



*Iowa Department of Natural Resources*

## Off Highway Vehicle Dealer and Snowmobile Dealer Reference Guide

*Iowa Department of Natural Resources*  
6200 Park Ave Ste 200, Des Moines, IA 50321  
Phone: 515-725-8200; Email: [Webmaster@dnr.iowa.gov](mailto:Webmaster@dnr.iowa.gov)  
[www.iowadnr.gov](http://www.iowadnr.gov)

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## **Welcome**

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Thank you for becoming an Off Highway Vehicle Dealer and/or a Snowmobile Dealer with the Iowa Department of Natural Resources. This guide is for information only to help OHV dealers and Snowmobile dealers better understand their responsibilities as outlined in Iowa Code and Administrative rules.

If you have questions about your 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](mailto:webmaster@dnr.iowa.gov)

## **Dealer Certification**

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Under Iowa Code, a business that buys, sells, or exchanges more than five off highway vehicles or snowmobiles annually must register with the DNR. However, a business may become a certified dealer regardless of how many vehicles they sell annually.

## **Advantages**

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There are some advantages of becoming a certified dealer with the Iowa Department of Natural Resources:

1. A dealer does not have to register or title a vehicle in their name before reselling it. Becoming a dealer saves your business money, even if you only sale two vehicles over three years: Cost of a three year dealer certification: \$46.50; Cost of two vehicle registrations & titles: \$58.50 = **\$12.00 savings**
2. Your customer can use their vehicle as soon as they get it home when a dealer issues their purchaser a Registration Applied for Card.\* This card lets the customer use the vehicle for 45 days while the registration is being processed by the county recorder. \*subject to issuance requirements
3. Get training materials and a reference manual to help you answer vehicle registration/title requirements and paperwork.

## **Iowa Department of Natural Resources Staff**

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**Off Highway Vehicle Program Manager:** Jessica Flatt

**Licensing Supervisor:** Mark Warren

**Dealer Account Manager:** Lori Smith

**County Recorder Account Manager:** Lori Smith

## **Web Resources**

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Bookmark the Recreational Dealer webpage to get the most current dealer information and forms:

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

Visit the DNR website for more information about Vehicle Education, Parks, Trails, and Safety,

Off Highway Vehicle webpage: <http://www.iowadnr.gov/Things-to-Do/Off-Highway-Vehicles>

Snowmobile webpage: <http://www.iowadnr.gov/Things-to-Do/Snowmobiles>

## **Iowa Code and Administrative Rules**

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Please review the full applicable Iowa Code associated with applicable dealer certification with your legal advisor to assure you are in compliance.

### **Off Highway Vehicles**

Iowa Code Chapter 321I:

[www.legis.iowa.gov/docs/code/321i.pdf](http://www.legis.iowa.gov/docs/code/321i.pdf)

Administrative Rules Chapter 46:

[www.legis.iowa.gov/law/administrativeRules/rules?agency=571&chapter=46](http://www.legis.iowa.gov/law/administrativeRules/rules?agency=571&chapter=46)

### **Snowmobiles**

Iowa Code Chapter 321G:

[www.legis.iowa.gov/docs/code/321g.pdf](http://www.legis.iowa.gov/docs/code/321g.pdf)

Administrative Rules Chapter 47:

[www.legis.iowa.gov/law/administrativeRules/rules?agency=571&chapter=47](http://www.legis.iowa.gov/law/administrativeRules/rules?agency=571&chapter=47)

## **How do I become a certified dealer?**

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Submit a completed OHV Dealer, Manufacturer, or Distributor Application for Special Certificates (Form: 542-0485), a copy of the business's sales tax permit, and applicable fees to:

Iowa Department of Natural Resources, Attn: Licensing, 502 E 9<sup>th</sup> St, Des Moines IA 50319.

Dealers must meet the following requirements before applying for dealer registration:

1. Have an established place of business, to include a) landline telephone service and b) adequate office area for keeping business records to include, but is not limited to: manufacturers' certificates of origin, certificates of title or other evidence of ownership for all-terrain vehicles for sale
2. Comply with applicable local zoning ordinances

If your business has multiple locations, you must have a special certificate for each location. Submit an application for each location.

## **Additional Special Certificates**

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You can request additional certificates at your county recorder's office in person or by mailing a completed Renewal/Duplicate application and fees to your county recorder's office.

The renewal application or duplicate decal application can be emailed or faxed to you upon request by calling your county recorder's office or DNR customer service at (515) 725-8200.

## **Certification Period**

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Your dealer certification is valid from the date of application or renewal through December 30<sup>th</sup> of the renewal period.

Current Certification Period: December 30, 2015 to December 30, 2018

Upcoming Certification Periods: December 30, 2018 – December 30, 2021

December 30, 2021 – December 30, 2024

December 30, 2024 – December 30, 2027

## **Renewal Notices**

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Renewal notices will be mailed to each dealer at the address on record, unless noted on your account. Notices will be mailed in August of the expiration year of certification period (2018, 2021, & 2024). Submit renewals of dealer certifications to the County Recorder in the county in which your business is located. Dealer renewals will not be accepted before September 1<sup>st</sup> of the upcoming certification period.

