



## **INSTRUCTIONS FOR:**

### CERTIFICATION OF AUTHORITY TO TRANSFER WATERCRAFT REGISTRATION/TITLE WHEN THE OWNER IS DECEASED

#### **If there is no executor or administrator, the Certification on the reverse must be used.**

1. Complete the Certification of Authority form.  
(This is to be completed by the individual who is handling the transfer of the vessel)
  - a. Complete the description of the vessel
  - b. List the deceased name, current address and when they became deceased.
  - c. List any persons with interest in the vessel (surviving spouse and any legal heirs)
  - d. Those listed as “person(s) with interest in the vessel” **must sign** giving the heir authority to sign the Certificate of Title to a Vessel to whomever the boat is being reassigned or sold to.

Note: The individual who completes this form should not be included in the list of “other persons having an interest in the vessel” and should only sign the Certification as Heir.

2. If the deceased left a will, but no one is expected to be appointed as administrator or executor of the estate, the only persons required to complete the form are those named in the will (legatees) who will receive the vessel. **A copy of the will must accompany the application.**
3. If the decedent died intestate (without a will), only the surviving spouse and any children (of legal age) of the deceased from current or a previous marriage are required to complete the form.
4. **The person who is to have the vessel titled in their name(s) must submit the following:**
  - a. The completed Certification of Authority
  - b. A completed application,
  - c. A bill of sale or change in status form (if the boat was not previously titled)
  - d. The Certificate of Title to a Vessel: with the Assignment of Title completed and signed by the heir listed on the Certification. (Heir would sign as seller listing the name of whom the boat is to be assigned to on the Purchaser’s line)
  - e. A copy of the Death Certificate
  - f. A copy of the Will (if applicable)
  - g. Any fees

**29.1-717.3. Transfer of title when no qualification on estate.** - If the holder of a certificate of title is dead and there has been no qualification on his estate, a transfer may be made by a legatee or distributee if there is presented to the Department a statement made by the legatee or distributee to the effect that there has not been and there is not expected to be a qualification on the estate and that the decedent's debt's have been paid or that the proceeds from the sale of the watercraft will be applied against his debts. The statement shall contain the name, residence at the time of death, and date of death of the decedent, and the names of any other persons having an interest in the watercraft for which the title is sought to be transferred. If these persons are of legal age, they shall signify in writing their consent to the transfer of the title.