allow the system to assign a FL number to the vessel. When the applicant returns with a copy of his/**her** documentation papers depicting his/**her** number, a replacement registration should be issued reflecting the new documentation number. **At this time, the** FL number **should be removed.**

**NOTE:** If **the** vessel is registered as a commercial vessel and **the** owner/corporation is a nonresident/alien, add **the** commercial vessel fee in addition to regular registration fees. **For applicable registration fees, refer to the vessel Registration Fee Chart at the following link:** <http://www3.flhsmv.gov/DMV/Proc/Fees/Fees-04.PDF>

III. MISCELLANEOUS INFORMATION:

- A. Vessels are documented by the Federal Government (United States Coast Guard); **vessels are** not titled and **numbered** by individual states. See below for the **mailing** address, **email address**, telephone number, **and website address for** the United States Coast Guard **Documentation Center.**

United States Coast Guard  
National Vessel Documentation Center  
**792 T J Jackson Drive**  
Falling Waters, West Virginia 25419  
**Email:** [nvdc.w.webmaster@uscg.mil](mailto:nvdc.w.webmaster@uscg.mil)  
**Phone Number:** (800)-799-8362

**Website:** <http://www.st.nmfs.noaa.gov/st1/CoastGuard/index.html>

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<p>B. Be sure and check for an official documentation number before assigning a temporary FL number.</p> <p><u>C.</u> The documents must be viewed by the title clerk; however, they do not need to be submitted to the department.</p>	
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