STATE OF ARIZONA
AGENT WATERCRAFT PROCEDURES MANUAL

FOREWORD

By enactment of Arizona Revised Statutes, Title 5, Chapter 3, the Arizona legislature has charged the Arizona Game and Fish Department with responsibility for the registration of watercraft in this state.

The purpose of this manual is to prescribe the Department's procedures for accomplishing registration for watercraft agents. These procedures are written within the framework of the statutes and the rules governing the registration process.

TABLE OF CONTENTS

Title		Effective Date
Section 1.	Definitions	02-01-08
Section 2.	Authority and Responsibilities	02-01-08
Section 3.	Bill of Sale	02-01-08
Section 4.	Registration Fees	02-01-08
Section 5.	Joint Ownership Designations	02-01-08
Section 6.	Issuing Temporary Certificates of Number	02-01-08
Section 7.	Ordering Supplies	02-01-08
Section 8.	Mailing Instructions	02-01-08
Section 9.	Monthly Reporting	02-01-08
Section 10.	Delinquency and Closure	02-01-08
Section 11.	Closure	02-01-08
Section 12.	Watercraft Agent Changes	02-01-08
Section 13.	Trade-Ins	02-01-08
Section 14.	Forms	02-01-08
Section 15.	Commission Rule	02-01-08
Section 16.	Department Offices	02-01-08

Section1: Definitions

“Certificate of origin” means a document establishing the initial chain of ownership of a watercraft; a manufacturer’s certificate of origin (MCO), a manufacturer’s statement of origin (MSO), an importer’s certificate of origin (ICO), an importer’s statement of origin (ISO), or builder’s certification (Form CG-1261), provided by the manufacturer of a new watercraft or its distributor, its franchised new watercraft dealer, or the original purchaser.

"Commission" means Arizona Game and Fish Commission.

"Department" means Arizona Game and Fish Department.

"Hull identification number" means a number assigned to specific watercraft by the manufacturer or by a government jurisdiction as prescribed by the U.S. Coast Guard.

"Letter of gift" means a document transferring ownership of a watercraft and listing the following: the name of both the previous owner and the new owner; the name of the manufacturer of the watercraft if known; the hull identification number, unless exempted by R12-4-505; a statement that the watercraft is a gift; and the signature of the previous owner.

"Livery" means a business authorized to rent watercraft without an operator under A.R.S. § 5-371.

"Owner" in reference to a watercraft means any person who claims lawful possession of a watercraft by virtue of legal title or equitable interest, which entitles that person to possession.

"Person" includes any individual, firm, corporation, partnership or association, and any agent, assignee, trustee, executor, receiver or representative thereof.

"Registered owner" means the person or persons to whom a watercraft is currently registered by any jurisdiction.

"Revocation" means invalidating the certificate of number, numbers and annual validation decals issued by the Department to a watercraft and prohibiting the operation of the watercraft on the waters of this State during a period of non-compliance with this chapter.

"State of principal use" means the state on whose waters the vessel is used or to be used most during the calendar year.

"Undocumented watercraft" means any watercraft, which does not have and is not required to have a valid marine document such as a watercraft of the United States.

"Use" in reference to a watercraft means any watercraft underway, moored, anchored, or beached on the waterways of the State.

"Watercraft" means a boat or other floating device of rigid or inflatable construction **designed to carry people** or cargo on the water and that is propelled by machinery, oars, paddles, or wind action on a sail. Exceptions are seaplanes, makeshift contrivances constructed of inner tubes or other floatable materials and not propelled by machinery, personal flotation devices worn or held in hand and other objects used as floating or swimming aids. Only motorized watercrafts are subject to registration.

"Watercraft agent" means any person authorized by the Department to collect appropriate fees for the registration and numbering of watercraft.

"Watercraft number" means the registration number issued by the Department under A.R.S. § 5-321.

"Watercraft registration" means the validated certificate of number and validating decals issued by the Department.

"Waterway" means any body of water, public or **private**, upon which a watercraft can be navigated.

Section 2: Authority and Responsibilities of an Agent

Upon authorization to become a watercraft agent, you will be issued the following:

1. Agent number.
2. Agent manual that includes the monthly report form and the supply request form.
3. Agent agreement.
4. 25 pre-numbered applications.

