



OFFICE OF **BOATING SAFETY**
BUREAU DE LA **SÉCURITÉ NAUTIQUE**

Application for Pleasure Craft Licence

GENERAL INFORMATION

Use this form to:

- apply for a new licence;
- transfer an existing licence (when you buy a used boat, it is your responsibility to transfer the pleasure craft licence);
- update your licence information;
- obtain a duplicate licence; or
- cancel a licence.

Why do I need a pleasure craft licence?

A valid pleasure craft licence helps law enforcement and search and rescue workers identify pleasure craft in emergency situations. By law, any pleasure craft, including a personal watercraft, that is powered by one or more motors adding up to 10 hp (7.5 kW) or more must have a valid licence. You must display the licence number on both sides of the bow of your boat in block characters that are at least 7.5 centimetres (3 inches) high, in a colour that contrasts with the colour of the bow.

Due to recent changes in the *Canada Shipping Act, 2001*, pleasure craft licences are now valid for 10 years. If there are changes to your name or particulars of your vessel or address in that time, you must update your licence.

There is no charge for a pleasure craft licence.

For more information, visit Transport Canada's Office of Boating Safety at www.boatingsafety.gc.ca or call the Boating Safety Infoline at **1-800-267-6687**.



HOW TO FILL OUT THE APPLICATION FOR PLEASURE CRAFT LICENCE

To license a pleasure craft that has never been licensed

1. Complete **Part A**.
2. In **Part C**, select “Domestic” if your boat was purchased in Canada, or “Foreign” if it was purchased outside of Canada.
3. Select “New” in the “Reason for the application” section.
4. Complete **Part D**.
5. Complete **Part F**.

To transfer a pleasure craft licence

1. Complete **Part A**.
2. Complete **Part B** by writing the current licence number of the pleasure craft in the space provided.
3. Select “Transfer” in the “Reason for the application” section.
4. Complete **Part D**.
5. Complete **Part E**.
6. Complete **Part F**.

To update the information on your pleasure craft licence

1. Complete **Part A**.
2. Complete **Part B** by writing the current licence number of the pleasure craft in the space provided.
3. Select “Update Information” in the “Reason for the application” section.
4. Complete **Part D**.
5. Complete **Part F**.

Note: If you are changing your name as it appears on your licence, you will need to show a document of legal name change.

To get a duplicate licence

1. Complete **Part A**.
2. Complete **Part B** by writing the current licence number of the pleasure craft in the space provided.
3. Select “Duplicate” in the “Reason for the application” section.
4. Complete **Part F**.

To cancel a licence

1. Complete **Part A**.
2. Complete **Part B** by writing the current licence number of the pleasure craft in the space provided.
3. Select “Cancel” in the “Reason for the application” section.
4. Complete **Part F**.

To learn more about pleasure craft licensing, please visit:

www.boatingsafety.gc.ca



WHAT TO SEND WITH YOUR APPLICATION

For new and used pleasure craft, or to cancel a licence, you must submit:

- this completed application form;
- a signed photocopy of a valid piece of government-issued identification (see **1**); and
- a copy of the bill of sale or other proof of ownership (see **2**).

For new home-built boats, you must submit:

- this completed application form (be sure to check the “home built” box in **Part D**);
- a signed photocopy of a valid piece of government-issued identification (see **1**); and
- a declaration under oath that states who built the boat. You may use the sample declaration found at www.tc.gc.ca/media/documents/marinesafety/declaration.pdf or another similar document, as long as it contains all the required information.

To update information on a licence or request a duplicate licence, you must submit:

- this completed application form; and
- a signed photocopy of a valid piece of government-issued identification (see **1**).

1 A valid piece of government-issued identification can be:

- a provincial/territorial birth certificate;
- a certificate of Canadian citizenship;
- a Canadian passport; or
- a provincial/territorial driver’s licence.

Note: A provincial health card cannot be used as proof of identification.

Non-residents may use valid government-issued identification from their own country.

2 The proof of ownership or bill of sale document should include the following:

- the business name, address and signature of a representative of the company or the full name, address and signature of the previous owner;
- date of sale;
- name, address and signature of the new owner;
- description of the pleasure craft (make, model and other particulars noted on the application);
- Hull Serial Number or Compliance Label Number (if available); and
- pleasure craft licence identification number (if already licensed).

HOW TO SUBMIT YOUR APPLICATION

Complete and sign this application form and mail it with required documents to:

**Pleasure Craft Licensing Centre
P.O. Box 2006
Fredericton, New Brunswick E3B 5G4**

Please allow five (5) business days plus mailing time to process your application. Applications cannot be processed unless you provide complete information and include all required documents.



(A) PARTICULARS OF APPLICANT							
Name(s) of new owner(s)					Telephone number		
Address					Date of birth (yyyy-mm-dd)		
City/prov/terr/state			Country		Postal/Zip code		Date (yyyy-mm-dd)
I HEREBY MAKE APPLICATION FOR A PLEASURE CRAFT LICENCE AND DECLARE AS FOLLOWS:							
(B) PLEASURE CRAFT ALREADY LICENSED				OR	(C) UNLICENSED PLEASURE CRAFT		
Having legally obtained the pleasure craft described in (D) below, which bears licence number:					Having legally obtained the pleasure craft described in (D) below		
					DOMESTIC		FOREIGN
(D) DESCRIPTION OF VESSEL							
Propulsion type							
Outboard	Inboard	Inboard/Outboard	Jet drive	Aux. sailing	Air propeller	Manual	
Sail	None	Other (specify) _____					
Length (m)				Hull Serial Number			
I hereby certify that I cannot locate/obtain the Hull Serial Number				Canadian compliance notice attached to vessel			
<p>Pleasure craft built or imported in Canada after August 1, 1981 are required to have a Hull Serial Number (HIN). Home-built pleasure craft are not required to have a HIN if constructed for personal use.</p>							
Hull material				Hull type			
Primary hull colour				Secondary hull colour			
Make and model of pleasure craft						OR Home-built	
(E) PARTICULARS OF PREVIOUS OWNER(S)							
Name(s) of previous owner(s)							
Address					Telephone number		
City/prov/terr/state			Country		Postal/Zip code		
(F) SIGNATURE(S) OF NEW OWNER(S)							

Signature(s) of new owner(s)

Date (yyyy-mm-dd)

The personal information provided on this form is collected under the authority of the **Small Vessel Regulations** of the **Canada Shipping Act, 2001**. This information is collected for the purpose of issuing licences in order to identify owners and operators of pleasure craft, as well as to monitor and ensure compliance with the **Small Vessel Regulations**. (Note: A licence document does not establish ownership of a pleasure craft.) Information may be disclosed to parties involved in search and rescue activities, as well as law enforcement agencies for the purpose of carrying out a lawful investigation and enforcing any law of Canada, including the requirement to pay provincial sales tax. The information collected is described in the Personal Information Bank entitled Pleasure Craft Licences (bank number DOT PPU 044). Under the provisions of the **Privacy Act**, individuals have the right of access to, and protection of, their personal information. Instructions for obtaining personal information are provided in *Info Source*, a copy of which is available in major public and academic libraries or online at www.infosource.gc.ca.

