

Vendor Manual v 1.2



IDAHO DEPARTMENT OF PARKS AND RECREATION
Reservations and Registrations Program
5657 Warm Springs Avenue, Boise, ID 83716

1.800.247.6332 or 208.334.4197
reghelpline@idpr.idaho.gov

Thank You!



WHAT YOU DO IS VERY IMPORTANT, AND WE THANK YOU!

The information you collect is used for a variety of purposes:

IDAHO DEPARTMENT OF PARKS AND RECREATION

IDPR uses the information to distribute user fees, send mail renewal notices, and make important decisions about recreational resources.

CUSTOMER SERVICE

IDPR mails a renewal form to customers each year. The renewal information is derived from the previous year's sale processed by retail vendors, county motor vehicle offices, and Idaho Department of Parks and Recreation (IDPR) headquarters.

The customer keeps a copy of the certificate of number or permit as documentation that they have purchased the certificate of number or sticker. Please note that IDPR Reservation and Registration (R&R) staff must key the information from handwritten forms into a database. The process is faster and more accurate when you use the pre-printed mail renewal form whenever possible.

LAW ENFORCEMENT

Information is fed into the Idaho law enforcement communication system. This allows law enforcement officials to identify a machine that has been stolen, in an accident, or found in a remote location. Again, it is critical that IDPR has accurate and complete information to help identify the owner.

Contents

- Expectations of a Vendor3**
 - Fundamental Requirements 3*
 - Product Overview 3*
 - Processing Transactions 3*
 - Completing the Certificate of Number and Transmittal Forms 5*
 - Refunds and Replacements 6*
 - Wrap-Up Form 6*
 - Titling Requirements..... 6*
- Snowmobiles7**
 - General Requirements 7*
 - Snowmobile Dealers 7*
 - Snowmobile Fees 7*
 - Snowmobile Definition 8*
 - Titling Requirements..... 8*
 - Mail Renewal Form..... 8*
 - Three-Part Snowmobile Certificate of Number Form 11*
 - Snowmobile Non-resident User Certificate (NRC) 15*
- Park N Ski18**
 - General Requirements 18*
 - Park N Ski Fees..... 18*
 - Three-Part Park N Ski Form 19*
- Invasive Species21**
 - Who Must Pay the Fee..... 22*
 - Invasive Species Sticker Fees 22*
 - Sticker Placement 23*
 - Inspection Stations 23*
 - Questions..... 23*

Idaho Invasive Species Sticker Three-Part Form 23

Boats**25**

General Requirements..... 25

Vendor Activities..... 25

State of Principal Use..... 25

Vessel Number..... 26

Validation Stickers 26

Hull Identification Number (HIN)..... 27

Primary Use Area and Secondary Use Area..... 27

Federally Documented Boats..... 27

Vessel Titling Act..... 28

Boat Mail Renewal Form 28

Three-Part Boat Certificate of Number Form 31

Boat or Other Vessel Fee Schedule 334

Other Boat Fees 34

Off-highway Vehicles**37**

General Requirements..... 37

Off-Highway Vehicle Fees..... 37

Validation Stickers 37

Restricted Vehicle License Plates..... 38

Sticker Placement..... 38

Titling Requirements..... 38

Off-highway Vehicle Mail Renewal Form 38

Three-Part Off-highway Vehicle Certificate of Number Form 41

MONTHLY TRANSMITTALS**47**

Expectations of a Vendor

It is very important that, as a vendor, you follow the procedures for sales, reports, and payments. This allows you and IDPR to provide quality customer service and support an amazing recreation program. If you fail to comply with procedures, IDPR may suspend or terminate you as a vendor.



Fundamental Requirements

You must write legibly, provide accurate information, and fully complete the forms.

You must send a transmittal each month with the appropriate payment and IDPR’s copy of the transactions. You must mail the transmittal so that it arrives at IDPR by the 15th of each month.

You must keep all inventory in a safe and secure place. You must pay IDPR for all stickers that are not returned at the end of the season. This includes lost and stolen stickers.

Product Overview

Recreation type	Validation Sticker	Certificate of Number	Vessel Number	Use Area Designation	Begin Date	Expiration Date
Boat ¹	Yes	Yes	Yes	Yes	January 1	December 31
Off-highway ²	Yes	Yes		Yes	January 1	December 31
Snowmobile Resident	Yes	Yes		Yes	November 1	October 31
Snowmobile Non-resident	Yes	No		Yes	November 1	October 31
Snowmobile Rental	Yes	Yes		Yes	November 1	October 31
Park N Ski Temporary	Yes			Yes	November 15	April 30
Park N Ski Annual	Yes			Yes	November 15	April 30
PAISS Non-motorized	Yes				January 1	December 31
PAISS Not Registered in Idaho	Yes				January 1	December 31

¹ Includes other motorized vessels such as personal water craft.

² Includes motorbikes, all-terrain vehicles, utility type vehicles, and specialty off-highway vehicles.

Processing Transactions

TERMINOLOGY

Effective July 1, 2014, there were several statutory changes that affected the terminology of the products that you sell as an IDPR vendor. The statute did not change program requirements, it merely updated the below terminology:

- Certificate of number: This is the product that you sell for boats, OHV, resident snowmobiles, and rental snowmobiles. Previously, this was often referred to as a “registration”.
- Validation sticker: The physical sticker that is affixed to the machine to verify that the certificate of number has been purchased. Previously, this was called a registration sticker.
- Vessel number: A number that is assigned to every boat that is numbered in Idaho. It was previously referred to as the registration number, bow number, or Coast Guard number.

OWNERSHIP

As a vendor, you must take reasonable care that the customer presents adequate evidence that they own the vehicle they are registering prior to issuing certificates of number for boats, OHV, resident snowmobile, and rental snowmobiles. You may use the prior year’s certificate of number, title, or a bill of sale as sufficient evidence of ownership. When the customer is purchasing an Idaho certificate of number for a machine for the first time, please attach the bill of sale or other proof of ownership to the copies you send back to IDPR.

STICKER YEAR VALID DATES

Sticker years are based on the primary season of use and do not always coincide with calendar years. Please note that the expiration month and day will stay the same. Only the year will change based on the sticker year.

- Snowmobile: November 1 through October 31 (12 months). For example, the 2017 sticker is valid from November 1, 2016 through October 31, 2017.
- Park N Ski: November 15 through April 30 (approximately 5.5 months). For example, the 2018 sticker is valid from November 15, 2017 through April 30, 2018.
- OHV (motorbike, ATV, UTV, SOH): January 1 through December 31 (12 months).
- Boat: January 1 through December 31 (12 months).
- Protection Against Invasive Species: January 1 through December 31 (12 months).

MAIL RENEWAL NOTICES

In September, IDPR mails a snowmobile renewal notice to Idaho residents who have a current certificate of number and an Idaho mailing address. Renewals are not mailed to non-resident snowmobile recreationists, snowmobile rental owners, or Park N Ski permit holders. Similarly, IDPR mails a renewal notice in November to boating and OHV owners. **IN ORDER FOR THE CUSTOMER TO RECEIVE A MAIL RENEWAL, THE INFORMATION YOU PROVIDE TO IDPR FOR THE CERTIFICATE OF NUMBER AND MAILING ADDRESS MUST BE CORRECT.**

VENDOR PACKETS

IDPR sends out vendor packets at the beginning of each season (aka “sticker year”). Packets include reference guides, stickers, posters, maps, and forms.

REFERENCE GUIDE

The reference guide captures the most critical information you need in order to process transactions for each recreation type. You can always consult this manual for more detailed information.

STICKERS

You should compare the numbers on the stickers with the issue sheet as soon as you receive your packet. Please notify IDPR R&R within one week if there is a discrepancy. This is the only opportunity you have to report missing stickers without paying for them.

Check your sticker inventory often, especially before holidays, to make sure you do not run out. If you need more stickers please contact IDPR R&R at 334-4197 or 1-800-247-6332 or reghelpline@idpr.idaho.gov. You may not obtain stickers from another vendor. The stickers IDPR R&R sends to a vendor must stay with that vendor. You may not exchange, borrow, or give stickers to another vendor.

At the end of the season, IDPR will mail you a wrap-up form. You are required to return all unsold stickers. If stickers are not sold, not returned, or were not reported as missing when received, you must pay the appropriate fees.

POSTERS AND MAPS

When a customer purchases a certificate of number, they are given an opportunity to designate where they would like their dollars spent. **DESIGNATION MAPS ARE INCLUDED IN YOUR VENDOR PACKET.** Please review the maps and posters for any changes from the prior sticker year. Please display the posters where they will be visible to customers.

SUPPLIES

If you need more stickers, forms, posters, maps, or other supplies, please go to <https://parksandrecreation.idaho.gov/registration-renewals-permits-passes> and select the Vendor Supply Order Form. Please do not request items on your transmittal.

Completing the Certificate of Number and Transmittal Forms

PRINT CLEARLY

Please print clearly! The certificate of number is an official document; IDPR staff and law enforcement must have accurate information. To do that, IDPR R&R employees must be able to read what you have written.

COMPLETE ALL INFORMATION ACCURATELY

All forms must have every box checked and every line filled in. Be sure to enter the customer's actual name. Remember, this is an official document and nicknames are not acceptable. Ask the customer for their mailing address to ensure the mail renewal, or any other correspondence, is sent to the correct address. The telephone number and email will assist us in contacting the

customer for clarification should we need to do so. IDPR does not share personal information. Complete all other information as noted in the appropriate vendor manual section.

REPORTING REQUIREMENTS

You must send a transmittal report to IDPR by the 10th of each month. The report summarizes, in numerical order, all transactions that you sold or voided. You must include a single check for fees and IDPR's copies of forms with the transmittal report.

If there are no sales of any recreation type during the month, send a **NO SALES CARD**. You must submit a **NO SALES CARD** for the recreation types you sell. For example, if you only sell snowmobile stickers, the only sticker type marked on the **NO SALES CARD** would be for snowmobiles. IDPR monitors delinquent transmittals monthly to ensure reporting is timely and accurate.

Refunds and Replacements

Please refer any requests for refunds or replacements free of charge to IDPR R&R at 1-800-247-6332. IDPR will either refund or replace the sticker as appropriate. You may sell duplicate and replacement stickers as noted in the following sections.

Wrap-Up Form

At the end of each season, IDPR will mail a wrap-up form to you. Once you receive the wrap-up form, please do the following:

- Complete the wrap-up form.
- Prepare the final transmittal for all sticker sales.
- Issue a check to IDPR for all fees collected and payment for missing or lost stickers.
- Forward all the completed items listed to IDPR R&R.
- Return all unsold stickers.

Titling Requirements

The Idaho Transportation Department (ITD) is responsible for all titling activities. Titling requirements vary by recreation types for boats, OHV, and snowmobiles. Direct any questions concerning this process to your local DMV or the ITD.

Snowmobiles

General Requirements

Snowmobile owners that are Idaho residents must purchase a certificate of number prior to operating their machines for the season. Non-Idaho residents must purchase a Non-resident User Certificate.

