

**TEXAS PARKS AND WILDLIFE DEPARTMENT REGISTRATION AND TITLING REQUIREMENTS FOR  
VESSELS AND OUTBOARD MOTORS ON TPWD RECORD**

<b>TPWD Record Exists</b> <b>Transfer of Boat/Outboard Motor with existing Title and/or Registration through TPWD</b>  <b>Legend</b> <b>X = Required Item.</b> <b>● = One of the Two Marked is a Required Item.</b> <b>■ = One of the Three Marked is a Required Item.</b> <b>IA = If Applicable or If Available.</b>  All of the blank TPWD forms may be copied. However, when submitted, all signatures (on all documents) must be original.	Vessel/Boat Application (PWD 143)	Outboard Motor Application (PWD 144)	Bill of Sale OR Invoice	Receipt/Proof of Taxes Paid	Affidavit of Fact (PWD 314)	Affidavit of Fact (PWD 314) if Title not Available	Texas Vessel Title	Texas Outboard Motor Title	Release of Lien	Legal Document(s)	Statement of Gift/Donation	Winner Notification Letter	Theft/Loss Report	Company/Business Must Be Applicant	Pawn Shop Affidavit (PWD 778)	Pawn Shop Ticket	Evidence of Certified Mail & Affidavit of Fact	Affidavit of Repossession (PWD 312)	Financial/Security Agreement	Court Order Document	Documentation Supporting Authority to Sell	Inventory/Floorplan
	<b>Vessels and Outboard Motors Titled - TPWD Record Exists</b>																					
Purchase from Owner of Record - Vessel	X		X				X	IA														
Purchase from Owner of Record - Outboard Motor		X	X					X	IA													
Purchase Used Vessel from Marine Dealer	X		X				X	IA														
Purchase Used Outboard Motor from Marine Dealer		X	X					X	IA													
From a Trust - Vessel	X		X				X	IA	X													
From a Trust - Outboard Motor		X	X					X	IA	X												
Inherited from Deceased Owner of Record - Vessel	X					●	●	IA	X													
Inherited from Deceased Owner of Record - Outboard Motor		X				●		●	IA	X												
Purchase from Estate - Vessel	X		X			●	●	IA	X													
Purchase from Estate - Outboard Motor		X	X			●		●	IA	X												
Divorce W/Decree - Vessel - Spouse is Applicant/Purchaser	X		IA			●	●	IA	X													
Divorce W/Decree - Outboard Motor - Spouse is Applicant/Purchaser		X	IA			●		●	IA	X												
Divorce W/Decree - Vessel - Spouse Selling to New Applicant/Purchaser	X		X			●	●	IA	X													
Divorce W/Decree - Outboard Motor - Spouse Selling to New Applicant/Purchaser		X	X			●		●	IA	X												

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	<b>Vessels and Outboard Motors Titled - TPWD Record Exists (Continued)</b>																					
Prize/Lottery/Raffle - Vessel	X		■	■			X		IA		■	X										
Prize/Lottery/Raffle - Outboard Motor		X	■	■				X	IA		■	X										
Gift/Donation - Vessel	X		●				X		IA		●											
Gift/Donation - Outboard Motor		X	●					X	IA		●											
Government/Seizure Auctions - Vessels	X		X				IA														X	
Government/Seizure Auctions - Outboard Motor		X	X					IA													X	
Court Order - Vessel	X		IA		●	●															X	
Court Order - Outboard Motor		X	IA		●	●															X	
Recorded Lien Holder Repossession - Vessel	X		X				X											X				
Recorded Lien Holder Repossession - Outboard Motor		X	X					X										X				
Non-Recorded Lien Holder Repossession - Vessel	X				●	●								X				X	X			IA
Non-Recorded Lien Holder Repossession - Outboard Motor		X			●	●								X				X	X			IA
Bankruptcy of Owner of Record - Vessel	X		X		●	●			X												X	
Bankruptcy of Owner of Record - Outboard Motor		X	X		●	●			X												X	
Bankruptcy of Dealership - Vessel	X		X		●	●			X												X	X
Bankruptcy of Dealership - Outboard Motor		X	X		●	●			X												X	X