## **Supplies**

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To request Applications for Vehicle/Vessel registration, Registration Applied for Cards, Off Highway Vehicle Reference Guides and/or Snowmobile Vehicle Reference Guide be sent to you, please send an email to: [webmaster@dnr.iowa.gov](mailto:webmaster@dnr.iowa.gov) or call DNR customer service at (515) 725-8200. Please reference your business's DNR customer number and/or your dealer certification (ZZ) number with your request.

The application for vehicle/vessel registration can be completed electronically (fillable pdf or word document) at <http://www.iowadnr.gov/Portals/idnr/uploads/forms/5428067.pdf>

## **Iowa's County Recorders Role**

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

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

Find a list of county recorders with contact information at the [back of 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 Vehicle**

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1. *The dealer must complete all required registration paperwork and submit completed documents and applicable registration fees to the County Recorder on behalf of the customer within 30 days of purchase. (\*Submit registrations to the County Recorder located in the purchaser's county of residence.)*
  - Application for vehicle/vessel registration*
  - 1 of the following 3 forms:*
    - *Manufacturer's Certificate of Origin*
    - *Certificate of Title*
    - *Affidavit of Unregistered or Untitled Vehicle/Vessel*
  - Proof of Ownership/Bill of Sale*
  - Applicable Registration Fees*
  - Sales Tax Exemption Form (if applicable)*
  
2. *The dealer must collect Iowa Sales Tax for the county/city in which the purchaser took possession of the vehicle. Sales Tax will be remitted to the Iowa Department of Revenue by the dealer.*
  - *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/>*
  
3. *The dealer must provide all purchasers of Off Highway Vehicles or Snowmobiles with the applicable webpage: <http://www.iowadnr.gov/Things-to-Do/Off-Highway-Vehicles> or <http://www.iowadnr.gov/Things-to-Do/Snowmobiles> so they may get:*
  - (1) *a copy of current all-terrain vehicle laws and regulations governing the use of all-terrain vehicles in the state of Iowa*
  - (2) *the most up-to-date list of public places open for all-terrain vehicle use.*

*Information provided on the department's web site is deemed most current and the most up-to-date information for purposes of this rule...*
  
4. *The dealer must provide all purchasers a Registration Applied for Card only after an application for registration has been made to the county recorder. Placing a completed Application for Registration and required fees in the mail to the recorder will constitute making an application. This card lets the customer use the vehicle for 45 days while the registration is being processed by the county recorder.*

## **Registration Exceptions**

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*Registration is not required for the following described all-terrain vehicles:*

1. *Off Highway Vehicles owned by the United States, the State of Iowa, Another State, or Governmental Subdivision (county, city, public college) AND used for:*
  - *Law Enforcement*
  - *Search and Rescue or*
  - *Official Research and Studies*
2. *Off Highway Vehicles used exclusively for agricultural purposes*

## **Registration & Titling Advantages**

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- *Establishes Ownership in the State Recreational Registration System*
- *Allows liens & Subsequent liens to be recorded in the State Recreational Registration System*
- *May be required by their insurance carrier to be covered by property loss and/or liability coverage*
- *May be required by their city and/or county if an ordinance allows OHVs to be ridden on city and/or county roads*
- *Makes trade-in and resell for customers easier for the dealer*

## Dealership Vehicles

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Vehicles that are traded-in or bought by the dealership for resale only do not need to be registered into the dealer's name. If the vehicle is going to be used for personal use (other than testing or demonstration purposes), the dealer must register the vehicle and pay all appropriate fees.

If you rent your off highway vehicles out, additional code sections apply. Please refer to Iowa Code Chapter 321I.20 Rented All-terrain vehicles.

## Vehicles without Registration Paperwork

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Vehicles traded-in or bought without registration paperwork require additional work for the dealer before resale. 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 and the person you bought it from is the last registered owner; the customer must buy a duplicate title and have the customer sign it over as instructed on the back of the Certificate of Title.
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](http://www.iowadnr.gov/bonding)) and register the vehicle in the dealer's name before resale.

\*Duplicate MSOs should not be requested from the manufacturer on used units in lieu of completing any of the options above.

\*\*Beginning July 1, 2014, customers can no longer register their snowmobile, ATV, ORV and ORM as a lifetime Farm Registration. Vehicles that had been registered as a Farm Registration before July 1, 2014 will still be in effect. Many of the older farm units have a registration history but do not have current registration paperwork or decals on the machine.

## Off Highway Vehicle and Snowmobile Registration Fees

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Type of Transaction	Total
New Registration	\$18.50
New Registration + Partial Year (Beginning September 1 <sup>st</sup> )	\$23.50
Renewal Registration	\$18.50
Renewal Registration + Late Penalty (After December 31 <sup>st</sup> )	\$23.50
Renewal Registration + Late Penalty and Partial Year (Beginning September 1 <sup>st</sup> )	\$28.50
Antique Snowmobile Lifetime Registration	\$28.50
Antique Snowmobile Lifetime Registration + Late Penalty	\$33.50
Duplicate Request	\$8.50
Certificate sold for change of name or address	\$8.50
Farm Unit Duplicate ( <b>NOW</b> includes ORV)	\$8.50
Certificate of title	\$13.50
Liens	\$13.50

Please add \$1.00 to above fees for each item requested if documents are to be mailed.

