



AGENT NUMBER

APPLICATION FOR APPOINTMENT AND AGREEMENT AS A
NON-PUBLIC UNDOCUMENTED VESSEL REGISTRATION AGENT

Instructions: Please print or type clearly in black ink. Mail completed application to the above address.

- Original Application Change of Ownership Structure Change of Name or Address Adding Branch Location

SECTION 1 - FIRM INFORMATION

BUSINESS NAME AREA CODE/TELEPHONE NUMBER
BUSINESS STREET ADDRESS CITY STATE ZIP CODE
NATURE OF BUSINESS DAYS OPEN FOR BUSINESS HOURS DAYS CLOSED
STATE BOARD OF EQUALIZATION RESALE NUMBER LIMITED LIABILITY COMPANY OR CORPORATE NUMBER

SECTION 2 - OWNERSHIP STRUCTURE

- SOLE OWNERSHIP PARTNERSHIP CORPORATION LIMITED LIABILITY COMPANY ASSOCIATION
MUST BE COMPLETED FOR SOLE OWNER, ALL PARTNERS, ALL LLC MEMBERS, ALL PRINCIPAL CORPORATE OFFICERS, OR ALL ASSOCIATION REPRESENTATIVES.

1. PRINT TRUE FULL NAME
ADDRESS CITY STATE ZIP CODE
BIRTH DATE DL OR ID NUMBER AREA CODE/TELEPHONE NUMBER

2. PRINT TRUE FULL NAME
ADDRESS CITY STATE ZIP CODE
BIRTH DATE DL OR ID NUMBER AREA CODE/TELEPHONE NUMBER

3. PRINT TRUE FULL NAME
ADDRESS CITY STATE ZIP CODE
BIRTH DATE DL OR ID NUMBER AREA CODE/TELEPHONE NUMBER

SECTION 3 - BACKGROUND INFORMATION

- Have you, any partner, corporate officer, LLC Member, or Association Representative ever:
1. Been a Vessel Registration Agent for the State?
2. Been a Yacht and Ship Broker?
3. Been a Department of Motor Vehicles Occupational Licensee (e.g., automotive or trailer dealer)?
4. Been convicted of any misdemeanor or felony offense?
5. Declared bankruptcy?

SECTION 4 - CERTIFICATION

I certify (or declare) under penalty of perjury under the laws of the State of California that the information entered by me on this document is true and correct.
I further certify that I have read, understand, and will comply with the responsibilities, duties, and conditions as set forth on the "Agreement for Appointment" (on the back of this form) and agree to abide by this agreement.

Table with 4 columns: SIGNATURE, TITLE, DATE, EMAIL ADDRESS. Contains three rows with 'X' in the signature column.

## **AGREEMENT FOR APPOINTMENT AS AN UNDOCUMENTED VESSEL REGISTRATION AGENT TO REPRESENT THE CALIFORNIA DEPARTMENT OF MOTOR VEHICLES**

The foregoing agrees upon appointment as an Undocumented Vessel Registration Agent by the California Department of Motor Vehicles, to assume the following responsibilities and duties of this office as listed below. The agent's term of appointment shall be at the department's discretion.

### **AGENT'S RESPONSIBILITIES:**

1. Maintain a regular business establishment related to the boating or marine industry.
2. Identify the location by a prominently displayed sign that clearly identifies the name of the business.
3. Maintain all supplies at the business location described on the Application for Appointment as Non-Public Undocumented Vessel Registration Agent.
4. Make available for review all accountable vessel registration items upon demand by an authorized department employee.
5. Notify the Department of Motor Vehicles, Occupational Licensing Unit, P. O. Box 932342, MS L224, Sacramento, CA 94232-3420, in writing of any of the following:
  - a. Sale of business or change of terms in this agreement for appointment.
  - b. Change of business structure (addition or deletion of partners or corporate officers).
  - c. Change of business name or address.
  - d. Adding or deleting a branch location.
  - e. Lost or stolen accountable vessel registration items.

Upon sale or termination of the business, forward all accountable vessel registration supplies, applications, and fees to the Department of Motor Vehicles, Occupational Licensing Unit, P. O. Box 932342, MS L224, Sacramento, CA 94232-3420, no later than the first business day following the sale or termination of the business.

### **AGENT'S DUTIES:**

1. Accept applications and fees for registration and transfer of vessels and issue Permanent Vessel Numbers and Temporary Certificate of Numbers to applicants.
2. Keep separate, and apart from any other funds of the agent, all money collected for registration of vessels.
3. Prepare a report every seven (7) days on forms provided by the department listing all vessel registration transactions received during the previous seven (7) days. The report shall be forwarded to the Department of Motor Vehicles, Vessel Registration Unit, P. O. Box 942869, MS C272, Sacramento, CA 94269-0001, with each vessel registration application listed thereon and one check or money order for the total amount, no later than the close of business on the date shown on the report.
4. Complete and provide to the department a Quarterly Physical Inventory Report, BOAT 124-1, of accountable items due the 5th of January, April, July, and October even if supplies have not been used to Department of Motor Vehicles, Occupational Licensing Unit, P. O. Box 932342, MS L224, Sacramento, CA 94232-3420.
5. Agreement to process the following type(s) of vessel registration transactions: (Check applicable boxes.)
  - Original vessel registration (new boats).
  - Vessel ownership transfer applications (used boats), registration renewals and applications for duplicate certificates and stickers.

The foregoing agrees to comply with the provisions of this agreement and all statutory and regulatory provisions governing undocumented vessel registration agents. **Failure to comply will be grounds for termination of the appointment as an Undocumented Vessel Registration Agent.**

The foregoing have certified that they have read and understand the foregoing conditions for appointment as an Undocumented Vessel Registration Agent and agree to abide by this agreement.

**RETAIN COPIES OF THIS APPLICATION AND AGREEMENT FOR APPOINTMENT FOR FUTURE REFERENCE**