



Watercraft/Outboard Motor Titling & Registration

Reminder: Make sure you have **COMPLETED OR INCLUDED** the items listed below with your application, if applicable. Instructions for titling and registration of Watercraft and Outboard Motors are outlined on the back of this page. Follow the instructions that apply to your situation.

- _____ **Applications must be signed** by the applicant(s) and include a state-issued ID# or DL# and the state of issue.
- _____ **Co-owner's signature is required** on front of application if co-owner's name appears on Bill of Sale or is added using the Co-owner Form provided on back of application.
- _____ **Bill of sale must be signed by the seller.** Bill of sale must be filled out completely from seller to purchaser with purchase price. If watercraft and outboard motor were purchased from different individuals, a separate Bill of Sale is required for each. (Bill of Sale form is located on back of title or application.)
- _____ **Co-owner Form** is required to add co-owner, if co-owner's name is not on the Bill of Sale. (See back of application.)
- _____ **Casual Excise Tax** is due when watercraft or outboard motor is acquired from an individual.
- _____ **Use Tax** is required when a watercraft or outboard motor is purchased from an out-of-state dealer.
- _____ **Tax Exempt Form** (located on back of application) may be submitted if the watercraft or outboard motor is acquired from immediate family.
- _____ **Enclose appropriate fee.**

(False statements within applications and bills of sale are punishable pursuant to Section 50-23-270.)

REMINDERS:

- If you purchase or take for trade-in a watercraft or outboard motor and the title is lost, **verify** with Boat Titling & Registration or the state where the watercraft/outboard motor was last titled: **1)** that the title is in the seller's name, and **2)** that no liens are active on the title and property taxes are paid up-to-date in the county in which the seller resides.
- If you purchase or take for trade-in a watercraft from out-of-state and the registration card is lost, **verify** with the state where the watercraft was last registered that the registration card is in the seller's name.
- If you purchase a watercraft or outboard motor, **verify** that the hull identification number, the registration number and the serial number match the paperwork on the watercraft and/or outboard motor.

LATE FEES FOR WATERCRAFT AND OUTBOARD MOTOR APPLICATIONS/REGISTRATIONS

- I **A \$15.00 late fee** is required if application for a new or used watercraft/outboard motor is **not received within 30 days of purchase.** The late fee is applied on the 31st day after the purchase.
- II **A \$15.00 late fee** is required if application for registration renewal is **not received within 30 days after registration expires.** The late fee is applied on the 31st day after the expiration date of the watercraft decal.
- III **A \$30.00 late fee** is required if application for a new or used watercraft/outboard motor is **not received within 60 days.** The late fee is applied on the 61st day after purchase.
- IV **A \$30.00 late fee** is required if application for registration renewal is **not received within 60 days after registration expires.** The late fee is applied on the 61st day after the expiration date of the watercraft decal.
- V **A \$30.00 late fee applies to S.C. permitted marine dealer if the application for a new or used watercraft or outboard motor is not received within 60 days of purchase date.** The late fee is applied on the 61st day after the purchase.

Watercraft

- S.C. Law prohibits the sale or purchase of watercraft without a valid title issued in the seller's name to assign over to the purchaser at the time of sale.
- **All watercraft are required to be registered and titled except:** Documented vessels, windsurfers, aquaplanes, surfboards and watercraft propelled exclusively by human power with oars, paddles or similar devices.
- All sailboats are required to be titled. The fee is \$10.00 for each title. Sailboats with propulsion devices must also be registered.
- Watercraft purchased from another titling state must be titled in the seller's name in that state before a new registration and title can be issued in South Carolina.
- An individual moving to South Carolina from another titling state must have a valid watercraft title in their name before the title and registration of the watercraft can be issued in South Carolina.
- **Watercraft Titling States:** California, District of Columbia, Florida, Illinois, Indiana, Iowa, Kentucky, Maryland, Massachusetts, Michigan, Minnesota, Missouri, Montana, Nebraska, Nevada, New Jersey, New Mexico, New York, North Carolina, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin. **Optional Titling States:** Mississippi. If you have questions about the state's requirements, contact SCDNR at 803-734-3857 or visit us at www.dnr.sc.gov.