It is your responsibility to read and understand the agent manual. If you have any questions or require training, you may call the Department at (623) 236-7404.

You have the authority to issue temporary certificates if the following criteria are met:

1. The watercraft has been purchased from you and is **new** as distinguished from used. Please note that a watercraft previously registered in any state is a used watercraft.

2. The watercraft was purchased from someone else and the applicant has a complete bill of sale, and the watercraft is **new** and has never been registered by any jurisdiction.

You shall submit applications only on pre-numbered application forms **provided to you by the Department**.

You shall collect from each applicant the registration fees. The State registration fee shall be identified on the bill of sale separately from any other costs.

The Game and Fish Department copy of the temporary certificate must be mailed or delivered to the Watercraft Administrative Section in the Phoenix Office within **72 hours** of the issuance date as identified on the application form.

Each application must be accompanied by a **legible** (dark print or handwriting), complete bill of sale.

By the tenth day of each month you must submit a report of activity for the previous month. Any voided application (all copies) must be mailed to the Department with the monthly report.

Supplies should be ordered **thirty days** in advance.

Receipt of supplies should be verified and the charge out returned to the Department within 7 days of receipt.

Section 3: Bill of Sale

For your convenience, you may use the bill of sale form provided in this manual. The following information must be included on a bill of sale:

1. The name and address of the buyer and seller.

2. Date of purchase.

3. Amount of sales tax paid unless the applicant is exempt. The Registration Certificate shall not be issued if sales tax has not been paid.*****

4. Purchase price.

5. Manufacturer's name.

6. Length of craft.

7. Year of manufacture.

8. Hull Identification Number (HIN).

The State registration fee shall be identified to the applicant separately from any other costs.

*Registrant must contact the Department of Revenue to pay use tax before the craft will be registered. If the sales tax was not paid due to a trade-in that meets or exceeds the amount of the purchase price, the bill of sale must reflect this information.

Section 4: Registration Fees

NOTE ON DETERMINING FEES. Registration fees are based on the length of the watercraft and the user code. The boat must be measured from the most forward part of the bow excluding the bowsprit, rudder or jibboom, over the centerline to the rear-most part of the transom excluding the sheer, outboard motor, handles or other attachments.

Following are the categories under which a boat may be registered, and the fees to be charged under those categories. Note that there is a "**user code**" for each category, which must be properly entered on the application so the appropriate fees are collected.

1. Resident Pleasure (User code: RP). The fee is based on the length of the watercraft as follows:

0 to 12 ft.	$20.00
12 ft. 1 in. to 16 ft.	$22.00
16 ft. 1 in. to 20 ft.	$30.00
20 ft. 1 in. to 26 ft.	$35.00
26 ft. 1 in. to 39 ft.	$39.00
39 ft. 1 in. to 64 ft.	$44.00
64 ft. 1 in. and over	$66.00

"Resident", for the purpose of registration, means the following:

a. Any person who, regardless of domicile, remains in this state for an aggregate period of seven months or more during any calendar year.

b. Any person who engages in a trade, profession or occupation in this state or who accepts employment other than seasonal agriculture.

c. Any person placing children in a public school without payment of nonresident tuition.

d. Any person declaring residency of this state for the purpose of obtaining at residential rates a state license or tuition fees at an educational institution maintained by public funds.

e. Any individual, partnership, company, firm, corporation or association, which maintains a main office, branch office or warehouse facilities in this state, and which bases and operates motor vehicles in this state.

f. Any individual, partnership, company, firm, corporation or association, which operates motor vehicles in intrastate transportation, for other than seasonal agricultural work.

Owning property and paying property taxes or paying for utilities in Arizona does not qualify an applicant to claim resident status unless one of the above items also apply. If the boat is co-owned by a nonresident, but Arizona is the state of principal use, the primary (first) owner on the application should be the resident and the resident fee shall be charged.