## Registration Fee and Sales Tax Examples

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Mr. Jones purchased a NEW 2017 Polaris Ranger from XYZ Dealer out of Adair, Iowa for \$15,000. He will be using this vehicle on his farm and has paid cash at the dealership. Date of Purchase is April 26, 2015. He does not want to register his vehicle. What fees and forms must be collected from Mr. Jones?

**Forms to be completed:** MCO, proof of ownership/bill of sale, Sales Tax Exemption Form

**Forms to be given to customer:** Completed MCO and proof of ownership/bill of sale

**Fees to be collected by dealer:** Purchase price of vehicle only - \$15,000

	<b>Description</b>	<b>Unit Price</b>	<b>Subtotal</b>
<b>Purchase Price</b>	2017 Polaris Ranger	\$15,000	\$15,000
<b>Sales Tax</b>	Adair, Iowa – 7.00	Tax Exempt	\$0
<b>Registration Fees</b>	Registration	Farm Exempt	
	Certificate of Title	Farm Exempt	
	Mailing Fee - \$1.00	n/a	
		<b>Total</b>	<b>\$15,000</b>

Mr. Jones purchased a NEW 2017 Polaris Ranger from XYZ Dealer out of Adair, Iowa for \$15,000. He will be using this vehicle on his property and received financing through SXC Bank. He had his unit delivered to his home in Des Moines, IA, 50321. Date of Purchase is April 26, 2015. What fees and forms must be collected from Mr. Jones?

**Forms to be completed:** MCO, proof of ownership/bill of sale, Application of Registration, Registration Applied for Card

**Forms to be sent to county recorder:** MCO, proof of ownership/bill of sale, Application of Registration

**Forms to be given to customer:** Copies of MCO, proof of ownership/bill of sale and Application of Registration; Original Registration Applied for Card

**Fees to be collected:** Purchase Price, Registration, Cert. of Title, Lien, Mailing Fee, Sales Tax

**Fees to be sent to county recorder:** Registration, Cert. of Title, Lien, Mailing Fee

**Fees to be sent to Iowa Department of Revenue:** Sales Tax

	<b>Description</b>	<b>Unit Price</b>	<b>Subtotal</b>
<b>Purchase Price</b>	2017 Polaris Ranger	\$15,000	\$15,000
<b>Sales Tax</b>	Des Moines, Iowa – 6.00	\$900	\$900
<b>Registration Fees</b>	Registration	\$17.75	\$17.75
	Certificate of Title	\$11.50	\$11.50
	Lien	\$11.50	\$11.50
	Mailing Fee - \$1.00	\$1.00	\$1.00
		<b>Total</b>	<b>\$15,941.75</b>



**“Registration Applied For” Card**

Iowa Code section 321G.15 for snowmobiles and 321I.16 for ATV’s, requires dealers to provide the buyer of a snowmobile or ATV with a “Registration Applied For” card. This card must be attached to the vehicle at the time of purchase and lets the buyer operate the vehicle on public land for 45 days. This card is not renewable.

This card can only be requested from DNR Licensing by phone: 515-725-8200 or email: [webmaster@dnr.iowa.gov](mailto:webmaster@dnr.iowa.gov)

**Instructions**

1. Print or type the Vehicle Identification Number in the space marked “Serial No. of Frame”.
2. Print or type the name and address of the purchaser.
3. Print or type the date of purchase.
4. The buyer must sign this card in the space provided below their name and address.
5. Print or type the make and model of the Snowmobile or ATV.
6. Print or type your Special Certificate (ZZ) number in the space marked “Dealer Number”.
7. Print or type the name and address of your dealership.
8. Attach this card to the vehicle.

**DEPARTMENT OF NATURAL RESOURCES**

**SNOWMOBILE OR ATV/ORV REGISTRATION APPLIED FOR**



Serial No. Of Frame: \_\_\_\_\_

Dealer Number: \_\_\_\_\_

Name of Purchaser \_\_\_\_\_

Address \_\_\_\_\_

**SAMPLE**

Date of Purchase \_\_\_\_\_  
(EXPIRES 45 DAYS AFTER ABOVE DATE)

Owner Signature X \_\_\_\_\_

Make & Model of Snowmobile or ATV \_\_\_\_\_

**50.5(3) Placement on machine.** The registration applied for card shall be placed on the forward position of the machine in a position so as to be clearly visible at all times and shall be maintained in a legible manner.

**50.5(4) Proof of purchase.** The operator of any ATV or snowmobile displaying a registration applied for card shall carry and display upon the request of any peace officer a valid bill of sale for said snowmobile.

## **Affidavit for Unregistered/Untitled Vehicles**

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Iowa Code chapter 321G.29(7) for snowmobiles and 321I.31(7) for ATV's require dealer in possession of an USED unregistered snowmobile or ATV to fill out and deliver the affidavit along with the appropriate registration paperwork and fees to the County Recorder.