Certificates are available for purchase on or before November 1 of each year. Please note that many owners wait until the first sizeable snowfall to purchase their certificate of number. Check your inventory and be prepared for that first snow-filled weekend!



The owner has the opportunity to designate their certificate of number fees to the county snowmobile program of their choosing. IDPR sends 85% of the certificate fees to that county. All certificates of number are valid from November 1 to October 31 of the following year. For example, a 2017 sticker is valid from November 1, 2016 to October 31, 2017.

Snowmobile Dealers

Each snowmobile must have a certificate of number before it leaves the premises at the time of sale from any snowmobile dealer. If an owner purchases a used snowmobile that already has a current year certificate of number, the certificate of number must be transferred within 15 days of the sale. As an IDPR vendor, you may transfer the current certificate to the new purchaser's name and address. Please inform the new owner that he or she must apply for an Idaho title at the county assessor's office.

Snowmobile Fees

SNOWMOBILE RESIDENT FEE:	\$31.00
VENDOR FEE:	\$1.50
TOTAL FEE:	\$32.50
<hr/>	
SNOWMOBILE RENTAL FEE	\$61.00
VENDOR FEE:	\$1.50
TOTAL FEE:	\$62.50
<hr/>	
NON-RESIDENT USER CERTIFICATE FEE:	\$31.00
VENDOR FEE:	\$1.50
TOTAL FEE:	\$32.50

TRANSFER FEE:	\$3.00
VENDOR FEE:	\$1.50
TOTAL FEE:	\$4.50

REPLACEMENT FEE:	\$3.00
VENDOR FEE	\$1.50
TOTAL FEE:	\$4.50

EXEMPT FEE:	\$0
VENDOR FEE:	\$0
TOTAL FEE:	\$0

The fees include \$1.00 for snowmobile-related search and rescue efforts.

Snowmobile Definition

The current definition of “snowmobile” is: any self-propelled vehicle under 2,000 pounds unladen gross weight, designed primarily for travel on snow or ice or over natural terrain, which may be steered by tracks, skis, or runners.

Titling Requirements

Idaho titles are required for new snowmobiles and for change of ownership on used snowmobiles. If the customer purchased the snowmobile before January 1, 1991, they are strongly encouraged to title it, but not required to do so. A customer may apply for title at their local department of motor vehicles (DMV). The new owner will need to take any available ownership documents, including a signed title from the seller, manufacturer’s certificate of origin, prior certificate of number, or bill of sale. Applicable sales tax will also be due. A vehicle identification number (VIN) inspection may also be required. Please direct any questions concerning this process to your local DMV or the Idaho Transportation Department.

Mail Renewal Form

Page 10 depicts the mail renewal form for a snowmobile certificate of number. IDPR mails renewal forms to all customers who purchased a certificate of number in the prior year. You are encouraged to use the renewal forms that were mailed to the customer. The printed renewal forms provide all the necessary information, and using the form reduces the amount of handwritten information. **IF A CUSTOMER RECEIVED A RENEWAL FORM BUT DID NOT BRING IT WITH THEM, YOU MAY CALL IDPR R&R FOR THE INFORMATION AT 1-800-247-6332 MONDAY THROUGH FRIDAY 8:00 AM – 5:00 PM MOUNTAIN TIME.**

PART A

PART A has the customer and snowmobile information, a space for the new sticker number and a space for the issue date. If the owner needs to make corrections, draw a single line through the information and write the corrections. Please be sure to fill in the **STICKER NUMBER** and **ISSUE DATE**. If this information is missing, IDPR has no way to identify what sticker number and issue date were assigned to the snowmobile.

Send **PART A** to IDPR with your monthly transmittal. If you want to have a copy for your records, you will have to make one before you send the monthly transmittal.

PART B

Make any necessary corrections as noted above and fill in the **STICKER NUMBER** and **ISSUE DATE** (same as **PART A**). Fill in the space for the vendor number and your initials. The certificate of number is only valid if the following items are complete:

- Owner signature
- Issue date and sticker number
- Vendor number and initials

COMPLETE THE TRANSACTION

Give **PART B** to the customer as a valid certificate of number. Please notify the owner that the certificate of number must be on the snowmobile and available at all times for inspection.

STICKER NUMBER

516-999999

SNOWMOBILE CERTIFICATE OF NUMBER PART A

(Submit this section with payment)

SLED, JOE R	1234	28
NAME (LAST, FIRST, M.I.)	PIN	PRIMARY USE AREA (SEE BACK)
CO-OWNER (LAST, FIRST, M.I.)	2000	POLS 700RMK
123 MOUNTAIN WAY NOWHERE, ID 83000	YR.	MAKE MODEL
MAILING ADDRESS	123456789	SERIAL NUMBER
208-123-4567		
PHONE NUMBER	EMAIL ADDRESS	

SOLD DESTROYED

ISSUE DATE

ATTESTATION STATEMENT

I verify that all owner and vehicle information listed on this certificate is correct.

INSTRUCTIONS:

1. Review information on Parts A and B. If ownership has changed, contact your County DMV. An Idaho Title and bill of sale are required.
2. If corrections are necessary, draw a single line through the incorrect information and write in the corrections.
3. Verify your use area selection. Refer to PRIMARY USE AREAS list on back for USE CODES. This designation determines where the fees will be sent. The area shown is your last year designation.

12/1/16

FEES: Certificate* 31.00
Vendor 1.50
TOTAL \$ 32.50

* Includes \$1.00 for Search and Rescue

TO RENEW BY MAIL: send PART A with your check to Department of Parks and Recreation, Registration Section, PO Box 83720, Boise, ID 83720-0065.
TO RENEW ONLINE: go to www.parksandrec.idaho.gov click on REGISTRATIONS & PERMITS and use the personal identification number (PIN) identified above.
TO RENEW AT A VENDOR OR COUNTY DMV: take the entire form with you. The vendor can validate the form, collect the appropriate fee, and issue your stickers.
If you have any questions about your renewal, please contact the Department of Parks and Recreation, Registration Section at 1-800-247-6332.

▼ DETACH HERE ▼

SNOWMOBILE CERTIFICATE OF NUMBER PART B

SLED, JOE R	1234	28
NAME (LAST, FIRST, M.I.)		PRIMARY USE AREA (SEE BACK)
CO-OWNER (LAST, FIRST, M.I.)	2000	POLS 700RMK
123 MOUNTAIN WAY NOWHERE, ID 83000	YR.	MAKE MODEL
MAILING ADDRESS	123456789	SERIAL NUMBER
208-123-4567		
PHONE NUMBER	EMAIL ADDRESS	

OWNER SIGNATURE Joe Sled

ISSUE DATE 12/1/16 STICKER NUMBER 516-999999

VENDOR NUMBER 01-0018 VENDOR INITIALS CA

FEES: Certificate* \$ 31.00
Vendor 1.50
TOTAL \$ 32.50

* Includes \$1.00 for Search and Rescue

Three-Part Snowmobile Certificate of Number Form

PLEASE PRINT CAREFULLY AND CLEARLY! IDPR MUST BE ABLE TO READ AND ENTER INFORMATION WRITTEN ON THE FORM TO UPDATE THE DATABASE.

ACTION

We encourage vendors to use the renewal notice. However, if the customer does not provide one, you may use the three-part snowmobile certificate of number form. Please remember the customer will be required to provide proof of ownership such as a title, bill of sale, or a previous certificate of number. If the machine is a renewal and there is no information provided, please call IDPR R&R so that we can provide you with the customer information. If the machine has never been numbered in Idaho, mark the **NEW** box on the action portion of the three-part form. If the machine has been previously numbered in Idaho, mark the **RENEWAL** box on the action portion.

A **TRANSFER** is required when a snowmobile has a certificate of number for the current year, but the machine has been sold, and the new owner needs to transfer the certificate of number into his or her name. The owner must provide evidence of a bill of sale or other proof of ownership. In completing a transfer, only the owner information changes. Please mark **TRANSFER** on the three-part form. The new owner may also designate a new use area. The sticker number is the same. Please do not issue a new set of stickers on a transfer.

A **REPLACEMENT** (sometimes called a duplicate) is for a lost or destroyed sticker. Before you issue a new sticker, confirm the machine has a certificate of number for the current year. The owner may show the current year's certificate of number, or you may call IDPR R&R for confirmation. Please mark the **REPLACEMENT** box for this action.

Only a government or political subdivision is qualified to receive an **EXEMPT** certificate of number.

TYPE

Determine if the snowmobile is for the owner's personal use, or if the machine will be rented to others. If the snowmobile is rented to others, issue a rental snowmobile certificate of number. If the snowmobile is for personal use, verify Idaho residency and issue a resident snowmobile certificate of number. If the owner is not an Idaho resident – use the **NON-RESIDENT USER CERTIFICATE FORM**. Please mark the appropriate box.

EXPIRATION DATE

All certificates of number for snowmobiles are valid from November 1 to October 31 of the following year.

VALIDATION STICKER NUMBER

This is the number on the stickers that you give to the customer as proof of purchase of the certificate of number. The customer can find instructions on how and where to affix the stickers on the back of the validation stickers.

VEHICLE IDENTIFICATION NUMBER (VIN)

This is the snowmobile's serial number. ***IT IS VERY IMPORTANT TO HAVE THIS NUMBER CORRECT.*** Please check the snowmobile for accuracy and list the complete number. Emergency response and law enforcement also use this number for identification.

YEAR-MAKE-MODEL DESCRIPTION

Enter the year, make, and model of the snowmobile. In the description field, enter the primary color of the machine. This information adds to a full description of this unique machine. The information is also very important for identifying ownership, as well as reporting stolen machines to law enforcement.

USE AREA DESIGNATION

Ask the owners which area they wish to designate their fees. Refer them to the ***COUNTY SNOWMOBILE PROGRAM LOCATIONS MAP***. Enter the designation number and letter, if appropriate. If this information is left blank or filled in with a number/letter combination that is not shown on the map, the fees will still go into snowmobile programs, but they will be distributed throughout the state rather than a particular locale.

NAME, ADDRESS, PHONE NUMBER, AND CO-OWNER NAME

Please carefully and legibly print the customer's last name, first name, and middle initial—in that order. If there is a co-owner listed on the title, please provide the co-owner's last name, first name, and middle initial. Also carefully and legibly print the customer's full mailing address, zip code, and phone number. IDPR does not sell personal information. It is used only for official state business.

DATE OF ISSUE

The date of the sale.

VENDOR ID NUMBER

Your assigned number.

AGENT INITIALS

Your initials.

COMPLETE THE TRANSACTION

Give the set of stickers and the white original certificate of number form to the owner. Please notify the owner that the certificate of number must be on the snowmobile and available at all times for inspection. You must send the yellow copy to IDPR R&R with your monthly transmittal.