2. Nonresident Pleasure (User code: NP). The fee is based on the length of the watercraft as follows:

0 to 12 ft.	$100.00
12 ft. 1 in. to 16 ft.	$110.00
16 ft. 1 in. to 20 ft.	$222.00

20 ft. 1 in. to 26 ft.	$259.00
26 ft. 1 in. to 39 ft.	$292.00
39 ft. 1 in. to 64 ft.	$330.00
64 ft. 1 in. and over	$495.00

A nonresident owner is a person who:

a. Owns a boat for which registration is required (the boat will be used in Arizona more than any other state during the calendar year).

b. Is not a resident as determined in the preceding section.

c. The "pleasure" category simply means the boat is not being used for a commercial purpose.

d. If the watercraft is co-owned by an Arizona resident but Arizona has become the state of principal use, the Arizona co-owner has ninety days to register the boat in his name (A.R.S. § 5-321) and the resident fee would then apply.

3. Commercial (User code: CO, CF, CP) and Livery (User code: LI). The resident registration fee applies.

a. A livery rents boats without an operator.

b. Commercial operations include renting a boat with an operator, or any boat used for one's livelihood. The following are the different types of commercial operations:

Commercial Passenger-Carrying Vessels, User Code CP: The carriage of any person or persons by a vessel for a valuable consideration, whether directly or indirectly flowing to the owner, charterer, operator, agent, or any other person interested in the vessel.

Commercial Fishing Vessels, User Code CF: A vessel that commercially engages in the catching, taking, or harvesting of fish or an activity that can reasonably be expected to result in the catching, taking, or harvesting of fish. (Fish means finfish, mollusks, crustaceans, urchins and all other forms of marine animal and plant life, except marine mammals and birds.)

Other Commercial Vessels, User Code CP: Carrying freight for hire. The carriage of any goods, wares or merchandise or any other freight for a valuable consideration, whether directly or indirectly flowing to the owner, charterer, operator, agent, or any other person interested in the vessel.

4. Dealers and Manufacturers (User Code: DL). The fee is $2.50 for each certificate of number and accompanying current decals. Dealers and manufacturers may be issued as many of these as they deem necessary. (They are transferable between boats.) A dealer is a business offering watercraft for sale. A tax privilege license number must be presented at the time of application. A watercraft manufacturer must be registered as such by the U.S. Coast Guard. A tax privilege license number and the U.S. Coast Guard manufacturer identification code must be presented at the time of application.

5. Government (User code: GO). There is no fee for registration of a boat to the state or any county, or city for government use.

Section 5: Joint Ownership Designations

Joint ownership designations must be chosen by the applicants and reflected on each application when there is more than one owner.

1. The use of "**and/or**" between the names of individuals shall require the signature of both parties if both are living. Upon legal proof of the death of either party, registration shall be transferred upon the signature of the living party.

2. The use of "**and**" between the names of individuals shall require the signature of both parties. In the event of the death of either party, the interest of the deceased party shall be handled through probate proceedings or other legal means.

3. The use of "**or**" between the names of individuals shall express the intent that either of the owners has full authority to transfer registration of the watercraft.

Joint/Severalty Explanation
(JS Code)

Individual	IN
Business	CO
Trust	TR
Or	OR
And	AN
And/Or	AO

All parties claiming joint ownership in a boat must make one of three selections. A complete explanation appears on the Application for Arizona Watercraft Certificate of Number, page 2. Persons choosing the "or" designation should also be asked to sign the statement. The form appears in Section 14 of the manual. If they refuse, make a notation of such on the form and submit it with the application.

Section 6: Issuing Temporary Certificates of Number

1. Temporary certificates are issued for **new** watercraft (see definition in Section 1). The temporary is valid for 30 days after the issuance date.

2. Issue temporary applications in consecutive number order.

3. Do not issue a temporary or submit an application until the sale is final. If the customer does not take delivery or returns the craft and the Department has processed the application, a release of interest will be required from the registered owner before it can be transferred to someone else.

4. The application must be complete and legible. If the application is printed on a printer, please make sure that the form is lined up properly and the ink is dark.

5. The application cannot be altered. Any voids must be sent with the monthly report.

6. Familiarize yourself with residency requirements so that you can assist the applicant in selecting the user code. Selecting the wrong user code could result in a fine or fee increase for your customer.