This form must be completed by the dealer who obtained the unregistered or untitled vehicle. A DNR Conservation or other law enforcement officer must inspect the vehicle.

### **Instructions**

1. Print or type the dealer's county of residence in the space provided.
2. Print or type the dealer's name and full address.
3. Indicate with an 'x' whether this affidavit is for a snowmobile or an all-terrain vehicle.
4. Print or type the name of the manufacturer of the vehicle.
5. Print or type the Vehicle Identification Number found on the frame of the vehicle.
6. Print or type the model of the vehicle.
7. Print or type the model year of the vehicle.
8. Print or type the size of the engine in cubic centimeters.
9. The dealer must sign the affidavit.
10. The affidavit must be notarized.

### **Inspection**

11. An Iowa Conservation Officer, Police Officer, Sheriff or Iowa State Patrol Officer must inspect the vehicle before it can be submitted to the County Recorder.
12. The officer must fill out and sign the bottom portion of this affidavit.

### **Transferring an Unregistered/Untitled Vehicle**

13. The affidavit must be presented to the County Recorder with the Application for Registration and Title at the time of transfer.



IOWA DEPARTMENT OF NATURAL RESOURCES  
 Licensing Section  
 502 East 9<sup>TH</sup> Street, Des Moines, IA 50319-0034  
 (515) 725-8200 [www.iowadnr.gov](http://www.iowadnr.gov)

**AFFIDAVIT FOR UNREGISTERED OR UNTITLED ALL-TERRAIN VEHICLES, OFF ROAD MOTORCYCLES,  
 OFF ROAD UTILITY VEHICLES, SNOWMOBILES OR VESSELS**

STATE OF IOWA  
 COUNTY OF \_\_\_\_\_ §

I, \_\_\_\_\_  
 (Print)

of \_\_\_\_\_  
 Address City State Zip

Being first duly sworn, depose, and state that I am the lawful owner of the following item:

- ALL-TERRAIN VEHICLE       OFF ROAD MOTORCYCLE       OFF ROAD UTILITY VEHICLE  
 SNOWMOBILE       VESSEL

Manufacturer \_\_\_\_\_ VIN#/HIN# \_\_\_\_\_

Model \_\_\_\_\_ Year \_\_\_\_\_ CC/HP \_\_\_\_\_

I further state that there is no lien on the above item, nor has it ever been registered or titled.

**SAMPLE**

Signature

Subscribed and sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_

Notary Public

A Peace Officer must examine this vehicle/vessel and sign this form before it can be submitted to a county recorder.

**Please check both boxes below or this form CANNOT be processed.**

- I have visually examined this vehicle/vessel and have checked for wants/stolen.  
 At this time I have determined this vehicle/vessel has not been previously registered, titled, or reported as stolen.

If you do not have access to the DNR vehicle registration system, please contact:

**DNR Customer Service**, Open 8-4:30 Mon-Fri 515-725-8200 or the  
**Active Outdoors Law Enforcement Line**, Open 24hrs, 7 days a week 877-257-5529 (Please let the customer service representative know you are an Iowa Peace Officer)

- Conservation Officer     Police \_\_\_\_\_ City \_\_\_\_\_  
 Sheriff \_\_\_\_\_ County \_\_\_\_\_     Iowa State Patrol     Other

Officer's Signature

Print Officer's Name

Date: \_\_\_\_\_ Badge Number: \_\_\_\_\_

## Registration Application for Recreational Vehicles

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### **Instructions**

1. Indicate with an 'x' whether the primary owner is an Iowa Resident or Nonresident.
2. Indicate with an 'x' whether all owners will be listed with "and" or "or"  
"And" requires all parties to sign documents to title, register, transfer, or sell the vehicle  
"Or" requires only one party to sign documents to title, register, transfer, or sell the vehicle
3. Print or type Last, First, Middle Name and Birth Date for all owners of the vehicle.
4. Complete the Street Address/PO Box, City, State, Zip Code for the Primary Owner. (The primary owner will receive all correspondence for this vehicle from the DNR)
5. Complete the Phone Number and Email for the primary owner.
6. Complete one of the following fields: DNR Number, Iowa Driver's License Number, or Social Security Number.
7. Indicate with an "x" whether the primary owner is M(ale) or F(emale).
8. Complete Height, Weight, and Eye Color for the Primary Owner.
9. Complete the Application Date and County of Registration\*.  
County in which the primary owner lives or for nonresidents county of primary operation.
10. Indicate with an "x" what type of vehicle the application is for and the type of transaction to be completed.
11. Complete the ATV/Snowmobile/ORM/ORV Section according to the MSO or previous registration.
12. Complete the Title/Lien/Sub Lien Information as needed.
13. Bond Information: See [www.iowadnr.gov/bonding](http://www.iowadnr.gov/bonding) for further instructions and help.
14. Dealer Use Only Section  
All information in this section must be completed in its entirety. If the application is used for the bill of sale – A copy of the application for registration must be sent with the customer.
15. Signatures – All parties listed on the application using "and" must sign the application. The Primary Owner must sign in the event "or" was indicated above.