Idaho Department of Parks and Recreation
RECREATIONAL REGISTRATION

This form must be carried on the off-highway vehicle
 herein described during operation

ACTION		TYPE
<input checked="" type="checkbox"/> New	<input type="checkbox"/> Replacement	<input type="checkbox"/> Resident Snowmobile
<input type="checkbox"/> Renewal	<input type="checkbox"/> Sticker	<input checked="" type="checkbox"/> Rental Snowmobile
<input type="checkbox"/> Transfer	<input type="checkbox"/> Exempt	

<u>10/31/13</u>		<u>R13-04567</u>
Expiration Date		Validation Sticker #
<u>4UF09SNW08B145378</u>		<u>Green</u>
VIN		Description
<u>2009</u>	<u>ARCA</u>	<u>660</u>
Year	Make	Model
		<u>28</u>
		Use Area Designation

<u>Have Fun Sleds</u>	<u>208-444-0000</u>
Primary Owner Name (Last, First, MI)	Phone #

<u>101 Rental St.</u>	<u>Someplace</u>	<u>ID</u>	<u>83000</u>
Mailing Address	City	State	Zip

<u>()</u>	<u>()</u>
Co-owner Name (Last, First, MI)	Phone #

Mary Manager

Applicant Must Sign/To Be Valid

12 / 15 / 12

Date of Issue

28 - 0000

Vendor ID #

SLT

Agent Initials

FEES	
Reg. Fee:	<u>\$ 61.00</u>
Vendor Fee:	<u>\$ 1.50</u>
Total Fee:	<u>\$ 62.50</u>

Copy Distribution: WHITE - Owner, CANARY - Parks & Recreation, PINK - Vendor



Idaho Department of Parks and Recreation
RECREATIONAL REGISTRATION

This form must be carried on the off-highway vehicle
 herein described during operation

ACTION		TYPE
<input type="checkbox"/> New	<input type="checkbox"/> Replacement	<input checked="" type="checkbox"/> Resident Snowmobile
<input checked="" type="checkbox"/> Renewal	<input type="checkbox"/> Sticker	<input type="checkbox"/> Rental Snowmobile
<input type="checkbox"/> Transfer	<input type="checkbox"/> Exempt	

<u>10/31/13</u>		<u>S13-01234</u>	
Expiration Date		Validation Sticker #	
<u>2BPSCHTWB38V030005</u>		<u>Red</u>	
VIN		Description	
<u>2008</u>	<u>BMBR</u>	<u>Summit</u>	<u>40A</u>
Year	Make	Model	Use Area Designation

<u>Snowmobiler, Joe S.</u>	<u>(208) 123-4567</u>
Primary Owner Name (Last, First, MI)	Phone #

<u>987 Snow Ln</u>	<u>Anywhere</u>	<u>ID</u>	<u>83000</u>
Mailing Address	City	State	Zip

<u>Snowmobiler, Jane T</u>	<u>()</u>
Co-owner Name (Last, First, MI)	Phone #

Joe S. Snowmobiler
 Applicant Must Sign To Be Valid

11/19/12
 Date of Issue

01-0123
 Vendor ID #

JKT
 Agent Initials

FEES	
Reg. Fee:	\$ <u>31.00</u>
Vendor Fee:	\$ <u>1.50</u>
Total Fee:	\$ <u>32.50</u>

Copy Distribution: WHITE - Owner, CANARY - Parks & Recreation, PINK - Vendor

Snowmobile Non-resident Certificate (NRC)

PLEASE PRINT CAREFULLY AND CLEARLY! IDPR MUST BE ABLE TO READ AND ENTER INFORMATION WRITTEN ON THE FORM TO UPDATE THE DATABASE.

WHEN TO USE THIS FORM

Verify if the snowmobile owner's residency is outside of Idaho. If so, this is the correct form. Please let your customers know that IDPR does not issue renewal notices for non-resident user certificates.

EXPIRATION DATE

All certificates of number for snowmobiles are valid from November 1 to October 31 of the following year.

NRC STICKER NUMBER

This is the number on the sticker that you give to the customer as proof of purchase of the non-resident user certificate. The customer can find instructions on how and where to affix the stickers on the back of the validation stickers.

OWNER NAME AND MAILING ADDRESS

Please carefully and legibly print the customer's last name, first name, and middle initial—in that order. Also carefully and legibly print the customer's full mailing address, zip code, and phone number. IDPR does not sell personal information. It is used only for official state business.

MAKE

Fill in the make of the snowmobile.

USE AREA

Ask the owners which area they wish to designate their fees.

Refer them to the **COUNTY SNOWMOBILE PROGRAM LOCATIONS MAP**. Enter the designation number and letter, if appropriate. If this information is left blank or filled in with a number/letter combination that is not shown on the map, the fees will still go into snowmobile programs, but they will be distributed throughout the state rather than a particular locale.

VENDOR NUMBER

Your assigned vendor number.

DATE

The date of the sale.

COMPLETE THE TRANSACTION

Give the set of stickers and the white original non-resident user certificate to the owner. Please notify the owner that the certificate of number form must be on the snowmobile and available at all times for inspection. Send the yellow copy to IDPR R&R with your monthly transmittal.



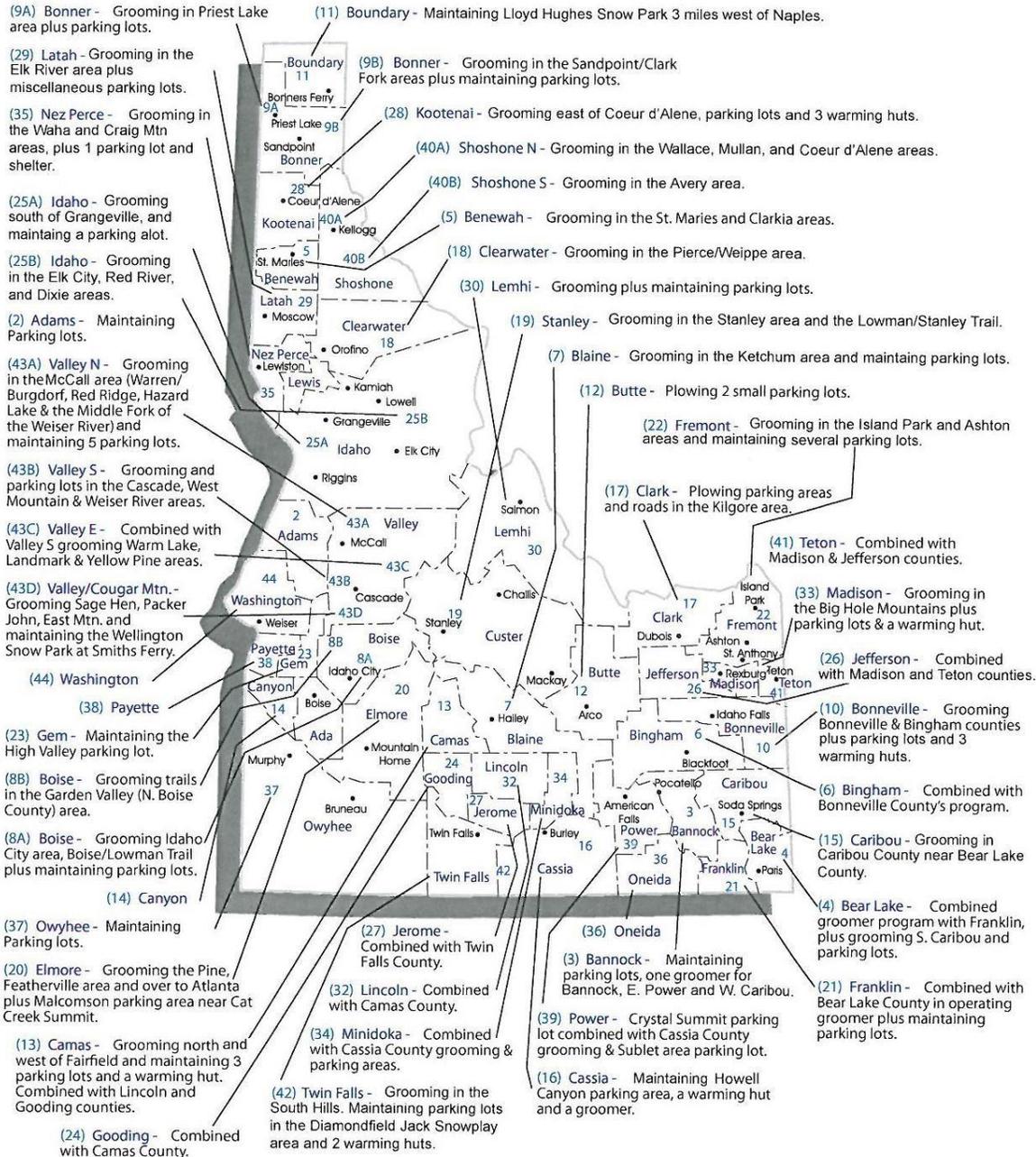
Snowmobile Non Resident Certificate

Expiration Date 10/31/13 NRC Sticker # N13-1567

Name <u>Montana, Joe P</u>	Make <u>Pols</u>
Address <u>987 Wyoming Dr</u>	Use Area <u>09B</u>
City <u>Not Idaho</u> State <u>XX</u> ZIP <u>99999</u>	NRC Fee <u>31.00</u>
Phone # <u>(999) 123-4567</u>	Vendor Fee <u>1.50</u>
Vendor # <u>04-0321</u>	Total <u>32.50</u>
Date <u>12/27/12</u>	

This form must be carried on the off-highway vehicle herein described during operation.

Idaho Snowmobile Program Locations



Park N Ski

General Requirements

The Park N Ski validation sticker is the winter recreation parking permit. The sticker allows parking in designated, maintained lots from November 15 through April 30 of the following year.

There are two Park N Ski permits available. The annual sticker is valid for the entire season, while the temporary tag is valid for three days as specified at the time of purchase.



The sticker goes on the lower left corner of the windshield. The customer can find instructions on the back of the sticker.

The temporary tag goes on the driver’s side of the dashboard. The customer can find instructions on the back of the tag.

BE SURE TO WRITE IN THE USE AREA DESIGNATION TO ENSURE THE MONIES ARE DISTRIBUTED TO THE PROPER PARK N SKI AREA. See the **PARK N SKI LOCATION MAP** for designation areas.

Transmittals must be completed monthly and are due the 15th of each month. Complete the transmittal, include the yellow copy of the three-part form, and send one check for total remittance.

Park N Ski Fees

ANNUAL FEE:	\$24.00
VENDOR FEE:	\$1.00
<hr/>	
TOTAL FEE:	\$25.00
TEMPORARY FEE:	\$6.50
VENDOR FEE:	\$1.00
<hr/>	
TOTAL FEE:	\$7.50
REPLACEMENT FEE:	\$1.00
VENDOR FEE:	\$1.00
<hr/>	
TOTAL FEE:	\$2.00

Three-Part Park N Ski Form

PLEASE PRINT CAREFULLY AND CLEARLY! IDPR MUST BE ABLE TO READ AND ENTER INFORMATION WRITTEN ON THE FORM TO UPDATE THE DATABASE.