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<b>Vessels and Outboard Motors Titled - TPWD Record Exists (Continued)</b>																						
Insurance Claim - Vessel (insurance co. must be applicant/purchaser)	X				X	●	●	IA					X	X								
Insurance Claim - Outboard Motor (insurance co. must be applicant/purchaser)		X			X	●		●	IA				X	X								
Pawn Shop Claim - Vessel (pawn shop must be applicant/purchaser)	X						●	IA						X	X	X	●					
Pawn Shop Claim - Outboard Motor (pawn shop must be applicant/purchaser)		X						●	IA					X	X	X	●					
Removing Record From System - Vessel					●		●	IA														
Removing Record From System - Outboard Motor					●			●	IA													
<b>Vessels Registered But Not Titled - TPWD Record Exists</b>																						
Purchase of Registered but not Titled - Vessel	X		X																			
Purchase Used Vessel from Marine Dealer	X		X																			
From a Trust - Vessel	X		X							X												
Inherited from Deceased Owner of Record - Vessel	X									X												
Purchased from Estate - Vessel	X		X							X												
Divorce W/Decree - Vessel - Spouse is Applicant/Purchaser	X		IA							X												
Divorce W/Decree - Vessel - Spouse is Selling to New Applicant/Purchaser	X		X							X												

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<b>Vessels Registered But Not Titled - TPWD Record Exists (Continued)</b>																						
Prize/Lottery/Raffle - Vessel	X		■ ■								■	X										
Gift/Donation - Vessel	X		●								●											
Government/Seizure Auctions - Vessel	X		X																		X	
Court Order - Vessel	X		IA																		X	
Non-Recorded Lien Holder Repossession - Vessel	X													X				X	X			
Bankruptcy of Owner of Record - Vessel	X		X							X											X	
Bankruptcy of Dealership - Vessel	X		X							X											X	X
Insurance Claim - Vessel (insurance co. must be applicant/purchaser)	X				X								X	X								
Pawn Shop Claim - Vessel (pawn shop must be applicant/purchaser)	X													X	X	X						
Removing Record From System - Vessel					X				IA													

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**Description of Required Documents:**

**Vessel/Boat Application: Title & Registration, Registration for USCG, or Sales Tax Only (Form PWD 143)** -is used to request a Texas title and/or registration for a vessel/boat or to pay sales tax only on vessels 65 and under.

**Outboard Motor Application: Title or Sales Tax Only (Form PWD 144)** -is used to request a Texas title for an outboard motor or to pay sales tax only on an outboard motor.

**Power of Attorney (Form PWD 1055)** - is a legal document used to designate a representative (individual or company) to conduct business on behalf of another. Signatures must be notarized.

**Letter of Authorization (Form PWD 581)** - is used to designate another person to submit and pick up associated paperwork when the owner of record or applicant/purchaser can not come in person. In lieu of the form PWD 581 a hand written letter from the owner of record or applicant/purchaser is acceptable. This letter must include a statement authorizing someone other than the owner of record or applicant/purchaser to conduct a specific registration and titling transaction for the owner of record or applicant/purchaser, the name of the person authorized to do business for the owner of record or the applicant/purchaser, a description of the vessel and/or outboard motor (make, TX or serial number, and year built), and the signature of the owner of record or applicant/purchaser.

**Bill of Sale or Invoice** - is required for every transfer of ownership. One of the following is acceptable to meet the bill of sale or invoice requirement:

- (1) Form PWD 143/144 application - tax affidavit must be completed and signed by the seller, OR
- (2) Handwritten Receipt or Sales Invoice - must contain date of sale, sales price (DO NOT include sales price of trailer), description of vessel and/or outboard motor (make, TX or serial number and year built), purchaser(s) name, and seller(s) signature.

**Receipt OR Proof of Taxes Paid** - Tax must be paid by the winner/applicant for the purchase price of the vessel and/or outboard motor UNLESS the sponsor of the event paid the tax. If the sales tax was paid by the sponsor, proof is required. Submit documentation such as a receipt from a county or governmental agency which shows that sales or use tax has been paid for the item in question.

**Description of Required Documents (Continued):**

**Affidavit of Fact (Form PWD 314)** - is used to provide explanations of specific situations.

All affidavits must include (1) the date of the statement, (2) the description of the vessel and/or outboard motor (make TX or serial number, and year built), (3) details explaining your situation, (4) required signature.