Title #: \_\_\_\_\_

**APPLICATION**

Registration # (IA #): \_\_\_\_\_

**REGISTRATION**

— Owner/Buyer Information —

**Iowa Resident**

**Nonresident**

The 1<sup>st</sup> owner will be listed as the primary owner shown on the registration.

	<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>	<u>Birth Date</u>
<input type="checkbox"/> And	#1 _____	_____	_____	_____
<input type="checkbox"/> Or	#2 _____	_____	_____	_____
	#3 _____	_____	_____	_____
	#4 _____	_____	_____	_____

Current Residence & Mailing Address of primary owner (#1 above):

Street Address/PO Box \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Provide one of the following identification numbers for primary owner (#1 above):

DNR Number \_\_\_\_\_ or Iowa Driver's License Number \_\_\_\_\_ or Social Security Number \_\_\_\_\_

Primary owner (#1): \_\_\_\_\_

Primary owner (#1): Gender:  M Height: \_\_\_\_\_ FT. Weight: \_\_\_\_\_ Eye Color: \_\_\_\_\_  
 F \_\_\_\_\_ IN.

APPLICATION DATE: \_\_\_\_\_ COUNTY OF REGISTRATION: \_\_\_\_\_

<b>IOWA APPLICATION FOR:</b>	1 <input type="checkbox"/> BOAT	6 <input type="checkbox"/> REGISTRATION	8 <input type="checkbox"/> TITLE	10 <input type="checkbox"/> BOND	12 <input type="checkbox"/> LIEN
	2 <input type="checkbox"/> ATV	7 <input type="checkbox"/> DUPLICATE	9 <input type="checkbox"/> DUPLICATE TITLE	11 <input type="checkbox"/> OTHER	13 <input type="checkbox"/> SUBSEQUENT LIEN
	3 <input type="checkbox"/> SNOW				
	4 <input type="checkbox"/> ORV				
	5 <input type="checkbox"/> ORV				

**SAMPLE**

**BOAT**

Previous Title No. (if any): \_\_\_\_\_ Registration No.: \_\_\_\_\_  
 Boat Name: \_\_\_\_\_ Port Name: \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_  Homemade

Toilet \_\_\_\_\_ Color \_\_\_\_\_ Model Year \_\_\_\_\_ Boat Length \_\_\_\_\_ Boat Width \_\_\_\_\_ HIN \_\_\_\_\_  
 Yes  No \_\_\_\_\_ FT. \_\_\_\_\_ IN. \_\_\_\_\_ FT. \_\_\_\_\_ IN.

<u>Type of Use:</u> 1 <input type="checkbox"/> Pleasure 2 <input type="checkbox"/> Dealer 3 <input type="checkbox"/> Livery Rental 4 <input type="checkbox"/> Official 5 <input type="checkbox"/> Commercial Passenger 6 <input type="checkbox"/> Commercial Fishing 7 <input type="checkbox"/> Other: _____	<u>Type of Boat:</u> 1 <input type="checkbox"/> Cabin Cruiser 2 <input type="checkbox"/> Canoe 3 <input type="checkbox"/> PWC (Jet Ski, Wave Runner) 4 <input type="checkbox"/> Houseboat 5 <input type="checkbox"/> Pontoon 6 <input type="checkbox"/> Rowboat 7 <input type="checkbox"/> Runabout 8 <input type="checkbox"/> Sailboat 9 <input type="checkbox"/> Other: _____ 10 <input type="checkbox"/> Kayak 11 <input type="checkbox"/> Bass Boat 12 <input type="checkbox"/> Jon Boat	<u>Hull Material:</u> 1 <input type="checkbox"/> Aluminum 2 <input type="checkbox"/> Fiberglass 3 <input type="checkbox"/> Wood 4 <input type="checkbox"/> Steel 5 <input type="checkbox"/> Plastic 6 <input type="checkbox"/> Other: _____ 7 <input type="checkbox"/> Inflatable	<u>Propulsion:</u> 1 <input type="checkbox"/> Outboard 2 <input type="checkbox"/> Inboard 3 <input type="checkbox"/> Outboard-Inboard 4 <input type="checkbox"/> Sail 5 <input type="checkbox"/> Other Nonpower-Nonsail 6 <input type="checkbox"/> Paddle-Oars	<u>Fuel:</u> 1 <input type="checkbox"/> Gas 2 <input type="checkbox"/> Diesel 3 <input type="checkbox"/> Other  <u>Capacity (from plate, if any):</u> _____ persons <u>Horsepower:</u> _____ h.p.
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**ATV/SNOWMOBILE/ORM/ORV**

Electric

DOT Titled Previous Title No. (if any): \_\_\_\_\_ Registration No.: \_\_\_\_\_

Make \_\_\_\_\_ Color \_\_\_\_\_ Model \_\_\_\_\_ VIN \_\_\_\_\_

Antique Snowmobile Model Year: \_\_\_\_\_ CC: \_\_\_\_\_ Dry Wt. in Lbs: \_\_\_\_\_ No. of Wheels: \_\_\_\_\_

(OVER FOR TITLING, DEALER SALES INFORMATION, BONDING, AND SIGNATURES)