REPLACEMENT STICKERS

All temporary Park N Ski permits are considered new. A replacement is for an annual sticker that has been lost or destroyed. Before you issue a replacement sticker, please verify the original permit. The customer may show you proof of purchase, or you may call IDPR to verify if a current year sticker was purchased. Please note on the sticker that this for a replacement with the original sticker number if possible.

TYPE

Select Annual Park N Ski or Temporary Park N Ski.

EXPIRATION DATE

For annual, use an ending date of April 30 of that snow season. For example, an annual sticker purchased in December of 2016 will have an expiration date of April 30, 2017. The temporary permit is valid for three consecutive days. The valid dates must be written in permanent marker. (Example, purchased 11/1/2016 for a valid permit on 11/15/2016 – 11/17/2016).

VALIDATION STICKER

This is the number on the sticker that you give to the customer as proof of purchase. The customer can find instructions for sticker placement on the back of the validation sticker or placard.

LICENSE PLATE NUMBER

The vehicle license plate number.

NAME, ADDRESS, AND PHONE NUMBER

Please carefully and legibly print the customer's first and last name. Also carefully and legibly print the customer's full mailing address, zip code, and phone number. You may assure the customer that IDPR does not sell personal information. It is used only for official state business.

USE AREA

Ask the owner where they wish to designate fees. It is the customer's choice. See the **PARK N SKI LOCATIONS MAP**.

DATE

The date of the sale.

VENDOR NUMBER

Your assigned number.

COMPLETE THE TRANSACTION

Give the sticker, tag, and white copy of the three-part form to the customer. The sticker goes on the lower left corner of the car windshield. The customer can find placement instructions on the back of the sticker. You must fill in the temporary permit placard fields for **VALID FROM** and **EXPIRE** with a permanent marker. You must send the yellow copies of the forms to IDPR Registration with your monthly transmittal.

PARK N' SKI



Park N' Ski

Expiration Date 4/30/17 Sticker # X17-000987

Park N' Ski Annual Park N' Ski Temporary

Name Sally Skier License Plate # 3C 1234

Mailing Address 123 Snow St Use Area 01

City Anywhere State ID ZIP 83000

Phone # 208-123-4567 Fee 24.00

Vendor # 01-0023 Vendor Fee 1.00

Date 12/26/16 Total \$25.00

PARK N' SKI



Park N' Ski

Expiration Date 3/3/17 Sticker # Y17-000123

Park N' Ski Annual Park N' Ski Temporary

Name New Snowshoe License Plate # 2C AAA44

Mailing Address 9876 Santa Pl Use Area 11

City Anytown State ID ZIP 83000

Phone # 208-456-7654 Fee 6.50

Vendor # 44-0987 Vendor Fee 1.00

Date 3/1/17 Total 7.50

PARK N' SKI



Park N' Ski

Expiration Date 4/30/16 Sticker # X17-000999

Park N' Ski Annual Park N' Ski Temporary

Name John M. Ice License Plate # 2C 6789

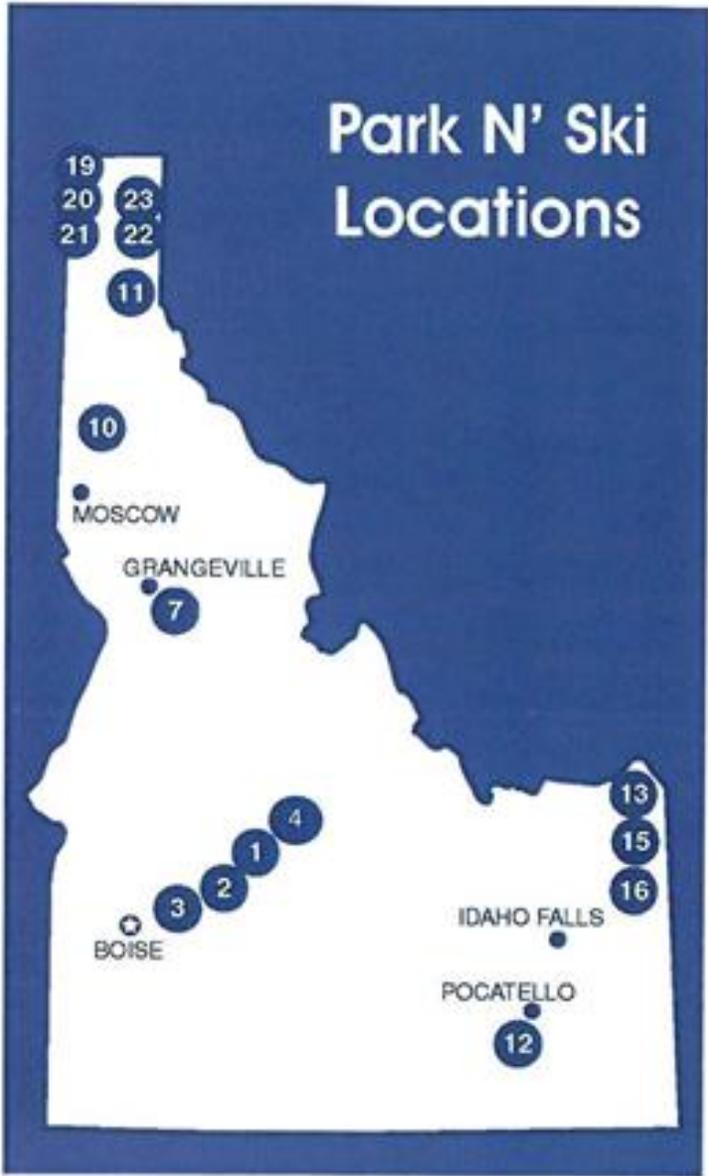
Mailing Address 456 Cold St Use Area 3

City Somewhere State ID ZIP 83000

Phone # 208-321-1111 * Replacement Fee 1.00

Vendor # 01-0321 Vendor Fee 1.00

Date 12/14/16 Total \$2.00



- 1 Banner Ridge
22 mi. northwest of Idaho City on Hwy. 21
- 2 Gold Fork
20 mi. northwest of Malheur City on Hwy. 21
- 3 Whoop-Um-Up
10 mi. northwest of Malheur City on Hwy. 21
- 4 Beaver Creek Summit
24 mi. northwest of Malheur City on Hwy. 21
- 7 Fish Creek Meadow
6 mi. south of Grangeville on Forest Service Rd. 201
- 10 Palouse Divide
22 mi. east of Pollock on Hwy. 8
- 11 4th of July Pass
18 mi. east of Coeur d'Alene on US 90
- 12 Mink Creek
12 mi. south of Pocatello on Benchmark Hwy.
- 13 Brimstone / Buffalo River
104 mi. north of Island Park Ranger Station on Hwy. 28
- 15 Bear Gulch / Mesa Falls
7 mi. northeast of Hudson on Mesa Falls Hwy. 47
- 16 Falls River Ridge
10 mi. east of Arbon on the Cass Falls Rd.
- 19 Hanna Flats
West side of Priest Lake
- 20 Priest Lake Golf Course
West side of Priest Lake
- 21 Rocky Point
South side of Priest Lake
- 22 Coolin Mountain
South side of Priest Lake
- 23 Priest Lake State Park
East side of Priest Lake including Indian Cove

Invasive Species

The Idaho Protection Against Aquatic Invertebrate Invasive Species Sticker (PAISS) funds programs to prevent the introduction of aquatic invasive species into Idaho. The law requires that boaters, both motorized and non-motorized, buy the sticker. The fees generated from the sale of stickers help to fund vessel inspections and other efforts to prevent species like quagga and zebra mussels from invading Idaho waters.



Who Must Pay the Fee

Under the invasive species law, all motorized or sail-powered watercraft and all non-motorized vessels (canoes, kayaks, rafts, drift boats, paddleboards – both rigid and inflatable, sailboards, surfboards, etc.) need to pay the protection against invasive species sticker (PAISS) fee. Fully inflatable, non-motorized vessels less than 10 feet in length are exempt from this requirement. Wakeboards, kneeboards, and other water toys are not considered vessels and are also exempt from this requirement.

The PAISS fee for a motorized boat with an Idaho certificate of number is included in the annual fee for the certificate of number. The customer’s validation sticker for the boat certificate of number also serves as proof of having paid the PAISS fee.

Owners of all motorized watercrafts not registered in Idaho must obtain and display a **PAISS NON-RESIDENT STICKER** in order to legally launch and operate in Idaho. This includes boats that are numbered or registered in another state or with the U.S. Coast Guard (aka federally documented.) All non-motorized watercraft must obtain and display a **PAISS NON-MOTORIZED STICKER** in order to legally launch and operate in Idaho.

Invasive Species Sticker Fees

PAISS NON MOTORIZED FEE:	\$5.50
VENDOR FEE:	\$1.50
TOTAL FEE:	\$7.00
PAISS NON-RESIDENT FEE:	\$20.50
VENDOR FEE:	\$1.50
TOTAL FEE:	\$22.00
DUPLICATE FEE:	\$1.50
VENDOR FEE:	\$1.50
TOTAL FEE:	\$3.00

Sticker Placement

For canoes, kayaks and other small rigid boats, the owner can place the sticker near the bow of the boat above the waterline on the port (left) side, or on the top of the vessel if there is little or no waterline.

For non-rigid vessels such as inflatable kayaks, rafts, and paddleboards, the owners may need to be creative in how they attach the sticker. A few recommended approaches are:

- Punch or slit a small hole in the sticker and attach it with a zip tie, plastic attachment, or other similar mechanism. We recommend you put a backing of some type on the sticker to prevent it from tearing before creating the hole.
- Laminate the sticker into a hang tag.
- Attach the sticker to a sturdy placard (such as a luggage tag) before attaching it to the vessel.

Inspection Stations

You may check the Idaho Department of Agriculture's website for current inspection stations.

Questions

If you have any questions regarding the sale of invasive species stickers, please contact IDPR R&R at: 1-800-247-6332 or reghelpline@idpr.idaho.gov.

If you have questions regarding the Idaho Invasive Species program, please contact Idaho State Department of Agriculture at: 1-877-336-8676 or online at www.invasivespecies.idaho.gov.

IDAHO INVASIVE SPECIES STICKER THREE-PART FORM

PLEASE PRINT CAREFULLY AND CLEARLY! IDPR MUST BE ABLE TO READ AND ENTER INFORMATION WRITTEN ON THE FORM TO UPDATE THE DATABASE.

MULTIPLE TRANSACTIONS

You may use one three-part form for multiple validation sticker numbers. Please make sure to list all stickers that the customer is purchasing.

IDAHO NUMBERED BOATS

For convenience, the \$10 invasive species sticker fee is included in the annual Idaho boat certificate of number fee (aka boat registration). There is not a separate invasive species sticker; the boat validation sticker acts as a two-in-one sticker.

LICENSED COMMERCIAL OUTFITTERS

Discounts are available only through Idaho Department of Parks and Recreation for licensed commercial outfitters with non- motorized fleets of six or more vessels. Please contact 1-800-247-6332 or see our web site at www.parksandrecreation.idaho.gov for information.