HOW TO PENCIL TRACE THE HULL IDENTIFICATION NUMBER OF A WATERCRAFT

- Take a piece of paper and trace the Hull Identification Number which is on the outside of the transom of the boat on the right side above the waterline, if traceable. Pictures may be substituted for pencil tracing.

TEMPORARY CERTIFICATE FOR WATERCRAFT

NEW - PURCHASED FROM MARINE DEALER

- Purchaser may operate a new watercraft on a completed temporary certificate and a copy of the bill of sale for 60 days from the date of purchase.

USED - PREVIOUSLY REGISTERED AND/OR TITLED IN SC OR ANOTHER STATE

- You must have registration numbers on the BOW.
- Individual may operate a previously registered watercraft on a completed temporary certificate and a copy of Bill of Sale for up to 60 days from the date of purchase.

The TEMPORARY CERTIFICATE and BILL OF SALE must be on board during operation.

OUTBOARD MOTOR

- S.C. Law prohibits the sale or purchase of an outboard motor without a valid title issued in the seller's name to assign over to the purchaser at the time of sale.
- All outboard motors five (5) horsepower and greater are required to be titled since July 1, 1974.
- Outboard motors are titled with year of manufacturer, year or model year.
- Purchaser may operate a new or previously titled used outboard motor for up to sixty (60) days from the date of purchase with a bill of sale on board during operation.
- Outboard motors purchased from another titling state must be titled in the seller's name in that state before a new title can be obtained in South Carolina.
- An individual moving to South Carolina from another titling state must have a valid motor title in their name before the title can be transferred to South Carolina.
- **Outboard Motor Titling States:** Mississippi, Missouri, Ohio, Oklahoma, South Carolina, Texas and Utah.

HOW TO PENCIL TRACE SERIAL AND MODEL NUMBER OF OUTBOARD MOTOR

- Take a piece of paper and pencil trace the serial and model number plate on the transom of the motor, if traceable. Pictures may be substituted for tracing.

PERMITTED MARINE DEALER

- If you purchase a new or used watercraft from a permitted marine dealer in South Carolina, the dealer should have a marine dealer permit on display for the current year issued by the South Carolina Department of Natural Resources.
- The Marine Dealer is required to have all necessary documents. The dealer **MUST** submit applications to SCDNR's Boat Titling and Registration Office within 30 days from date of purchase. **Late fees for S.C. permitted marine dealers are \$30.00 after 60th day.** Marine Dealer will follow the instructions that apply to each situation.

REGISTRATION AND TITLING INSTRUCTIONS

FOLLOW INSTRUCTIONS BELOW AND PROVIDE DOCUMENTS THAT APPLY TO YOUR SITUATION:

1) S.C. REGISTRATION AND WATERCRAFT TITLE - TRANSFER

- A) TITLE in the seller's name. If the seller has lost his title, he must apply for a duplicate title by application or by completing the certified true Bill of Sale found on back of application. It must be signed, notarized and include the additional \$5.00 fee.
- B) BILL OF SALE completed, signed and dated.
- C) When purchasing a watercraft from an individual, you are required to pay Casual Excise Tax. The tax is 5% of the purchase price up to \$6,000.00. Anything over \$6,000.00 caps at \$300.00. Please include this fee along with your transfer fee. If purchasing from a dealer, taxes are collected by the dealer. If boat and motor are purchased as a unit, it is 5% of the total purchase price.
- D) COMPLETED AND SIGNED APPLICATION.
- E) FEE OF \$16 to transfer Registration and Title. An additional fee of \$30 is required if the seller's registration has expired. If the seller's registration is nearing expiration, you may include a \$30 fee to extend your registration for 3 years.
- F) LATE FEES - (See page 1 for instructions.)

2) S.C. OUTBOARD MOTOR TITLE - TRANSFER

- A) TITLE in the seller's name - If the seller has lost his title, he must apply for a duplicate title by application or by completing the certified true Bill of Sale found on back of application. It must be signed, notarized and include the additional \$5.00 fee.
- B) BILL OF SALE completed, signed and dated.
- C) When purchasing an outboard motor separately from an individual, there is no cap. You are required to pay Casual Excise Tax. The tax is 6% of the purchase price. Please include this fee along with your transfer fee. If purchasing from a dealer taxes are collected by the dealer.
- D) COMPLETED AND SIGNED APPLICATION.
- E) FEE - \$10 to transfer title.
- F) LATE FEES - (See page 1 for instructions.)