COUNTY RECORDER USE ONLY:	1 <input type="checkbox"/> Transfer Without Consideration	4 <input type="checkbox"/> Tax Paid Dealer	7 <input type="checkbox"/> Casual Sale	9 <input type="checkbox"/> No Exemption
	2 <input type="checkbox"/> Homemade	5 <input type="checkbox"/> Tax Paid Other State	8 <input type="checkbox"/> Other	10 <input type="checkbox"/> Tax Exempt
	3 <input type="checkbox"/> Government, Nonprofit	6 <input type="checkbox"/> Purchase for Resale		

<b>TITLE/LIEN/SUB LIEN</b>	<u>Seller Name</u>	<u>Seller Address</u>	<u>Purchase Date</u>
I present the following evidence of ownership:	<input type="checkbox"/> Manufacturer's Statement	<input type="checkbox"/> Foreign Title Certificate	<input type="checkbox"/> Reconstructed/Rebuilt
	<input type="checkbox"/> Operation of Law Affidavit	<input type="checkbox"/> Specially Constructed/Homemade	<input type="checkbox"/> Registration Certificate
Lien#: _____	(If none, so state: _____)		
<u>1<sup>st</sup> Security Interest Held By</u>	<u>Street Address</u>	<u>City/State/Zip</u>	
Lien#: _____	(If none, so state: _____)		
<u>2<sup>nd</sup> Security Interest Held By</u>	<u>Street Address</u>	<u>City/State/Zip</u>	

<b>BOND</b>	Book Value: \$ _____ (can be obtained from an Iowa registered dealer or current NADA value.)
	Bond Amount: \$ _____ (minimum of 1 1/2 times book value)
<u>Dealer No.</u>	<u>Dealership Name</u> <u>Dealership Signature</u>
Officer Signature: _____	Date: _____
Iowa Department of Natural Resources	

SAMPLE

<b>DEALER USE ONLY:</b>	Sale Price \$ _____	Registration Fee Collected \$ _____	Date Acquired: _____
	Less Trade-In \$ _____	Sales Tax Collected \$ _____	
	Equals Tax Price \$ _____		
	Tax Previously Paid \$ _____		
<b>I / We certify under penalty of perjury that the foregoing is true and correct.</b>			
<u>DNR Dealer No.</u>	<u>Dealership Name</u>	<u>Dealership Signature</u>	

<b>SIGNATURES</b>	<b>Important: Be certain that dates and other information given are correct. Any person who uses a false or fictitious name, makes a false statement or otherwise commits a fraud upon this application is punishable by imprisonment and possible fine per Iowa Code 462A.23.</b>		
Signature of: <input type="checkbox"/> Owner/ <input type="checkbox"/> Buyer/ <input type="checkbox"/> Security Holder #1:	_____	Date:	_____
Signature of: <input type="checkbox"/> Owner/ <input type="checkbox"/> Buyer/ <input type="checkbox"/> Security Holder #2:	_____	Date:	_____
Signature of: <input type="checkbox"/> Owner/ <input type="checkbox"/> Buyer/ <input type="checkbox"/> Security Holder #3:	_____	Date:	_____
Signature of: <input type="checkbox"/> Owner/ <input type="checkbox"/> Buyer/ <input type="checkbox"/> Security Holder #4:	_____	Date:	_____

**Dealer Signature Attachment**

**Instructions**

The Dealer Signature Attachment form was created for recreational vehicle dealers to use if a registration or title has been transferred to another registered recreation vehicle dealer. Dealers are not required to register vehicles or vessels that become inventory (for resale only), this form would be used for the additional dealer assignment to complete customer registration.



Iowa Department of Natural Resources  
Dealer Signature Attachment

Dealer Additional Signature Attachment **(Dealer Use Only)**

This form is to be used if no signature lines are available for vehicle/vessel dealers on a title or registration. Please attach this form to the original title or registration form when submitting an application for a registration with Iowa DNR.

Date of Purchase \_\_\_\_\_ Signature of Dealer \_\_\_\_\_  
Dealer Name \_\_\_\_\_ 77 Number \_\_\_\_\_  
Dealer Address \_\_\_\_\_  
Name of Buyer \_\_\_\_\_  
Address of Buyer \_\_\_\_\_

**SAMPLE**

Sale Price \$ \_\_\_\_\_  
Less Trade-In \$ \_\_\_\_\_  
Equals Tax Price \$ \_\_\_\_\_