TYPE

Select Non-Motorized or Registered Outside of Idaho.

EXPIRATION DATE

All invasive species stickers are valid for a calendar year.

NAME, ADDRESS, AND PHONE NUMBER

Please carefully and legibly print the customer’s first and last name. Also carefully and legibly print the customer’s full mailing address, zip code, and phone number. You may assure the customer that IDPR does not sell personal information. It is used only for official state business.

DATE

The date of the sale.

VENDOR NUMBER

Your assigned number.



Idaho Invasive Species Sticker

Non-Motorized Registered Outside of Idaho
Expiration Date 12/31/13 IISF Sticker # G13-012345

Name Ian Invasive
Address 123 Mussel Ct
City Somewhere State ID ZIP 83000
Phone # 208-123-7654 IISF Fee \$ 5.50
Vendor # 01-4321 Vendor Fee \$ 1.50
Issue Date 5/16/13 Total \$ 7.00

Copy Distribution: White-Owner, Canary-Parks And Rec, Pink-Vendor



Idaho Invasive Species Sticker

Non-Motorized Registered Outside of Idaho
Expiration Date 12/31/13 IISF Sticker # A13-087654

Name Mike Mussel
Address 678 Aquatic Way
City Nowhere State OR ZIP 90000
Phone # 543-678-9000 IISF Fee \$ 20.50
Vendor # 05-0432 Vendor Fee \$ 1.50
Issue Date 6/1/13 Total \$ 22.00

Copy Distribution: White-Owner, Canary-Parks And Rec, Pink-Vendor

Boats

General Requirements

Motorboats and sailboats for which Idaho is the state of principal use must have an Idaho certificate of number and validation stickers to legally operate on Idaho water. Personal watercraft, such as jet skis, wave runners, etc., are considered motorboats. Non-motorized (manually powered) boats do not need a certificate of number. Examples of exempt vessels include:

- Manually propelled vessels (such as canoes, rafts, kayaks, paddleboards, and sailboards)
- Float tubes (single inner tube construction without a motor)
- Vessels properly numbered in another state and on Idaho waters for 60 or fewer consecutive days
- Government vessels
- Tenders
- Vessels documented with the U.S. Coast Guard (aka federally documented)

It is important to note that if an owner adds a motor or sail to a non-motorized boat, it must then be numbered. Please have these customers contact the Idaho Transportation Department at (208) 334-8663 to work with a motor vehicle investigator (MVI) for a hull identification number, vessel identification number, and certificate of number.

Vendor Activities

AS A VENDOR, YOU WILL BE ABLE TO COMPLETE RENEWALS FOR OWNERS THAT BRING IN A REGISTRATION RENEWAL CARD FOR THE CURRENT OR UPCOMING SEASON. You will also be able to provide replacement stickers (aka duplicate stickers) in the event the owner lost the sticker for the current year.

Due to recent changes in Coast Guard regulations, you will need to refer your customers to IDPR or their local DMV for any other activities such as certificates of number for a new boat or boat that is new to Idaho waters; renewing a certificate of number for owners that did not receive a renewal form in the mail; transferring a certificate of number to a new owner; and providing a certificate of number for a vessel that is converted from non-motorized to motorized by adding a motor or sail.

State of Principal Use

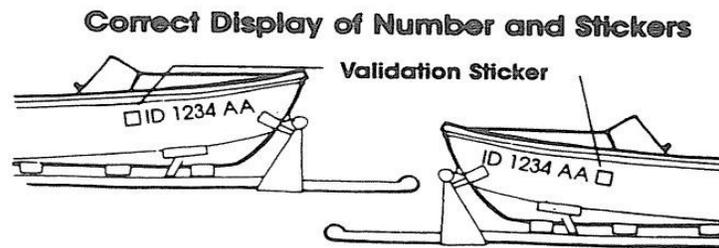
The state in which the boater does most of his or her boating is the state of principal use. This has nothing to do with where a boater lives. Many boaters living in neighboring states do most of their



boating in Idaho waters. These boaters may obtain an Idaho certificate of number and select Idaho as the state of principal use. Any boater on Idaho waters for more than 60 days must obtain an Idaho vessel number and an Idaho certificate of number.

Vessel Number

The vessel number is determined by the state of principal use. The vessel number is also known as the U.S. Coast Guard number, registration number, or bow number. If the boat is currently numbered in another state and the owner wants to change their state of primary use to Idaho, the owner will need to obtain an Idaho vessel number. Vessel numbers assigned by the state must stay with the boat forever. For instance, if the boat was numbered (aka registered) in Washington, but was numbered in Idaho ten years ago, IDPR will track down the previous vessel number and have the owner use that number. As noted previously, the owner will need to go to IDPR or a local DMV to obtain a new vessel number.



The Idaho (ID) number must be attached or painted on each side of the forward half of the boat similar to the above illustrations. On a flared bow, the number should be placed on some part of the forward half of the boat where it can be easily read. The numbers and letters must be vertical (not slanted), plain block (not script or varying in thickness), and any border outline or shadowing must be disregarded in determining the height or color contrast. The number's color should be in contrast with the boat's hull color. No other number or letters can be displayed on either side of the bow.

Validation Stickers

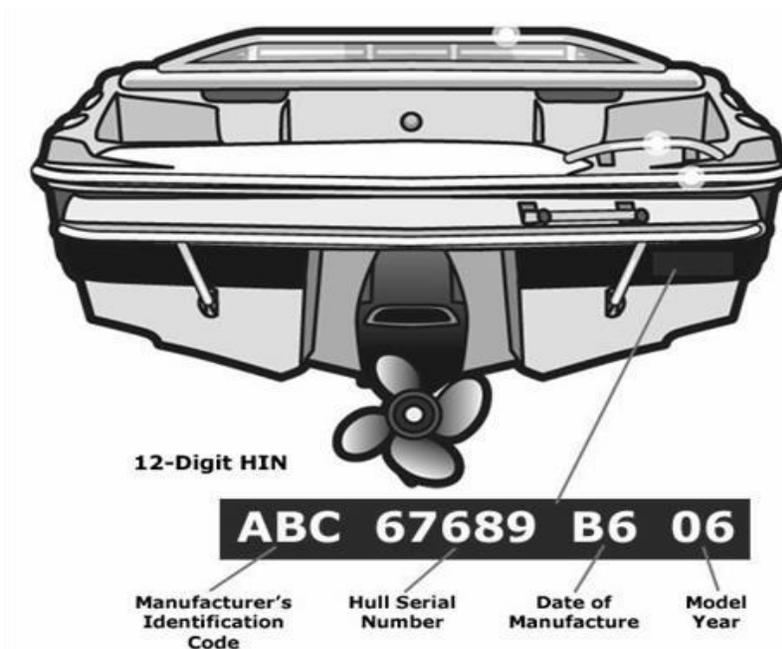
The validation stickers function as proof of purchase of a certificate of number. These stickers are valid for one calendar year. The validation stickers must be placed on each side of the boat, three inches aft (toward the back of the boat) and in line with the vessel numbers as shown in the illustrations. Only the current sticker should be displayed. As noted previously, the validation sticker also serves as proof of payment for the Idaho Invasive Species fee. The boat owner does not need to purchase a separate invasive species sticker.

Hull Identification Number (HIN)

The hull identification number is the serial number for a boat. It is permanently attached to the boat on the upper right hand corner of the transom (back of the boat) and again somewhere on the interior of the boat. On boats built before 1972, there may not be a hull identification number.

Federal and state laws require hull identification numbers on all vessels manufactured or imported after November 1, 1972. The format for the HIN varied from 1972 to 1984. The diagram below shows the format that has been in place since August 1, 1984.

Starting January 1, 2017, IDPR, ITD, and the local DMVs must verify that the HIN shown on the certificate of number matches the HIN on the boat. Only those owners that have verified HINs will receive a renewal notice in the mail.



Primary Use Area and Secondary Use Area

Boaters may choose the area where they want their fees spent. This is called the primary use area. If the boater wishes, they may choose up to two areas, one primary and one secondary.

Please use the **MAJOR BODIES OF WATER MAP** to find the area the boater will use.

Federally Documented Boats

Federally documented boats are numbered with the U.S. Coast Guard and are assigned a six-digit number. They cannot and will not have a vessel number or validation stickers. If someone asks about documentation, please have them call IDPR. IDPR will direct them to the proper U.S. Coast Guard representative. Although these boats do not require a certificate of number, they do require a non-Idaho Protection Against Invasive Species Sticker.

Vessel Titling Act

Vessels that are model year 2000 or newer and purchased on or after January 1, 2000 are required to be titled if:

- The vessel comes with a permanently attached mode of propulsion such as an inboard motor, sail, personal watercraft, or other propelling machinery
- The vessel is over 12 feet in length, regardless of the mode of propulsion

If the customer purchased the vessel before January 1, 2000, we strongly encourage them to obtain a title, but they are not required to do so. Vessels excluded from the titling process are: rowboats, canoes, kayaks, inflatable vessels, rafts, barges, paddleboards, sailboards, tenders, seaplanes, documented vessels, and vessels owned by the United States or a foreign state or political subdivision.

Titling provides proof of ownership when the vessel is sold. **A CERTIFICATE OF NUMBER DATED PRIOR TO JANUARY 1, 2017 IS NOT PROOF OF OWNERSHIP.** Titling enhances the chance of recovery in the event the vessel is stolen. Also, should the customer suffer loss of the vehicle, some insurance companies will not provide payoff if the vehicle is not titled in the customer's name.

A customer may apply for title at the local DMV. The customer will need to take any available ownership documents including any signed title from the seller, manufacturer's certificate of origin, or a bill of sale. The customer would also pay any applicable sales tax. Direct any questions concerning this process to your local DMV or to the Idaho Transportation Department at 208-334-8663.

Boat Mail Renewal Form

Page 30 depicts the mail renewal form for a boat certificate of number. IDPR will only mail renewal forms to customers who have accurate ownership and vessel information on file with IDPR. **IN ORDER TO TAKE ANY ACTION ON A BOAT CERTIFICATE OF NUMBER, THE CUSTOMER MUST PROVIDE YOU WITH THE RENEWAL FORM. IF A CUSTOMER RECEIVED A RENEWAL FORM BUT DID NOT BRING IT WITH THEM, YOU MAY CALL IDPR R&R FOR THE INFORMATION AT 1-800-247-6332 MONDAY THROUGH FRIDAY 8:00 AM – 5:00 PM MOUNTAIN TIME.**

PART A

Part A has the customer and vessel information, a space for the new sticker number and a space for the issue date. If the owner needs to make corrections, draw a single line through the information and write the corrections. Please be sure to fill in the **STICKER NUMBER** and **ISSUE DATE**. If this information is missing, IDPR has no way to identify what sticker number and issue date were assigned to the vessel.

Send **PART A** to IDPR with your monthly transmittal. If you want to have a copy for your records, you will have to make one before you send the monthly transmittal.