7. The **date of birth** for each owner is required.

8. Each owner must **sign** the application.

9. If more than one owner, a **joint ownership designation is required**.

10. The "**Principal Use State**" must be completed. If any state other than Arizona is indicated, the craft cannot be registered in this state.

11. The application must be submitted to the Department's Phoenix office within 72 hours. **The postmark date must be within 72 hours of the issuance date**.

12. The state registration fee shall be identified to the applicant separately from any other costs.

13. **Do not destroy an application**. If an error is made, write "void" on the application and return the original (white) Game and Fish copy and (yellow) temporary certificate copy to Phoenix with your monthly report. No photocopies will be accepted.

14. Submit the original (Game and Fish Copy) to the Department. The second copy (temporary certificate) is given to the new owner, and the third copy (file copy) is retained by the agent.

Section 7: Ordering Supplies

Your request for supplies, including pre-numbered applications, will be filled within **30 days** of receipt of your request. Orders cannot be phoned in. The request can be sent by mail or by FAX (623-236-7919) to your agent representative.

Complete the order form. Include your name, address and agent number.

Your order will be provided to you within 30 calendar days of receipt.

Verify your order against the charge-out. Clearly note any discrepancies on the charge-out. The white copy shall be signed and returned to the Department within 7 days. The agent retains the yellow copy.

Pre-numbered applications cannot be transferred between agents. Agents are responsible for their pre-numbered applications. If you are out of applications, and another agent is willing to assist you, your customer can take a complete bill of sale to that agent's location and that agent can complete the pre-numbered application.

It is your **responsibility** as a Watercraft Agent to maintain an adequate supply of applications and to order in a timely manner, as it may take up to 30 days for you to receive your order.

For information on boating classes or ordering Arizona Boating Guides, contact the Boating Education Branch at 623-236-7269.

Section 8: Mailing Instructions

Before sealing the envelope, be certain that you have included:

1. The temporary certificate (Game and Fish copy).

2. Complete, legible bill of sale, showing amount of sales tax paid and the Game and Fish registration fee. **This shall be identified to the applicant separately from any other costs.**

3. The original certificate of origin from the manufacturer

3. Check or money order for the total fee amount of each application.

Mail to: Arizona Game and Fish Department
Watercraft Agent Representative
5000 W. Carefree Highway
Phoenix, AZ 85086

This must be postmarked within 72 hours of issuance.

Section 9: Monthly Reporting

Monthly reports are to be submitted on Form 1508 found in Section 14 of this manual.

Each report form shall include:

1. Agent's name and address.
2. Agent number.
3. Reporting month and year.
4. Application numbers issued.
5. Name of applicant.
6. Hull Identification Number.
7. Date issued.
8. Missing application numbers.
    a. Applications shall be issued in consecutive order.
    b. Missing numbers should be for voided applications only. **Attach applicable voided applications to the monthly report**.
9. Total number of applications issued.
10. If no applications were issued during the month, check the box at the top of Form 1508. A monthly report must be submitted **every** month even when no applications were issued.

Mail monthly reports to:

Arizona Game and Fish Department
Watercraft Agent Representative
5000 W. Carefree Highway
Phoenix, AZ 85086

Section 10: Delinquency and Closure

Monthly reports are due to the Department by the 10th of the following month (e.g., January reports are due on February 10) pursuant to R12-4-509.

If there were no applications issued for a month, check the box on the Monthly Report. Reports of no issuance are also due on the 10th of each month.

Late reporting or failure to submit voided applications may result in closure of a watercraft agent.

Section 11: Closure

The Department may cancel authorization to be a watercraft agent and demand return or collect all supplies issued to the agent for any of the following reasons:

1. Failure to comply with Commission Rule R12-4-509.

2. Issuance of more than one check with insufficient funds to the Department within a calendar year.

3. Predating, post-dating, alteration, or providing or knowingly allowing false information to be provided on or with an application for a temporary certificate of number.

4. Knowingly issuing a temporary certificate of number for a used boat.

5. Falsification of the application for authorization as a watercraft agent on the monthly report.

Denial of application to become a watercraft agent or cancellation of watercraft agent status by the Department may be appealed to the Commission.

