

Note: In order to fill and save this form electronically, it must be opened using Adobe Reader or Acrobat software. Save a copy of the file, open Adobe Reader, select File > Open and browse for the file you saved.

State of Wisconsin
 Department of Natural Resources
 Boat Registration and Titling
dnr.wi.gov

Boat Registration Renewal and Replacement Materials Request

Form 9400-622 (04/21)

Notice: This form must be used by an owner of record to request the renewal of a boat registration or to request replacement materials (registration card and decals). ss. 30.52, Wis. Stats. This form may be submitted online at <https://gowild.wi.gov/>. Personal information collected will be used for administrative purposes and may be provided to requestors to the extent required by Wisconsin Public Records law. ss.19.31-19.39, Wis. Stats. Read the instructions carefully before completing this form. Failure to provide required information may cause significant delays in process and may result in the denial of the request.

A. Owner Information

Owner's Name (Last, First, Middle Initial or Business Name)			
WI DNR Customer Number or Driver's License Number			Driver's License State
Mailing Address			Date of Birth (mm-dd-yyyy)
City	State	ZIP Code	Phone Number

B. Boat Information

WI Registration Number WS _____ (####AA)	Hull Identification Number (taken directly from the boat)		
Make or Manufacturer	Model (cannot be the same as the Make)	Year (yyyy)	

C. Fee Calculation

Renewal fees are based on the boat type and length and are described in the table below (replacement material fees do not apply for renewals). Replacement material fees are \$2.50 per request.

1. Do you need to renew your boat registration? Yes. Refer to the registration renewal fee table below and enter dollar amount here. Skip to number 4. ► No. Proceed to number 2.	\$
2. Do you need a replacement registration card (wallet sized card)? Yes. Enter \$2.50 for a replacement material fee here. Proceed to number 3. ►	\$
3. Do you need replacement decals? Yes. Enter \$2.50 for a replacement material here. Proceed to number 4. ►	\$
4. Total Fees Due Add amounts from lines 1, 2, and 3 and enter total here. ►	\$

Registration Renewal Fee Table

Motorized Boats		
Non-Motorized Boats		
Non-Motorized Sailboats		
U.S. Coast Guard Documented Boats		

D. Signature and Certification

I certify the information and statements provided on this request are true, accurate, and complete to the best of my knowledge.

Signature of Owner	Date
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Make check or money order payable to WDNR for the total amount. Mail application and fees to:

DNR PROCESSING CENTER
 PO BOX 78701
 MILWAUKEE WI 53278-0701

Boat Registration Renewal and Replacement Materials Request

Form 9400-622 (04/21)

INSTRUCTIONS FOR FORM 9400-622 BOAT REGISTRATION RENEWAL AND REPLACEMENT MATERIALS REQUEST

GENERAL INSTRUCTIONS

Purpose of Form. Use Form 9400-622 if you are a boat owner of record and you want to request the renewal of the boat registration or to request a replacement registration card and decals. You may submit this form online at <https://gowild.wi.gov/>.

Fee. Registration renewal fees are described in the registration fee table provided under section C. A \$2.50 replacement material fee may apply if a replacement material is requested.

SPECIFIC INSTRUCTIONS

Read the instructions below to ensure that you provide all the required information. Failure to provide required information may cause significant delays in process and may result in the denial of the request.

DEFINITIONS

Owner of Record. A person whose name appears on the certificate of title and/or the department's records. If there is more than one owner listed on the title, each and all owners are considered owners of record.

Primary Owner on Record. A person who makes the initial application for a certificate of title and who receives all documents related to the initial application, replacement materials and notifications related to boat registration renewals.

SECTION A – OWNER INFORMATION

Provide the name and mailing address of the owner of record. The materials will be mailed to the address of the primary owner on record.

SECTION B – BOAT INFORMATION

- **Wisconsin Registration Number.** The registration number can be found on the registration certificate. Wisconsin registration numbers are formatted with WS, four numbers, and two letters (e.g.: WS 1234 AB).
- **Hull Identification Number (Hull ID/HIN):** The HIN (similar to a serial number) should be verified and taken from the boat. For boats with transoms, the HIN can usually be found on the starboard outboard side towards the top of transom, gunwale, or hull deck joint. HIN are required to meet US Coast Guard and State standards.
- **Make and Model:** The make/manufacturer and model name/number of the boat cannot be the same.

SECTION C – RENEWAL AND REPLACEMENT MATERIALS FEES CALCULATION

Follow the instructions to calculate the renewal registration fees or replacement materials fees. Renewal fees are based on the boat type and length and are described in the registration renewal fee table in section C. (replacement material fees do not apply for renewals). Replacement material fees are \$2.50 per request.

- **Registration Renewal:** Use the registration renewal fee table provided in section C to calculate the registration fee that applies to your boat type and length. Enter the amount in the left column. The registration renewal fee includes the fees for the issuance of replacement materials.
- **Replacement registration certificate:** The registration certificate card is the wallet size card that must be carried with the operator. A \$2.50 replacement materials fee applies.
- **Replacement decals:** The registration decals (2 included) are the stickers that are displayed next to the registration number on the sides of the boat. A \$2.50 replacement materials fee applies.

SECTION D – SIGNATURE AND CERTIFICATION

Sign and date the form.

SUBMISSION OF FORM

Make check or money order payable to WDNR for the total amount due. Mail this request and fees to:

DNR PROCESSING CENTER
PO BOX 78701
MILWAUKEE WI 53278-0701

PROCESSING INFORMATION

Once the department receives your request, the department will review it for completeness. If the form is not complete, the department may reject your request. The department may approve, deny, or request more information.

AUTHORITIES

The information requested on this affidavit is collected under s. 30.541 (3) (d)1., and s. 30.549 (1), Wis. Stats.