PART B

Make any necessary corrections as noted above and fill in the **STICKER NUMBER** and **ISSUE DATE** (same as **PART A**). Fill in the space for the vendor number and your initials. The certificate of number is only valid if the following items are complete:

- Owner's signature
- Issue date and sticker number
- Vendor number and initials

COMPLETE THE TRANSACTION

Give **PART B** to the customer as a valid certificate of number. Please notify the owner that the certificate of number must be on the vessel and available at all times for inspection.

BOAT CERTIFICATE OF NUMBER PART A

(Submit this section with payment)

STICKER NUMBER

316-001234

BOATER, BILLY A 5555 VESSEL NO. ID0000AB
NAME (LAST, FIRST, M.I.) PIN

BOATER, BETH T PRIMARY USE AREA 28 SECONDARY USE AREA 05 (See Back)
CO-OWNER (LAST, FIRST, M.I.)

456 LAKE RD 2003 BOMB SEADOO
SOMEWHERE, ID 83000 YEAR MAKE MODEL

MAILING ADDRESS ENGINE DRIVE

123-456-7890 LENGTH-FT 10 USE PL
PHONE NUMBER EMAIL ADDRESS

BILLYBOATER@BOAT.NET TYPE PW HULL PL

ZZN12345B987 PROP PW H.P 85 FUEL G
HULL IDENTIFICATION NUMBER SOLD DESTROYED

ISSUE DATE 5/6/17

ATTESTATION STATEMENT FEES: Certificate \$ 30.00
 verify that all owner and vehicle information listed on this certificate is correct, and that the hull identification number listed on this certificate matches the hull identification number on the vessel. Vendor 1.50

TOTAL \$ 31.50

▼ DETACH HERE ▼

TO RENEW BY MAIL, send PART A with your check to Department of Parks and Recreation, Registration Section, PO Box 83720, Boise, ID 83720-0065.
 TO RENEW ONLINE, go to www.parksandrec.idaho.gov click on REGISTRATIONS & PERMITS and use the personal identification number (PIN) identified above.
 TO RENEW AT A VENDOR OR COUNTY DMV, take the entire form with you. The vendor can validate the form, collect the appropriate fee, and issue your stickers.
 If you have any questions about your renewal, please contact the Department of Parks and Recreation, Registration Section at 1-800-247-6332.

▼ DETACH HERE ▼

BOAT CERTIFICATE OF NUMBER PART B

BOATER, BILLY A VESSEL NO. ID0000AB
NAME (LAST, FIRST, M.I.)

BOATER, BETH T PRIMARY USE AREA 28 SECONDARY USE AREA 05 (See Back)
CO-OWNER (LAST, FIRST, M.I.)

456 LAKE RD 2003 BOMB SEADOO
SOMEWHERE, ID 83000 YEAR MAKE MODEL

MAILING ADDRESS ENGINE DRIVE

123-456-7890 LENGTH-FT 10 USE PL
PHONE NUMBER EMAIL ADDRESS

BILLYBOATER@BOAT.NET TYPE PW HULL PL

ZZN12345B987 PROP PW H.P 85 FUEL G
HULL IDENTIFICATION NUMBER

OWNER SIGNATURE Billy Boater FEES: Certificate \$ 30.50
Vendor 1.50

TOTAL \$ 31.50

ISSUE DATE 5/6/17 STICKER NUMBER B17-999999

VENDOR NUMBER 01-0018 VENDOR INITIALS CB

Three-Part Boat Certificate of Number Form

PLEASE PRINT CAREFULLY AND CLEARLY! IDPR MUST BE ABLE TO READ AND ENTER INFORMATION WRITTEN ON THE FORM TO UPDATE THE DATABASE.

ACTION

RENEWAL stickers are for vessels that have been registered in previous years by the current owner.

REPLACEMENT stickers (aka duplicates) are for a lost or destroyed sticker. Before you issue a new certificate of number and validation stickers, verify the boat is numbered for the current year. The owner may show you the certificate of number or you can call IDPR R&R. Once verified, complete a certificate of number form with the same boat information as the original.

CUSTOMER TYPE

DEALER certificates of number are designed for boat dealers or manufacturers who will be demonstrating a boat prior to sale. Boats owned by dealerships that are used for recreation do not qualify for dealer pricing. Some dealers may need more than one set of certificates of number and vessel numbers because they might be demonstrating several boats at a time. The vessel numbers and validation stickers are not to be permanently attached to the boat. (The best method we have heard of is to mount the vessel number and validation sticker on a piece of plastic and use nylon cable ties to attach it to a rail.)

EXEMPT certificates of number are used for government agencies, such as county sheriffs, Idaho Fish and Game, Forest Service and others, and are issued stickers with only the \$10 charge for the Protection Against Invasive Species Sticker.

NON-PROFIT certificates of number are used for organizations such as Girl Scout camps, Boy Scout camps, church camps, or other non-profit entities.

RECREATION TYPE

Boat

EXPIRATION DATE

All certificates of number for boats are valid for the calendar year.

REGISTRATION NUMBER

This is the vessel identification number that goes on the bow of the boat. If the owner does not have an Idaho vessel number, you must direct them to IDPR or the local DMV to obtain a certificate of number.

HULL IDENTIFICATION NUMBER (HIN)

This is where you enter the 12-digit alpha-numeric identifier found at the rear of the boat. It is very important to have this number accurate and complete. Emergency response or law enforcement

may need to identify the boat. Boats built before 1972 may not have a HIN. If the boat owner does not have a HIN, have the customer contact the Idaho Transportation Department at (208) 334-8663 to work with a motor vehicle investigator (MVI) for a hull identification number, vessel identification number, and certificate of number.

VALIDATION STICKER

This is the number on the stickers that you give to the customer as proof of purchase of the certificate of number. The customer can find instructions on how and where to affix the sticker on the back of the validation sticker.

YEAR-MAKE-MODEL-DESCRIPTION

Enter the year, make and model of the boat. In the description field, enter the primary color of the boat. This information will help provide a full description of this unique vessel. These are also critical for identifying ownership as well as reporting stolen vessels to law enforcement.

NAME, ADDRESS, PHONE NUMBER, AND SECONDARY OWNER NAME

Please carefully and legibly print the customer’s last name, first name, and middle initial—in that order. If there is a secondary owner listed on the title, list their name as well. Carefully and legibly print the customer’s full mailing address, zip code, and phone number. Collect the date of birth and driver’s license number for each owner. You may assure the customer that IDPR does not sell personal information. It is used only for official state business.

PRIMARY USE AREA

For the **PRIMARY USE AREA** and **SECONDARY USE AREA**, ask the owners which area they wish to designate their fees. Please refer them to the **MAJOR BODIES OF WATER MAP**. Enter the designation number. If the use area designation is left blank or completed with a number not listed on the map, the fees will still go into boating programs, but they will be distributed throughout the state rather than to a particular locale.

LENGTH

The length should be in feet only. For example; 15'6" will be 15', 15'11" will be 15'.

ENGINE DRIVE TYPE (ENG DR)

Write in the appropriate engine drive type:

Inboard	IN	Stern Drive	SD
Outboard	OB	Other	OT
Pod Drive	PD		

USE

Write in the appropriate use:

Pleasure	PL	Commercial Passenger Carrying	CP
Rent/Lease	RL	Commercial Fishing	CF
Dealer	DL	Charter Fishing	FH

Government	GV	Other Commercial Operations	CO
------------	----	-----------------------------	----

TYPE

Write in the appropriate type of vessel:

Open Boat	BO	Auxiliary Sail	AS
Cabin Boat	BC	Air Boat	AB
House Boat	BH	Inflatable Boat	IB
Personal Watercraft	PW	Other	OT
Pontoon	PB	Sail Only	SB

HULL

Write in the appropriate hull material:

Fiberglass	PL	Rubber/Vinyl/Canvas	RV
Plastic	PS	Wood	WD
Aluminum	AL	Other	OT
Steel	ST		

PROPULSION (PROP)

Write in the appropriate vessel propulsion type:

Propeller	PR	Air Thrust	AT
Sail	SA	Other	OT
Water Jet	WJ		

FUEL

Write in the appropriate fuel type:

Gasoline	G	Electric	E
Diesel	D	Other	O

HP

Write in the vessel’s maximum horsepower.

COMPLETE THE TRANSACTION

The owner should complete the **ATTESTATION STATEMENT** and sign the form for it to be valid. Give the set of stickers and the white original certificate of number form to the owner. Please notify the owner that the certificate of number must be on the vessel and available at all times for inspection. You must send the yellow copy to IDPR R&R with your monthly transmittal.

Boat or Other Vessel Fee Schedule

Boat or Vessel Length	New and Renewal Fee	Total with Vendor Fee
12 feet and under	\$30.00	\$31.50
13 feet	\$32.00	\$33.50
14 feet	\$34.00	\$35.50
15 feet	\$36.00	\$37.50
16 feet	\$38.00	\$39.50
17 feet	\$40.00	\$41.50
18 feet	\$42.00	\$43.50
19 feet	\$44.00	\$45.50
20 feet	\$46.00	\$47.50
21 feet	\$48.00	\$49.50
22 feet	\$50.00	\$51.50
23 feet	\$52.00	\$53.50
24 feet	\$54.00	\$55.50
25 feet	\$56.00	\$57.50
26 feet	\$58.00	\$59.50
27 feet	\$60.00	\$61.50
28 feet	\$62.00	\$63.50
29 feet	\$64.00	\$65.50
30 feet	\$66.00	\$67.50
Add for each additional foot of length	\$2.00	\$67.50 + additional footage

Other Boat Fees

BOAT TRANSFER FEE:	\$3.00
VENDOR FEE:	\$1.50
TOTAL FEE:	\$4.50

BOAT REPLACEMENT FEE:	\$3.00
VENDOR FEE:	\$1.50
TOTAL FEE:	\$4.50

BOAT NON-PROFIT FEE:	\$12.00
VENDOR FEE:	\$1.50
TOTAL FEE:	\$13.50

BOAT DEALER FEE:	\$23.00
VENDOR FEE:	\$1.50
TOTAL FEE:	\$24.50

BOAT EXEMPT FEE:	\$10.00
VENDOR FEE:	\$0
TOTAL FEE:	\$10.00

BOAT

Manufactured by Alexander Clark Printing - Boise, Idaho - (208) 322-0611



Idaho Department of Parks and Recreation
RECREATIONAL REGISTRATION

This form must be carried on the vessel herein described during operation

ACTION	CUSTOMER TYPE
<input checked="" type="checkbox"/> Renewal <input type="checkbox"/> Replacement	<input type="checkbox"/> Non-profit <input type="checkbox"/> Exempt <input type="checkbox"/> Dealer

12/31/17	ID 1234AB
Expiration Date	Registration Number
GLA5685J607	B17-443322
HIN	Validation Sticker #
2007 GLA 205	Red+White
Year Make Model	Description

AB1234Z	11/1/60	YZ6543A	3/6/59
Primary Drivers's License #	DOB	Secondary Driver's License #	DOB
Boater, Tom K		008555-9876	
Primary Owner Name (Last, First, MI)		Phone #	
321 Flood Ct		Anywhere	ID 83000
Mailing Address		City	State Zip
Boater, Debbie		()	
Secondary Owner Name (Last, First, MI)		Phone #	
Primary Use Area 28	Secondary Use Area 09		
Boat Information: ENG DR USE TYPE HULL PROP FUEL HP			
Length: 10 FT 08 PL B0 PL PR 6 190			

Attestation Statement: I verify that all owner and vehicle information listed on this certificate is correct, and that the hull identification number listed on this certificate matches the hull identification number on the vessel.