Section 12: Watercraft Agent Changes

Change in Name of Business

If your business name changes, the Department must be immediately notified in writing.

Change of Address

1. Notify the Department prior to the move.
2. Your agent status is granted to a specific location.
3. If notified after the move, all supplies and pre-numbered applications must be returned.
4. A new application must be completed and the new location must be evaluated.
5. If the application and evaluation are completed prior to moving, you could possibly continue without a disruption in service to your customers.

Change of Phone Number

Notify the Department immediately of the new phone number.

Additional Locations

1. Notify the Department of your desire for an additional location.
2. Complete an application.
3. Receive an evaluation of that location.
4. You will be notified within 30 days if you have been approved or denied.
5. If approved, each location will have an agent number and supplies.
6. Pre-numbered applications cannot be transferred between locations.

Change of Ownership

1. Notify the Department prior to any sale or change in ownership.
2. Pre-numbered applications are issued to you and are your responsibility.
3. All pre-numbered applications and other supplies must be returned to the Department.
4. Your agent authority will terminate upon completion of an audit.
5. The new owners may contact the Department and complete an application to become a watercraft agent.

Section 13: Trade-Ins

When a watercraft is registered in Arizona, obtain the Watercraft Certificate of Number with the release of interest signed on the back. The purchaser of this used craft will need the certificate and a complete bill of sale to get the craft transferred into their name.

When receiving a watercraft registered in another state, obtain that state's ownership document (title or registration) with a signed release of interest. The purchaser will need that document and a complete bill of sale to get the craft registered in their name.

Please call the Department at (623) 236-7404 to obtain the correct fees to submit with the transfer. The transfer documents and fees must be filed with the Department within 15 days of purchase.

Section 14: Forms

The following forms may be copied for your use.

Application forms (1532) must be ordered from the Department and may not be copied.

ARIZONA GAME AND FISH DEPARTMENT
5000 WEST CAREFREE HIGHWAY
PHOENIX ARIZONA 85086

AFFIDAVIT OF TAX EXEMPTION FOR RENTAL OR RESALE PURPOSES

The Arizona Department of Revenue requires that an individual claiming tax exemption for resale purposes must sign an affidavit stating such. This affidavit MUST be signed by an AGFD Agent or notarized and the individual's sales tax number included.

This watercraft is not for use for my pleasure. It is for resale or rental purposes only. (Specify one.)

My Arizona state sales tax number is _____

Hull I.D. Number _____

Signature _____

Date _____

State of: _____

County of: _____

Subscribed and sworn to (or affirmed) before me this _____ *Day of* _____, *20* _____

AGFD Agent _____ *Date* _____

OR

_____

Place Notary Stamp Above *My Commission Expires on* _____

Form 663 (Rev 02/08)

ARIZONA GAME AND FISH DEPARTMENT

5000 WEST CAREFREE HIGHWAY
PHOENIX ARIZONA 85086

WATERCRAFT AGENT NO. _____

_____ (Name)

_____ (Street Address)

_____ (City, State, Zip)

Calendar Month of _____ 20 _____

CHECK HERE IF NO APPLICATIONS ISSUED ☐

LIST COMPLETE APPLICATION ISSUANCE

APPLICATION NUMBER	NAME	HULL ID NUMBER	DATE

_____ **TOTAL ISSUANCE**

MISSING APPLICATION NUMBER	REASON

_____ **TOTAL MISSING**

_____ **GRAND TOTAL**

Note: This report is due by the 10th of each month.

Form 1508 (Revised 5/04)

ARIZONA GAME AND FISH DEPARTMENT
5000 WEST CAREFREE HIGHWAY
PHOENIX ARIZONA 85086

WATERCRAFT AGENT ORDER FORM

From: _____ _____
(Agent Name) (Agent Number)

_____
(Agent Address)

Date: _____

	NEW BOAT SUPPLIES	QUANTITY
_____	Pre-Numbered Applications	_____
_____	Agent Manual	_____

MISCELLANEOUS SUPPLIES

To order Boating Guides please contact the Education Branch at: 623-236-7269

Comments: _____

_____

_____

FOR OFFICE USE ONLY:

Date Received _____

Date Filled _____ *Filled By:* _____

Charge-Out Number _____

Form 681 (Revised 02/04)

AGENT WATERCRAFT BILL OF SALE

Agent #_____

Agent's Name: _____

Address: _____

_____

Purchaser's Name: _____

Address: _____

_____

Length: _____Ft. _____In.