Signature of Buyer \_\_\_\_\_

# Iowa County Recorders

Adair (01)	400 PUBLIC SQ		GREENFIELD	IA	50849	(641) 743-2411
Adams (02)	500 9TH ST		CORNING	IA	50841	(641) 322-3744
Allamakee (03)	110 ALLAMAKEE ST		WAUKON	IA	52172	(563) 568-2364
Appanoose (04)	201 N 12TH ST		CENTERVILLE	IA	52544	(641) 856-6103
Audubon (05)	318 LEROY ST	# 7	AUDUBON	IA	50025	(712) 563-2119
Benton (06)	111 E 4TH ST		VINTON	IA	52349	(319) 472-3309
Black Hawk (07)	316 E 5TH ST		WATERLOO	IA	50703	(319) 833-3171
Boone (08)	201 STATE ST		BOONE	IA	50036	(515) 433-0514
Bremer (09)	415 E BREMER AVE		WAVERLY	IA	50677	(319) 352-0401
Buchanan (10)	210 5TH AVE NE	PO BOX 298	INDEPENDENCE	IA	50644	(319) 334-4259
Buena Vista (11)	PO BOX 454		STORM LAKE	IA	50588	(712) 749-2539
Butler (12)	PO BOX 346		ALLISON	IA	50602	(319) 267-2735
Calhoun (13)	416 4TH ST	# 3	ROCKWELL CITY	IA	50579	(712) 297-8121
Carroll (14)	114 E 6TH	PO BOX 782	CARROLL	IA	51401	(712) 792-3328
Cass (15)	5 W 7TH ST		ATLANTIC	IA	50022	(712) 243-1692
Cedar (16)	400 CEDAR ST ROOM 105		TIPTON	IA	52772	(563) 886-2230
Cerro Gordo (17)	220 N WASHINGTON AVE		MASON CITY	IA	50401	(641) 421-3058
Cherokee (18)	520 W MAIN ST	PO BOX G	CHEROKEE	IA	51012	(712) 225-6735
Chickasaw (19)	8 E PROSPECT ST	PO BOX 14	NEW HAMPTON	IA	50659	(641) 394-2336
Clarke (20)	100 S MAIN ST		OSCEOLA	IA	50213	(641) 342-3313
Clay (21)	300 W 4TH ST STE 3		SPENCER	IA	51301	(712) 262-1081
Clayton (22)	111 HIGH ST NE	# 103	ELKADER	IA	52043	(563) 245-2710
Clinton (23)	1900 N 3RD ST	PO BOX 2957	CLINTON	IA	52732	(563) 244-0565



Crawford (24)	1202 BROADWAY	SUITE 11	DENISON	IA	51442	(712) 263-3643
Dallas (25)	801 COURT ST	PO BOX 38	ADEL	IA	50003	(515) 993-5804
Davis (26)	100 COURTHOUSE SQ	DAVIS COUNTY COURTHOUSE	BLOOMFIELD	IA	52537	(641) 664-2321
Decatur (27)	207 N MAIN ST		LEON	IA	50144	(641) 446-4322
Delaware (28)	PO BOX 157		MANCHESTER	IA	52057	(563) 927-4665
Des Moines (29)	513 N MAIN ST	PO BOX 277	BURLINGTON	IA	52601	(319) 753-8221
Dickinson (30)	1802 HILL AVE		SPIRIT LAKE	IA	51360	(712) 336-1495
Dubuque (31)	720 CENTRAL AVE		DUBUQUE	IA	52001	(563) 589-4434
Emmet (32)	609 1ST AVE N		ESTHERVILLE	IA	51334	(712) 362-4115
Fayette (33)	PO BOX 226		WEST UNION	IA	52175	(563) 422-3687
Floyd (34)	101 S MAIN ST	SUITE 305	CHARLES CITY	IA	50616	(641) 257-6154
Franklin (35)	PO BOX 26		HAMPTON	IA	50441	(641) 456-5675
Fremont (36)	506 FILMORE ST		SIDNEY	IA	51652	(712) 374-2315
Greene (37)	114 N CHESTNUT ST		JEFFERSON	IA	50129	(515) 386-5670
Grundy (38)	706 G AVE		GRUNDY CENTER	IA	50638	(319) 824-3234
Guthrie (39)	200 N 5TH ST		GUTHRIE CENTER	IA	50115	(641) 747-3412
Hamilton (40)	2300 SUPERIOR ST	SUITE 6	WEBSTER CITY	IA	50595	(515) 832-9535
Hancock (41)	855 STATE ST	PO BOX 70	GARNER	IA	50438	(641) 923-2464
Hardin (42)	1215 EDGINGTON AVE STE 4		ELDORA	IA	50627	(641) 939-8178
Harrison (43)	111 N 2ND AVE		LOGAN	IA	51546	(712) 644-2545
Henry (44)	100 E WASHINGTON ST	# 201	MT PLEASANT	IA	52641	(319) 385-0765
Howard (45)	137 N ELM ST		CRESCO	IA	52136	(563) 547-9210
Humboldt (46)	203 MAIN	PO BOX 100	DAKOTA CITY	IA	50529	(515) 332-3693
Ida (47)	401 MOOREHEAD ST		IDA GROVE	IA	51445	(712) 364-2220