Applicant Must Sign To Be Valid

Date of Issue

Vendor ID #

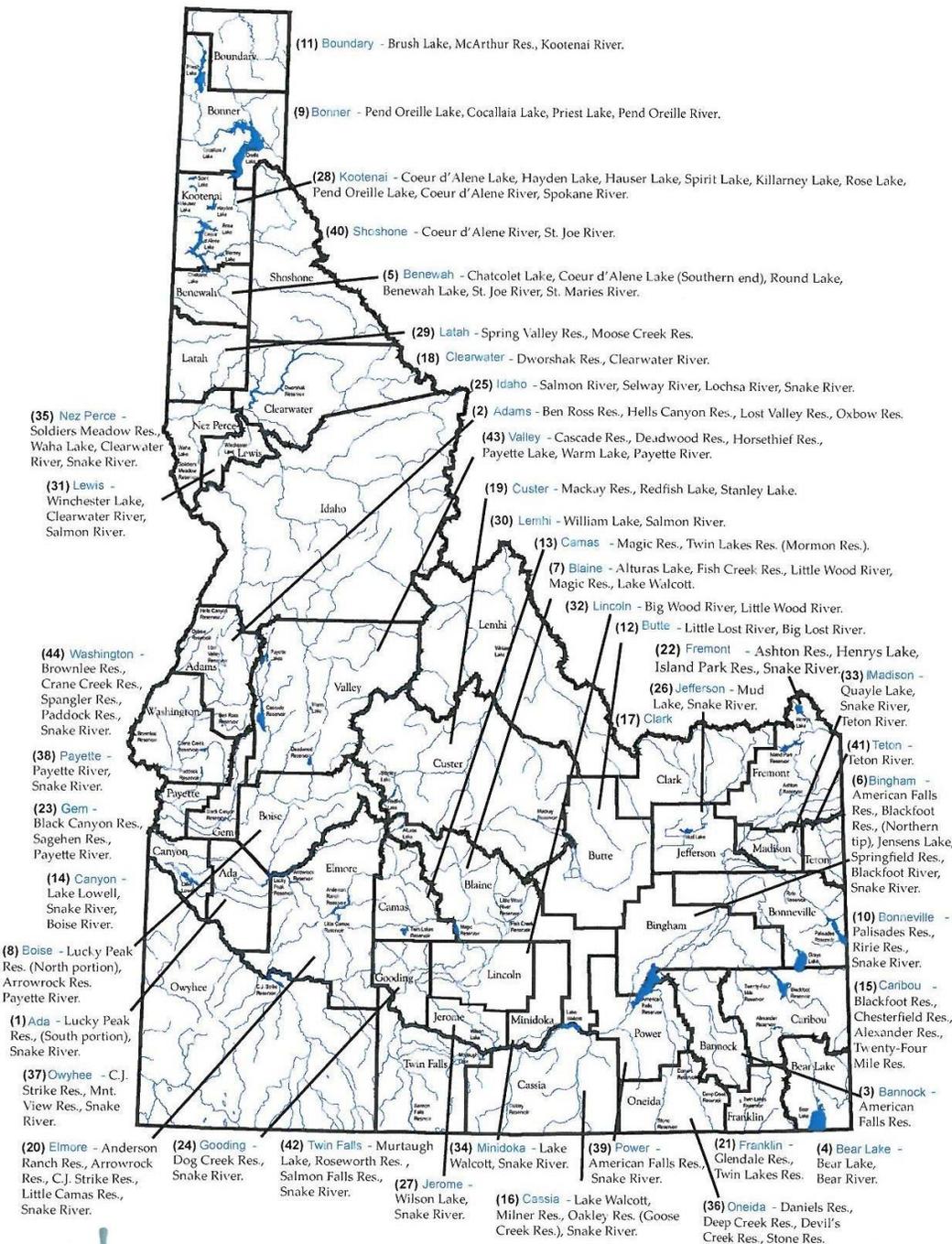
Agent Initials

FEES

Reg. Fee*:	\$ 42.00
Vendor Fee:	\$ 1.50
Total Fee:	\$ 43.50

* Includes \$10.00 for Idaho Protection Against Invasive Species Sticker.
Copy Distribution: WHITE - Owner, CANARY - Parks & Recreation, PINK - Vendor

Major Bodies of Water



Off-highway Vehicles

General Requirements

Any motorbike, all-terrain vehicle (ATV), utility-type vehicle (UTV), or specialty off-highway vehicle (SOHV) used off highways or on roads located on state or federal lands that are open for such use must have an Idaho off-highway vehicle (OHV) certificate of number and validation sticker. See transaction types below for definition of each vehicle type.



Non-residents riding in Idaho do not need an Idaho certificate of number if they are appropriately numbered or registered in their home state. However, if their home state does not have an OHV program or they have not purchased a certificate of number or registration in their home state, they must purchase a certificate of number in Idaho before operating within the state.

OHVs that are used exclusively on private land for agricultural use or used exclusively for snow removal purposes are excluded from purchasing a certificate of number.

Off-Highway Vehicle Fees

OHV FEE:	\$10.50
VENDOR FEE:	\$1.50
TOTAL FEE:	\$12.00
OHV TRANSFER FEE:	\$1.50
VENDOR FEE:	\$1.50
TOTAL FEE:	\$3.00
OHV REPLACEMENT FEE:	\$1.50
VENDOR FEE:	\$1.50
TOTAL FEE:	\$3.00
OHV EXEMPT FEE:	\$0
VENDOR FEE:	\$0
TOTAL FEE:	\$0

Validation Stickers

The same validation sticker is used for all types of OHV certificates of number, including motorbike, ATV, UTV, and SOHV.

Restricted Vehicle License Plates

If a motorbike, ATV, or UTV is operated on city, county, or highway district roads open to OHV travel, the vehicle must have a restricted vehicle license plate in addition to the OHV certificate of number and validation sticker.

Owners of motorbikes, ATVs, and UTVs will be able to purchase a restricted vehicle plate from a county motor vehicle assessor's office (DMV) for \$3. The plate is valid for seven years.

Motorbikes with a displacement of 50 cubic centimeters or less are exempt from purchasing the restricted vehicle license plate, but not from purchasing a certificate of number and properly displaying a validation sticker. SOHVs are exempt from the restricted plate.

Sticker Placement

The OHV validation sticker must be affixed to the vehicle or plate, visible, and kept legible at all times. On motorbikes (without a restricted vehicle plate), the validation sticker must be placed on the rider's right fork. On ATV, UTV, or SOHV (without a restricted vehicle plate), the validation stickers must be placed on the rear fender. On vehicles that have a restricted vehicle license plate, the sticker must be placed in the lower right corner of the plate.

Titling Requirements

If a customer purchased a motorbike or ATV since January 1, 1991 or purchased a UTV since July 1, 2006, the customer is required to title it in his or her name. If the customer purchased the vehicle before that date, the customer is strongly encouraged to title the vehicle, but is not required to do so.

Titling provides proof of ownership when the vehicle is sold. A certificate of number is not proof of ownership. Titling enhances the chance of recovery in the event the vehicle is stolen. Also, should the customer suffer loss of the vehicle, some insurance companies may not provide payoff if the vehicle is not titled in the customer's name.

A customer may apply for title at the local DMV. The customer will need to take any available ownership documents, including any signed title from the seller or manufacturer's certificate of origin. The owner will be required to pay any applicable sales tax.

Please direct any questions concerning the titling process to your local DMV or to the Idaho Transportation Department (ITD) Titles Section at 208-334-8663.

Off-highway Vehicle Mail Renewal Form

Page 40 depicts the mail renewal form for an off-highway motor vehicle certificate of number. IDPR mails renewal forms to all customers who purchased a certificate of number in the prior year. You are encouraged to use the renewal form that was mailed to the customer. The printed forms provide the necessary information and reduces the amount of handwritten information. **IF A CUSTOMER RECEIVED A RENEWAL FORM BUT DID NOT BRING IT WITH THEM, YOU MAY CALL**

IDPR R&R FOR THE INFORMATION AT 1-800-247-6332 MONDAY THROUGH FRIDAY 8:00 AM – 5:00 PM MOUNTAIN TIME.

PART A

PART A has the customer and OHV information, a space for the new sticker number and a space for the issue date. If the owner needs to make corrections, draw a single line through the information and write the corrections. Please be sure to fill in the **STICKER NUMBER** and **ISSUE DATE**. If this information is missing, IDPR has no way to identify what sticker number and issue date were assigned to the vehicle.

Send **PART A** to IDPR with your monthly transmittal. If you want to have a copy for your records, you will have to make one before you send the monthly transmittal.

PART B

Make any necessary corrections as noted above and fill in the **STICKER NUMBER** and **ISSUE DATE** (same as **PART A**). Fill in the space for the vendor number and your initials. The certificate of number is only valid if the following items are complete:

- Owner signature
- Issue date and sticker number
- Vendor number and initials

COMPLETE THE TRANSACTION

Give **PART B** to the customer as a valid certificate of number. Please notify the owner that the certificate of number must be on the vehicle and available at all times for inspection.

**OFF-HIGHWAY CERTIFICATE OF NUMBER PART A
MOTORBIKE/ATV/UTV/SOH**
(Submit this section with payment)

STICKER NUMBER

M16-024680

SAMPLE, SALLY	9999	43
NAME (LAST, FIRST, M.I.)	PIN	PRIMARY USE AREA (SEE BACK)
CO-OWNER (LAST, FIRST, M.I.)	2000	POLS SPRT500
1234 MAIN ST	YR	MAKE MODEL
ANYTOWN, ID 83000		
MAILING ADDRESS	9XBBC25A4V999999	SERIAL NUMBER
208-555-5555		
PHONE NUMBER	EMAIL ADDRESS	

MOTORBIKE
 ATV
 UTV
 SPECIALTY
 SOLD
 DESTROYED

ATTESTATION STATEMENT
 I verify that all owner and vehicle information listed on this certificate is correct.

INSTRUCTIONS

1. Review information on Parts A and B. If ownership has changed, contact your County DMV. An Idaho Title and bill of sale are required.
2. If corrections are necessary, draw a single line through the incorrect information and write in the corrections.
3. Verify your use area selection. Refer to FIRM/MAHY USE AREAS list on back for USE CODES. This designation determines where the fees will be sent. The area shown is your last year designation.