Manufacturer's Name: _____ Year Built: _____

Hull Identification Number: _____

Purchase Price: $_____ Sales Tax Paid: $_____

Date of Purchase: _____

Arizona Game and Fish Department Registration Fee: _____

I hereby certify that the information on this form is correct to the best of my knowledge. The State's registration fees have been identified to me.

_____ _____

Signature of Purchaser **Date**

ARIZONA GAME AND FISH DEPARTMENT
5000 WEST CAREFREE HIGHWAY
PHOENIX ARIZONA 85086

15.20

DESIGNATION OF JOINT OWNERSHIP

Pursuant to R12-4-502 (A) (11), application for registration of a watercraft with more than one owner must be indicated by one of the following methods, and the Department shall record and transfer registrations as prescribed:

a. The use of "and/or" between the names of individuals shall require the signatures of both parties if both are living. Upon legal proof of the death of either party, the Department shall transfer registration upon the signature of the living party.

b. The use of "and" between the names of individuals shall require the signatures of both parties. In the event of the death of either party the interest of the deceased party shall be handled through probate proceedings.

c. The use of "or" between the names of individuals shall express to the Department the intent that either of the owners have full authority to transfer registration of the watercraft.

Persons using the "New Owner's Application for Transfer of Ownership" on the reverse of a certificate of number to apply for transfer of registration must complete this form if:

1. They have not already designated type of joint ownership on the signed "New Owner's Application for Transfer of Ownership".
2. There are more than two co-owners.

JOINT OWNERSHIP DESIGNATION (Circle only one) AND/OR AND OR

"OR" STATEMENT

Owners who have designated ownership as "OR" on this application are asked to sign this statement.

The undersigned affirm that the watercraft described on the reverse of this form is not property held as tenants in common, and not as community property, but as joint tenants with the right of survivorship, and furthermore both of us empower and authorize each other as their attorney in fact to assign ownership of this watercraft by his or her signature alone, and therefore the watercraft may be transferred, sold or otherwise encumbered in the same manner as though all joint owners had acted and signed.

Signature

Signature

CONTINUATION OF OWNERS

CO-OWNER'S NAME – LAST	FIRST	MI	DATE OF BIRTH MO DAY YR
STREET ADDRESS OR P.O. BOX NUMBER			
CITY	STATE	ZIP	SIGNATURE

CO-OWNER'S NAME – LAST	FIRST	MI	DATE OF BIRTH MO DAY YR
STREET ADDRESS OR P.O. BOX NUMBER			
CITY	STATE	ZIP	SIGNATURE

CO-OWNER'S NAME – LAST	FIRST	MI	DATE OF BIRTH MO DAY YR
STREET ADDRESS OR P.O. BOX NUMBER			
CITY	STATE	ZIP	SIGNATURE

Form 674 (Rev 2/08)

Section 15: Commission Rule

R12-4-509. Watercraft agents

A. The Department has the authority to authorize an agent to act for the Department for the purpose of issuing temporary certificates of number valid for 30 days for new watercraft only if:

1. The applicant's previous authority to act as a watercraft agent under A.R.S. § 5-321(E) has not been cancelled by the Department within the preceding 24 months, and

2. The applicant is a business located and operating within this state that sells watercraft for an identified manufacturer.