3) ESTATES - Personal representative forms must be **original or true certified copy** and bear the raised seal of probate court.

- A) The administrator or personal representative must submit the PROBATE FORM giving the authority to act for the estate. If there is more than one administrator or personal representative, then each person must sign the probate form.
- B) Personal representative gives purchaser a SIGNED BILL OF SALE for watercraft/outboard motor. This does not apply if the watercraft/outboard motor is kept by the personal representative. If there is more than one administrator or personal representative, then each person must sign the Bill of Sale.
- C) Original watercraft/outboard motor TITLE IN THE DECEASED'S NAME. If the title is lost, personal representative must complete APPLICATION FOR DUPLICATE TITLE (Fee \$5 each).
- D) Purchaser's CASUAL EXCISE TAX (See 1C) or TAX EXEMPT FORM if purchased from immediate family. (See Tax information on page 4 of instructions.)
- E) Purchaser completes WATERCRAFT/OUTBOARD MOTOR APPLICATION. If the estate keeps the watercraft/outboard motor, the personal representative completes the application.
- F) If there was no will, contact Boat Titling & Registration at 803-734-3857 for an AFFIDAVIT OF INHERITANCE FORM.
- G) FEE - (see 1E & 2E for fees.)
- H) LATE FEES - (See page 1 for instructions.)

4) WATERCRAFT - PREVIOUSLY REGISTERED/TITLED AND/OR PURCHASED FROM ANOTHER STATE

- A) TITLE in seller's name if seller is from a titling state. (See Watercraft Section on page 1 for titling states.)
- B) CURRENT OWNER'S REGISTRATION CARD if available, otherwise provide the registration number.
- C) PENCIL TRACING, if traceable, OR DIGITAL PICTURE OF HULL ID NUMBER. (See Watercraft Section on page 1 for instructions.)
- D) BILL OF SALE completed, signed and dated.
- E) When purchasing a watercraft from an individual, you are required to pay Casual Excise Tax. The tax is 5% of the purchase price up to \$6,000.00. Anything over \$6,000.00 caps at \$300.00. Please include this fee along with your transfer fee. If purchasing from a dealer, taxes are collected by the dealer. If boat and motor are purchased as a unit, it is 5% of the total purchase price.
- F) COMPLETED AND SIGNED APPLICATION.
- G) FEE - \$40 for S.C. Registration and Title.
- H) LATE FEES - (See page 1 for instructions.)

REGISTRATION AND TITLING INSTRUCTIONS (CONTINUED)