The specific situations below require the following information:

\* **TITLE ASSIGNMENT ERROR** - An affidavit is required when an error or alteration has been made on the original title assignment and needs to be corrected in order to match the new registration and/or titling event. The affidavit must be completed and signed by the titled owner or company/individual currently authorized to sell the item and must specify what information needs to be corrected and why.

\* **NO TITLE AVAILABLE** - An affidavit is acceptable in lieu of a title for only the following circumstances:

- (1) Court Order (requires signature of court awarded owner)
  - (2) Insurance Company has paid a claim (requires signature of owner of record)
  - (3) Divorce Decree (requires signature of court awarded owner)
  - (4) Pawn Shop (requires signature of authorized representative of pawn shop)
  - (5) Inheritance (requires signature of court appointed owner/executor)
  - (6) Purchase from an estate sale (requires signature of court appointed executor)
  - (7) Repossession by a non-recorded lien holder (requires signature of owner of record or authorized company/individual currently authorized to repossess the item)
  - (8) Bankruptcy (requires signature of owner of record or company/individual appointed to sell the item)
- The statement should explain why the negotiable title can not be provided.

\* **INSURANCE CLAIM** - Affidavit stating that a claim was paid and who the claim was paid to. The affidavit must be completed and signed by the insurance company.

\* **Removing Record From System (Titled)** - If the negotiable title cannot be surrendered, complete an affidavit with a comprehensive statement as to the circumstances, and a request for cancellation of title. The affidavit must be signed by the owner of record.

\* **Removing Record From System (Registered but not Titled)** - Complete an affidavit with a comprehensive statement as to the circumstances, and a request for cancellation of registration. The affidavit must be signed by the owner of record.

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**Description of Required Documents (Continued):**

**Pencil Tracing of Serial Numbers (Form PWD 504)** - may be required when verification of hull identification (HIN) and/or outboard motor identification (MIN) number is necessary. You must attempt to trace these number(s) by placing the form PWD 504 on top of the serial number(s) and rub a pencil across the paper so that an impression appears on the form. If the number(s) are not clearly legible after tracing, please write the number(s) in the area provided. In lieu of the pencil tracing you may attach a photograph of the serial number(s) to the form PWD 504. If a photograph is supplied, the number(s) must be legible in the photo. The form PWD 504 must be signed by the applicant/purchaser or the seller/donor. A notarization to this form is no longer a requirement.

\* For any titling or registration transaction, a vessel and or outboard motor must have its identifying serial number attached to the vessel or outboard motor. If the vessel or outboard motor does not have a serial number, an appointment must be made with a Game Warden to inspect the item and either a new number will be assigned or the old one verified and reattached. Contact your local TPWD Law Enforcement Office to make an appointment with a Game Warden for inspection. Affidavit for Proof of Ownership of Vessel or Outboard Motor (Form PWD 736) is required to be completed and signed by the Game Warden.

**Texas Vessel Title** - Certificate of Title shows description, name and address of owner and (if any liens) lien holder information. Transfer of ownership requires a properly assigned negotiable title. Properly assigned means all information is correct and complete with purchaser's name and address, and signature of company/individual authorized to sell the item.

**Texas Outboard Motor Title** - Certificate of Title shows description, name and address of owner and (if any liens) lien holder information. Transfer of ownership requires a properly assigned negotiable title. Properly assigned means all information is correct and complete with purchaser's name and address, and signature of company/individual authorized to sell the item.

**Release of Lien** - To transfer the ownership of a vessel/outboard motor record with a recorded lien or to remove a recorded lien, a release of lien must be provided. One of the following formats is acceptable to meet the release of lien requirement:

- (1) Form PWD 403 (release of lien section completed), or
- (2) Form PWD 231, or
- (3) The recorded lien holder signs and dates the release of lien on the actual Certificate of Title, or
- (4) Release of Lien on recorded lien holder's letterhead or prescribed form that includes: Description of the vessel and/or outboard motor (make, TX or serial number and year built), title number if available, owner(s) name, statements that the debt has been paid in full and/or the financial institution no longer has an interest in the vessel and/or outboard motor, and be signed by a representative authorized to release the lien, and the firm's name. The lien holder's signature must be notarized.