Iowa (48)	901 COURT AVE STE 1		MARENGO	IA	52301	(319) 642-3622
Jackson (49)	201 W PLATT ST		MAQUOKETA	IA	52060	(563) 652-2504
Jasper (50)	101 1ST ST N	ROOM 102	NEWTON	IA	50208	(641) 792-5442
Jefferson (51)	51 W BRIGGS AVE STE 4		FAIRFIELD	IA	52556	(641) 472-4331
Johnson (52)	913 S DUBUQUE ST		IOWA CITY	IA	52240	(319) 356-6093
Jones (53)	500 W MAIN ST RM 116		ANAMOSA	IA	52205	(319) 462-2477
Keokuk (54)	101 S MAIN ST		SIGOURNEY	IA	52591	(641) 622-2540
Kossuth (55)	114 W STATE ST		ALGONA	IA	50511	(515) 295-5660
Lee (56)	933 AVE H	PO BOX 190	FORT MADISON	IA	52627	(319) 376-1070
Linn (57)	935 2ND ST SW		CEDAR RAPIDS	IA	52404	(319) 892-5420
Louisa (58)	117 S MAIN	PO BOX 264	WAPELLO	IA	52653	(319) 523-5361
Lucas (59)	916 BRADEN AVE		CHARITON	IA	50049	(641) 774-2413
Lyon (60)	206 S 2ND AVE		ROCK RAPIDS	IA	51246	(712) 472-2381
Madison (61)	201 W COURT AVE	PO BOX 152	WINTERSET	IA	50273	(515) 462-3771
Mahaska (62)	106 S 1ST ST		OSKALOOSA	IA	52577	(641) 673-8187
Marion (63)	214 E MAIN ST		KNOXVILLE	IA	50138	(641) 828-2211
Marshall (64)	1 E MAIN ST		MARSHALLTOWN	IA	50158	(641) 754-6355
Mills (65)	418 SHARP ST		GLENWOOD	IA	51534	(712) 527-9315
Mitchell (66)	212 S 5TH ST		OSAGE	IA	50461	(641) 832-3941
Monona (67)	610 IOWA AVE	PO BOX 53	ONAWA	IA	51040	(712) 433-2575
Monroe (68)	10 BENTON AVE E		ALBIA	IA	52531	(641) 932-5164
Montgomery (69)	105 E COOLBAUGH ST	PO BOX 469	RED OAK	IA	51566	(712) 623-4363
Muscatine (70)	414 E 3RD ST		MUSCATINE	IA	52761	(563) 263-7741
Obrien (71)	155 S HAYES AVE	PO BOX 340	PRIMGHAR	IA	51245	(712) 957-3045
Osceola (72)	300 7TH ST		SIBLEY	IA	51249	(712) 754-3345

Page (73)	112 E MAIN		CLARINDA	IA	51632	(712) 542-3130
Palo Alto (74)	1010 BROADWAY	PO BOX 248	EMMETSBURG	IA	50536	(712) 852-3701
Plymouth (75)	215 4TH AVE SE		LE MARS	IA	51031	(712) 546-4020
Pocahontas (76)	99 COURT SQ		POCAHONTAS	IA	50574	(712) 335-4404
Polk (77)	111 COURT AVE		DES MOINES	IA	50309	(515) 286-3160
Pottawattamie (78)	227 S 6TH ST		COUNCIL BLUFFS	IA	51501	(712) 328-5612
Poweshiek (79)	302 E MAIN	PO BOX 656	MONTEZUMA	IA	50171	(641) 623-5434
Ringgold (80)	109 W MADISON ST		MOUNT AYR	IA	50854	(641) 464-3231
Sac (81)	100 NW STATE ST		SAC CITY	IA	50583	(712) 662-7789
Scott (82)	600 W FOURTH ST		DAVENPORT	IA	52801	(563) 326-8622
Shelby (83)	612 COURT RM 201		HARLAN	IA	51537	(712) 755-5640
Sioux (84)	210 CENTRAL AVE SW	PO BOX 48	ORANGE CITY	IA	51041	(712) 737-2229
Story (85)	900 6TH ST	PO BOX 55	NEVADA	IA	50201	(515) 382-7231
Tama (86)	104 W STATE ST	PO BOX 82	TOLEDO	IA	52342	(641) 484-3320
Taylor (87)	405 JEFFERSON ST		BEDFORD	IA	50833	(712) 523-2275
Union (88)	300 N PINE ST	UNIT 5	CRESTON	IA	50801	(641) 782-1725
Van Buren (89)	406 DODGE ST	PO BOX 475	KEOSAUQUA	IA	52565	(319) 293-3240
Wapello (90)	101 W 4TH ST		OTTUMWA	IA	52501	(641) 683-0046
Warren (91)	301 N BUXTON ST		INDIANOLA	IA	50125	(515) 961-1089
Washington (92)	224 W MAIN ST	PO BOX 889	WASHINGTON	IA	52353	(319) 653-7727
Wayne (93)	100 NORTH LAFAYETTE	PO BOX 435	CORYDON	IA	50060	(641) 872-1676
Webster (94)	701 CENTRAL AVE		FORT DODGE	IA	50501	(515) 576-2401
Winnebago (95)	126 S CLARK ST		FOREST CITY	IA	50436	(641) 585-2094

Winneshiek (96)	201 W MAIN ST		DECORAH	IA	52101	(563) 277-5292
Woodbury (97)	822 DOUGLAS ST		SIOUX CITY	IA	51101	(712) 279-6492
Worth (98)	1000 CENTRAL AVE		NORTHWOOD	IA	50459	(641) 324-2734
Wright (99)	115 N MAIN	PO BOX 187	CLARION	IA	50525	(515) 532-3204