- 5) **OUTBOARD MOTOR - PREVIOUSLY TITLED IN ANOTHER STATE OR PURCHASED FROM ANOTHER STATE**
- A) TITLE in seller's name if you are purchasing from a titling state (Mississippi, Missouri, Ohio, Oklahoma, Texas or Utah). If you are purchasing from any other state, send a Bill of Sale or statement explaining how the outboard motor was obtained.
 - B) PENCIL TRACING, if traceable, OR DIGITAL PICTURE OF SERIAL NUMBER on outboard motor. (See page 2 of instructions.)
 - C) BILL OF SALE completed, signed and dated.
 - D) When purchasing an outboard motor separately from an individual, there is no cap. You are required to pay Casual Excise Tax. The tax is 6% of the purchase price. Please include this tax along with your transfer fee. If purchasing from a dealer, taxes are collected by the dealer.
 - E) COMPLETED AND SIGNED APPLICATION.
 - F) FEE - \$10 for new title.
 - G) LATE FEES - (See page 1 for instructions.)
- 6) **WATERCRAFT - MOVE HERE FROM ANOTHER STATE**
- A) TITLE in your name if you are moving from a titling state. (See Watercraft Section on page 1 for titling states.)
 - B) Provide your CURRENT REGISTRATION CARD if available, otherwise provide registration number.
 - C) PENCIL TRACING, if traceable, OR DIGITAL PICTURE OF HULL ID NUMBER. (See Watercraft Section on page 1 for instructions.)
 - D) COMPLETED AND SIGNED APPLICATION.
 - E) FEE - \$40 for new registration and title.
- 7) **OUTBOARD MOTOR - MOVE HERE FROM ANOTHER STATE**
- A) TITLE in your name if you are moving from a titling state (Mississippi, Missouri, Ohio, Oklahoma, Texas or Utah). If you are moving from any other state, send a Bill of Sale or statement explaining how the outboard motor was obtained.
 - B) PENCIL TRACING, if traceable, OR DIGITAL PICTURE OF SERIAL AND MODEL NUMBER on outboard motor. (See Motor Section on page 2 for instructions.)
 - C) COMPLETED AND SIGNED APPLICATION.
 - D) FEE - \$10 for new title.
- 8) **WATERCRAFT - PURCHASED FROM IN- OR OUT-OF-STATE MARINE DEALER**
- A) MANUFACTURER'S STATEMENT OF ORIGIN, if purchased from a titling state. (See Watercraft Section on page 1 for titling states.)
 - B) BILL OF SALE completed, signed and dated.
 - C) If purchased from a South Carolina permitted marine dealer, tax is paid to the dealer.
 - D) A Use Tax fee is required when purchasing a boat or motor from an out-of-state dealer. You must include the dealer invoice when submitting paperwork. If no taxes have been paid to dealer you must include the 5% tax along with your registration fee. Anything over \$6,000.00 caps at \$300.00. If you have paid a portion of the sales tax in another state and the total tax does not compute to 5% you must pay the additional percentage to one of the S.C. Department of Revenue Service Centers before submitting your paperwork to SCDNR. See a list of the Department of Revenue offices on page 4.
 - E) COMPLETED AND SIGNED APPLICATION.
 - F) FEE - \$40 for new registration and title.
 - G) LATE FEES - (See page 1 for instructions.)
- 9) **OUTBOARD MOTOR - PURCHASED FROM IN- OR OUT-OF-STATE MARINE DEALER**
- A) MANUFACTURER'S STATEMENT OF ORIGIN, if purchased from a titling state (Mississippi, Missouri, Ohio, Oklahoma, Texas or Utah).
 - B) BILL OF SALE completed, signed and dated.
 - C) If purchased from a South Carolina permitted marine dealer, tax is paid to the dealer.
 - D) A Use Tax fee is required when purchasing a boat or motor from an out-of-state dealer. You must include the dealer invoice when submitting paperwork. If no taxes have been paid to dealer you must include the 5% tax along with your registration fee. If you have paid a portion of the sales tax in another state and the total tax does not compute to 5% you must pay the additional percentage to one of the S.C. Department of Revenue Service Centers before submitting your paperwork to SCDNR. See a list of the Department of Revenue offices on page 4. **There is no cap on Outboard Motors purchased separately. The tax will be 6% on outboards purchased separately.**
 - E) COMPLETED AND SIGNED APPLICATION.
 - F) FEE - \$10 for new title.
 - G) LATE FEES - (See page 1 for instructions.)
- 10) **WATERCRAFT - PURCHASED USED AND PREVIOUSLY EXEMPT FROM TITLING**
- A) STATEMENT FROM SELLER explaining why the watercraft is exempt.
 - B) PENCIL TRACING, if traceable, OR DIGITAL PICTURE OF HULL ID NUMBER. (See Watercraft Section on page 1 for instructions.)
 - C) BILL OF SALE completed, signed and dated.
 - D) When purchasing a watercraft from an individual, you are required to pay Casual Excise Tax. The tax is 5% of the purchase price up to \$6,000.00. Anything over \$6,000.00 caps at \$300.00. Please include this fee along with your transfer fee. If purchasing from a dealer, taxes are collected by dealer.
 - E) COMPLETED AND SIGNED APPLICATION.
 - F) FEE - \$40 for new registration and title.
- 11) **WATERCRAFT - HOMEMADE** (A reworked, manufactured boat is not considered a homemade boat.)
- A) APPLICATION FOR HULL ID NUMBER, signed.
 - B) COMPLETED AND SIGNED APPLICATION.
 - C) Submit PICTURES of the bow (port-left-starboard-right) transom of boat and of the whole boat.
 - D) FEE - \$40 for new registration and title.
- 12) **WATERCRAFT/OUTBOARD MOTOR - DUPLICATE OR CORRECTED TITLE**
- NOTE: In order to receive a duplicate or corrected title all existing liens must be satisfied.
- A) Titled owner completes and signs APPLICATION.
 - B) Check appropriate boxes and include fee of \$5.00 for each duplicate.