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**Description of Required Documents (Continued):**

**Legal Documents** - includes, but is not limited to, the following support documents:

- (1) divorce decree,
- (2) for deaths or inheritance issues - letters of testamentary, letters administration, a copy of will and muniment of title, or Affidavit of Heirship (Form PWD 738),
- (3) complete trust agreement, or Affidavit of Authority to Administer Trust (Form PWD 1056)
- (4) court designation of trustee for a bankruptcy authorizing the sale of an asset or a court document authorizing a sale of an asset associated with a bankruptcy proceeding,
- (5) documentation from governmental or law enforcement authorities for authorized seizure.
- (6) for a legal name change - a certified copy of the court order,
- (7) for a name change due to marriage - a copy of the marriage certificate,
- (8) court document designating legal guardianship.

**All court issued documents must be original or certified original by the court.**

**Statement of Gift/Donation** - is used when the Tax Affidavit is not already completed and signed by the seller on the PWD 143 and/or PWD 144 applications. The Statement of Gift/Donation must include:

- (1) Statement that the vessel/outboard motor was given as a gift or donated,
- (2) Date of gift/donation,
- (3) Description of vessel and/or outboard motor (make, TX or serial number and year built),
- (4) List the name of Donee and
- (5) Signature of Donor.

**Winner Notification Letter** - is a document provided by the sponsor of the event describing how the vessel/outboard motor was acquired (describing whether this was won as a prize, lottery, or raffle), who sponsored the event, and the full name of the winner of the event, description of vessel/outboard motor (make, TX or serial number, and year built).

**Theft/Loss Report** - Incident report from law enforcement agency or loss/claim report from insurance company. The document must contain the description (make, TX or serial number, year built) of the vessel/outboard motor and circumstances of loss.

**Company/Business Must Be Applicant -**

- (1) In the event that a claim is paid by an insurance company for a stolen or damaged vessel/outboard motor the insurance company must transfer ownership into the insurance company name prior to subsequent transfer of ownership.
- (2) A non-recorded lien holder who repossesses a vessel/outboard motor is required to title in their name prior to subsequent transfer of ownership.
- (3) A pawn shop who takes possession of vessel/outboard motor according to the Texas Pawn Act must title in their name prior to subsequent transfer of ownership unless the pawn shop holds a current Marine Dealers license.



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**Description of Required Documents (Continued):**

**Pawn Shop Affidavit (Form PWD 778)** - is used when vessel and/or outboard motor has been left as unredeemed pledged goods at a pawn shop.

**Pawn Shop Ticket** - is a prescribed form generated by the pawnbroker and signed by the individual who pledged goods. The ticket must include description of vessel and/or outboard motor (make, TX or serial number and year built), the name and address, and signature of the individual who pawned the item.

**Evidence of Certified Mail & Affidavit of Fact** - If the Negotiable Certificate of Title is unavailable, the following is required: The pawn shop must send a certified letter to the owner(s) and lien holder(s) of TPWD record. The contents of the letter should include a description of vessel and/or outboard motor (make, TX or serial number, and year built), the circumstances of the pawn, and a request for the title(s). If written request for the title(s) are unsuccessful the following must be submitted:  
(1) The signed, certified mail return receipt PS Form 3811 (original green card - not photocopy), together with any unopened certified letters returned by the post office; and  
(2) Affidavit of Fact - Form PWD 314  
Form PWD 763 must be submitted to obtain owner/lienholder information on TPWD record.

**Affidavit for Repossessed Boat and/or Outboard Motor (Form PWD 312)**- is used by a lien holder to repossess a boat and/or outboard motor because of failure of the boat and/or outboard motor owner to meet the terms of their financial obligation.

**Financial/Security Agreement** - may include a Security Retail Agreement, Chattel Mortgage or "Floor Plan". Documents should include a description of the vessel and/or outboard motor (make, TX or serial number, year built) and signature of borrower.

**Court Order Document** - is a document signed by a judge presiding over the court of jurisdiction. The order should include who ownership has been awarded to and must include a description of the vessel and/or outboard motor (make, TX or serial number, and year built). All court issued documents must be original or certified original by the court.

**Documentation Supporting Authority to Sell** - may include official seizure documents and/or court orders. Documents must include a description of vessel and/or outboard motor (make, TX or serial number, and year built). All court issued documents must be original or certified original by the court.

**Inventory/Floor Plan** - financial agreement between a lender and the borrower which provides the location and detailed description of the inventory included in the financial agreement.