B. An applicant for watercraft agent authorization shall apply on forms provided by the Department. The Department shall issue authorization or deny the application within 30 calendar days of receiving the application. The applicant shall provide the following information on the application:

1. The principal business or corporation name, address, and phone number;

2. If not a corporation, the full name, address, and phone number of all owners or partners;

3. Name, address and telephone number of the owner or manager that is responsible for compliance with this Section;

4. Whether or not the applicant has previously issued temporary certificates of number under A.R.S. § 5-321(E);

5. The storefront name, street address, type of business, name of the manager, telephone number, and business hours of the location from which new watercraft are to be sold and temporary certificates of number issued;

6. The manufacturers of the watercraft are distributed; and

7. The signature of the person named under subsection (B)(3).

C. Authorization to act as a watercraft agent is specific to the business location designated on the application and approved by the Department. The only exception is if the agent is participating in a scheduled, advertised boat show for the purpose of selling watercraft.

D. The Department shall assign an agent number to a watercraft agent upon approval of the application, and shall supply the agent with forms and a schedule of fees to be collected for compliance with A.R.S. §5-321.

E. A watercraft agent shall not destroy pre-numbered temporary certificate of number applications provided by the Department but shall mark an application “void” if necessary and return the application to the Department with the monthly report required in subsection (I).

F. An agent shall verify that watercraft agent supplies were received within seven days of receipt. The Department shall provide new supplies within 30 calendar days after receipt of an agent’s request form.

G. A watercraft agent shall comply with the following if the agent is issuing a temporary certificate of number to the purchaser of a new watercraft:

1. The watercraft agent shall obtain an application if the watercraft is purchased from the agent, or the applicant's bill of sale that shows the following:

   a. The watercraft is new as distinguished from used,

   b. The names and addresses of the buyer and seller,

   c. The date of purchase,

   d. The amount of sales tax paid,

   e. The purchase price,

   f. The manufacturer's name,

   g. The length of the watercraft,

   h. The year of manufacture, and

   i. The hull identification number.

2. The agent shall obtain a certificate of origin from the manufacturer and provide it to the purchaser of the new watercraft.

3. The agent shall identify to the applicant the state registration fee separately from any other costs; and

4. The agent shall, within 72 hours after issuing a temporary certificate of number, deliver to the Department's Phoenix office or deposit in the U.S. mail the legible original application, a legible original or copy of the bill of sale, and a check or money order for the state's fee.

H. The Department shall accept applications only on pre-numbered temporary certificate of number application forms provided to the agent by the Department, as prescribed in R12-4-502.

I. By the 10th day of each month, a watercraft agent shall submit a report of activity for the previous month to the Department on a form provided by the Department. The watercraft agent shall submit the report whether or not any temporary certificates of number are issued during the reporting period. The report shall include:

1. Name and address of the watercraft agent, and the agent number assigned by the Department;

2. For each temporary certificate of number issued, the application number, the name of purchaser, the hull identification number, and the date of issuance; and

3. A list of any voided or missing application numbers, with explanation.

J. The Department may cancel authorization to be a watercraft agent and demand return of or collect all supplies issued to the agent based on consideration of the following:

1. Failure to comply with this Section;

2. Issuing more than one check with insufficient funds to the Department within a calendar year;

3. Predating, postdating, altering, or providing or knowingly allowing false information to be provided on or with an application for a temporary certificate of number;

4. Knowingly issuing a temporary certificate of number for a used watercraft; or

5. Falsifying the application for authorization as a watercraft agent, or falsifying the monthly report required by Subsection (F).

K. Denial of application to become a watercraft agent, or cancellation of watercraft agent status by the Department, may be appealed to the Commission as prescribed in A.R.S. Title 41, Chapter 6, Article 10, Uniform Administrative Appeals Procedures.

Section 16: Department Offices

Phoenix Main Office	5000 West Carefree Highway Phoenix, Arizona 85086 623-236-7404
Pinetop Office	2878 East White Mountain Blvd Pinetop, Arizona 85935 928-367-4281
Flagstaff Office	3500 South Lake Mary Road Flagstaff, Arizona 86001 928-774-5045
Kingman Office	5325 North Stockton Hill Road Kingman, Arizona 86409 928-692-7700
Yuma Office	9140 East 28th Street Yuma, Arizona 85365 928-342-0091
Tucson Office	555 North Greasewood Road Tucson, Arizona 85745 520-628-5376
Mesa Office	7200 East University Drive Mesa, Arizona 85207 480-981-9400

Your agent representative can be contacted directly at 623-236-7404.

Fax Number: 623-236-7919