REGISTRATION AND TITLING INSTRUCTIONS (CONTINUED)

13) WATERCRAFT - REGISTRATION RENEWAL

- A) Completed APPLICATION or registration RENEWAL NOTICE.
- B) FEE - \$30.
- C) Late Fee of \$15 is required if your application or renewal notice is not received within **30** days after registration expires (applied on the 31st day).
- D) Late Fee of \$30 is required if your application or renewal notice is not received within **60** days after registration expires (applied on the 61st day).

14) WATERCRAFT - DUPLICATE REGISTRATION CARD

- A) SIGNED, COMPLETED APPLICATION.
- B) FEE - \$5.

15) WATERCRAFT - DUPLICATE EXPIRATION DECAL

OUTBOARD MOTOR - DUPLICATE DECAL

- A) SIGNED, COMPLETED APPLICATION.
- B) Check appropriate box and include \$5 for each duplicate set of decals.

16) WATERCRAFT/OUTBOARD MOTOR - WITHOUT PROPER PROOF OF OWNERSHIP

- A) Any person coming into possession of a watercraft or outboard motor without proper proof of ownership must apply to the SCDNR for a title using the form prescribed by the department.

TAX INFORMATION

You are required by Article 17, Section 12-36-1710, *Code of Laws of South Carolina, 1976*, to pay a casual excise or use tax. You must have a bill of sale with the purchase price shown to pay the casual excise or use tax.

CASUAL EXCISE TAX - The fee for casual excise tax is 5% of the purchase price and is a maximum of \$300 if the boat and motor are purchased from the same owner. When an outboard motor is purchased as one separate unit, the casual excise tax is 6% of the purchase price and has no maximum fee.

USE TAX is required when a watercraft or outboard motor is purchased from an out-of-state dealer. If tax is paid to an out-of-state dealer, you must visit one of the offices listed below and have them calculate the amount owed based on the tax paid or tax already paid to dealer. **(If you did not pay taxes out-of-state, please submit 5% tax with the registration fee for boat and motor purchased together, or 6% if outboard motor is purchased separately.)**

TAX EXEMPT IF PURCHASED FROM IMMEDIATE FAMILY

If you acquire the watercraft or outboard motor from immediate family, you are exempt from the excise tax. **Immediate family includes:** parent, child, sister, brother, grandparent, grandchild and spouse. You must complete the tax exempt form on the back of the application to be exempt.

MILITARY PERSONS ARE NOT EXEMPT FROM CASUAL EXCISE OR USE TAX ON BOATS AND OUTBOARD MOTORS

You may conduct your registration and titling business in person at the two locations listed below.

S.C. DEPT. OF NATURAL RESOURCES

1000 ASSEMBLY STREET, ROOM 104
COLUMBIA, S.C. 29201
TELEPHONE (803) 734-3857

S.C. DEPT. OF NATURAL RESOURCES

217 FORT JOHNSON ROAD
CHARLESTON, S.C. 29422
TELEPHONE (843) 953-9301

IF YOU NEED TO PAY ADDITIONAL USE TAX, YOU MUST PAY IT TO ONE OF THE S.C. DEPARTMENT OF REVENUE SERVICE CENTERS SHOWN BELOW.

COLUMBIA OFFICE

301 Gervais Street
P.O. Box 125
Columbia, S.C. 29201
Telephone (803) 898-5788

ROCK HILL SERVICE CENTER

Business Technology Center Suite 202
454 S Anderson Road
P.O. Box 12099
Rock Hill, S.C. 29730
Telephone (803) 324-7641

GREENVILLE SERVICE CENTER

211 Century Drive Suite 210 B
Greenville, S.C. 29607
Telephone (864) 241-1200

FLORENCE SERVICE CENTER

1452 West Evans Street
P.O. Box 5418
Florence, S.C. 29502
Telephone (843) 661-4850

CHARLESTON SERVICE CENTER

3 Southpark Circle Suite 202
Charleston, S.C. 29407
Telephone (843) 852-3600

FOR FURTHER INFORMATION, CALL BOAT TITLING AND REGISTRATION (803)734-3857
OR VISIT OUR WEBSITE AT WWW.DNR.SC.GOV