ISSUE DATE

6/12/17

FEES: Certificate* \$ 10.50
 Vendor 1.50

TOTAL \$ 12.00

* Includes \$1.00 for Idaho Department of Lands and \$1.00 for law enforcement

▼ DETACH HERE ▼

TO RENEW BY MAIL: send PART A with your check to Department of Parks and Recreation, Registration Section, PO Box 63720, Boise, ID 83720-0665.
 TO RENEW ONLINE: go to www.parksandrec.idaho.gov click on REGISTRATIONS & PERMITS and use the personal identification number (PIN) identified above.
 TO RENEW AT A VENDOR OR COUNTY DMV: take the entire form with you. The vendor can validate the form, collect the appropriate fee, and issue your stickers.
 If you have any questions about your renewal, please contact the Department of Parks and Recreation, Registration Section at 1-800-247-6332.

▼ DETACH HERE ▼

**OFF-HIGHWAY CERTIFICATE OF NUMBER PART B
MOTORBIKE/ATV/UTV/SOH**

SAMPLE, SALLY		43
NAME (LAST, FIRST, M.I.)		PRIMARY USE AREA (SEE BACK)
CO-OWNER (LAST, FIRST, M.I.)	2000	POLS SPRT500
1234 MAIN ST	YR	MAKE MODEL
ANYTOWN, ID 83000		
MAILING ADDRESS	9XBBC25A4V999999	SERIAL NUMBER
208-555-5555		
PHONE NUMBER	EMAIL ADDRESS	

OWNER SIGNATURE Sally Sample

FEES: Certificate* \$ 10.50
 Vendor 1.50

ISSUE DATE 6/12/17 STICKER NUMBER M17-024680

TOTAL \$ 12.00

* Includes \$1.00 for Idaho Department of Lands and \$1.00 for law enforcement

VENDOR NUMBER 10-0111 VENDOR INITIALS ca

Three-Part Off-highway Vehicle Certificate of Number Form

PLEASE PRINT CAREFULLY AND CLEARLY! IDPR MUST BE ABLE TO READ AND ENTER INFORMATION WRITTEN ON THE FORM TO UPDATE THE DATABASE.

ACTION

We encourage vendors to use the renewal form mailed to the customer. However, if the customer does not provide one, you may use the three-part OHV certificate of number form. Please remember the customer will be required to provide proof of ownership such as a title or bill of sale. If the machine is a renewal and the owner cannot provide ownership information, please call IDPR R&R so we can provide you with the customer information. If the machine has never been numbered in Idaho, mark the **NEW** box on the action portion of the three-part form. If the machine has been previously numbered in Idaho, mark the **RENEWAL** box on the action portion.

A **TRANSFER** is required when a motorbike, ATV, UTV, or SOHV that is numbered for the current year is sold, and the new owner needs to transfer the certificate of number into their name. All transfers of ownership require a transfer of title. The buyer should complete the bill of sale and preferably the transfer section on the back of the certificate of number. The title transfer may only be done at the DMV. The owner is required to provide a bill of sale or other proof of ownership. On the certificate of number, you may only change the owner information. The sticker number must remain the same. **DO NOT ISSUE A NEW STICKER.**

A **REPLACEMENT** is for a sticker that is lost or destroyed. Before you issue a replacement validation sticker and a certificate of number, make sure the machine is numbered for the current year. The owner may show you the certificate of number, or you may call IDPR for confirmation. Once verified, complete a certificate of number form with the same information as the original.

An **EXEMPT** certificate of number is for vehicles operated by law enforcement or government agencies.

TYPE

MOTORBIKE means any self-propelled two-wheeled motorcycle or motor-driven cycle, excluding tractor, designed for or capable of traveling off of developed roadways and highways and also referred to as trailbikes, enduro bikes, trials bikes, motocross bikes, or dual purpose motorcycles.

ALL-TERRAIN VEHICLE (ATV) means any recreation vehicle with three or more tires, less than 900 pounds, and 50 inches or less in width, having a wheelbase of 61 inches or less, has handlebar steering, and a seat designed to be straddled by the operator.

UTILITY-TYPE VEHICLE (UTV) means any recreational vehicle with four or more tires, weighing 900 to 2,000 pounds, width of 50 inches to 74 inches, a maximum wheelbase of 110 inches, and a steering wheel. Utility-type vehicle does not include golf carts, vehicles specially designed to carry a disabled person, implements of husbandry as defined in Idaho Code Section 49-110(2), or

vehicles otherwise registered under Idaho Code Title 49. A utility-type vehicle also means a recreational off-highway vehicle (ROV).

SPECIALTY OFF-HIGHWAY VEHICLE (SOHV) means any vehicle manufactured, designed, or constructed exclusively for off-highway operation that does not fit the definition of an all-terrain vehicle, utility-type vehicle, or motorbike as defined in this section.

EXPIRATION DATE

All certificates of number for OHV are valid for the calendar year.

VALIDATION STICKER NUMBER

This is the number on the sticker that you give to the customer as proof of purchase of the certificate of number.

VEHICLE IDENTIFICATION NUMBER (VIN)

This is the vehicle’s serial number. **IT IS VERY IMPORTANT TO HAVE THIS NUMBER CORRECT.** Please check the vehicle for accuracy and list the complete number. This number may be used to identify a stolen vehicle. Emergency response and law enforcement also use this number for identification.

PRIMARY USE AREA

Enter the two-digit code in the following table for the county the customer chooses as the primary use area. This designation will be used as part of the formula for distributing the \$1 for OHV law enforcement activities. See also the **OHV LAW ENFORCEMENT DESIGNATION LOCATIONS MAP.**

01 Ada	10 Bonneville	19 Custer	28 Kootenai	37 Owyhee
02 Adams	11 Boundary	20 Elmore	29 Latah	38 Payette
03 Bannock	12 Butte	21 Franklin	30 Lemhi	39 Power
04 Bear Lake	13 Camas	22 Fremont	31 Lewis	40 Shoshone
05 Benewah	14 Canyon	23 Gem	32 Lincoln	41 Teton
06 Bingham	15 Caribou	24 Gooding	33 Madison	42 Twin Falls
07 Blaine	16 Cassia	25 Idaho	34 Minidoka	43 Valley
08 Boise	17 Clark	26 Jefferson	35 Nez Perce	44 Washington
09 Bonner	18 Clearwater	27 Jerome	36 Oneida	

YEAR-MAKE-MODEL-DESCRIPTION

Enter the year, make, and model of the vehicle. In the description field, note the primary color of the machine. This information will add to a full description of this unique machine. These are also very important for identifying ownership as well as reporting stolen machines.

NAME, ADDRESS, PHONE NUMBER, SECONDARY OWNER NAME

Please carefully and legibly print the customer’s last name, first name, and middle initial—in that order. If there is a secondary owner listed on the title, list their name as well. Carefully and legibly

print the customer's full mailing address, zip code, and phone number. Collect the date of birth and driver's license number for each owner. You may assure the customer that IDPR does not sell personal information. It is used only for official state business.

DATE OF ISSUE

The date of the sale.

VENDOR ID NUMBER

Your assigned number.

AGENT INITIALS

Your initials.

MOTORBIKE, ATV, UTV & SPECIALTY



Idaho Department of Parks and Recreation
RECREATIONAL REGISTRATION

This form must be carried on the off-highway vehicle
herein described during operation

ACTION		TYPE		
<input checked="" type="checkbox"/> New	<input type="checkbox"/> Replacement	<input type="checkbox"/> Off-Highway Motorbike		
<input type="checkbox"/> Renewal	<input type="checkbox"/> Sticker	<input checked="" type="checkbox"/> ATV	<input type="checkbox"/> UTV	
<input type="checkbox"/> Transfer	<input type="checkbox"/> Exempt	<input type="checkbox"/> Specialty Off-Highway Vehicle		

<u>12/31/17</u>	<u>m17-987654</u>
Expiration Date	Validation Sticker #
<u>1HETE210084742039</u>	<u>2008 Honda TRX250</u>
VIN	Year Make Model
<u>Red</u>	<u>14</u>
Description	Primary Use Area County

<u>AB4321D</u>	<u>9/15/84</u>	<u>AB9999D</u>	<u>6/1/60</u>
Primary Driver's License #	DOB	Secondary Driver's License #	DOB
<u>Biker, Tom F.</u>		<u>(208) 123-4567</u>	
Primary Owner Name (Last, First, MI)		Phone #	
<u>999 Fast Ln</u>	<u>Anywhere</u>	<u>ID</u>	<u>83000</u>
Mailing Address	City	State	Zip
<u>Biker, Sally J</u>		<u>()</u>	
Secondary Owner Name (Last, First, MI)		Phone #	

Attestation Statement: I verify that all owner and vehicle information listed on this certificate is correct.

Sally J Biker
Applicant Must Sign To Be Valid

<u>3 / 18 / 17</u>	Date of Issue
<u>01-0123</u>	Vendor ID #
<u>CA</u>	Agent Initials

FEES	
Reg. Fee*:	\$ <u>10.50</u>
Vendor Fee:	\$ <u>1.50</u>
Total Fee:	\$ <u>12.00</u>

* Includes \$1.00 for Idaho Department of Land and \$1.00 for law enforcement.
Copy Distribution: WHITE - Owner, CANARY - Parks & Recreation, PINK - Vendor

MOTORBIKE, ATV, UTV & SPECIALTY



Idaho Department of Parks and Recreation
RECREATIONAL REGISTRATION

This form must be carried on the off-highway vehicle herein described during operation

ACTION		TYPE		
<input type="checkbox"/> New	<input checked="" type="checkbox"/> Replacement	<input type="checkbox"/> Off-Highway Motorbike		
<input type="checkbox"/> Renewal	<input type="checkbox"/> Sticker	<input type="checkbox"/> ATV	<input checked="" type="checkbox"/> UTV	
<input type="checkbox"/> Transfer	<input type="checkbox"/> Exempt	<input type="checkbox"/> Specialty Off-Highway Vehicle		

<u>12/31/17</u>	<u>M17-015432</u>		
Expiration Date	Validation Sticker #		
<u>4XARH68A383788422</u>	<u>2008</u>	<u>pols</u>	<u>Ranger</u>
VIN	Year	Make	Model
<u>Camo</u>	<u>10</u>		
Description	Primary Use Area County		

<u>AB1111D</u>	<u>3/1/76</u>	<u>AB1234D</u>	<u>1/29/77</u>
Primary Driver's License #	DOB	Secondary Driver's License #	DOB
<u>Laststicker, Kurt E</u>		<u>(208) 432-4321</u>	
Primary Owner Name (Last, First, MI)		Phone #	
<u>123 Missing Ave</u>	<u>Somewhere</u>	<u>ID</u>	<u>83000</u>
Mailing Address	City	State	Zip
<u>Laststicker, Mary A.</u>		<u>()</u>	
Secondary Owner Name (Last, First, MI)		Phone #	

Attestation Statement: I verify that all owner and vehicle information listed on this certificate is correct.

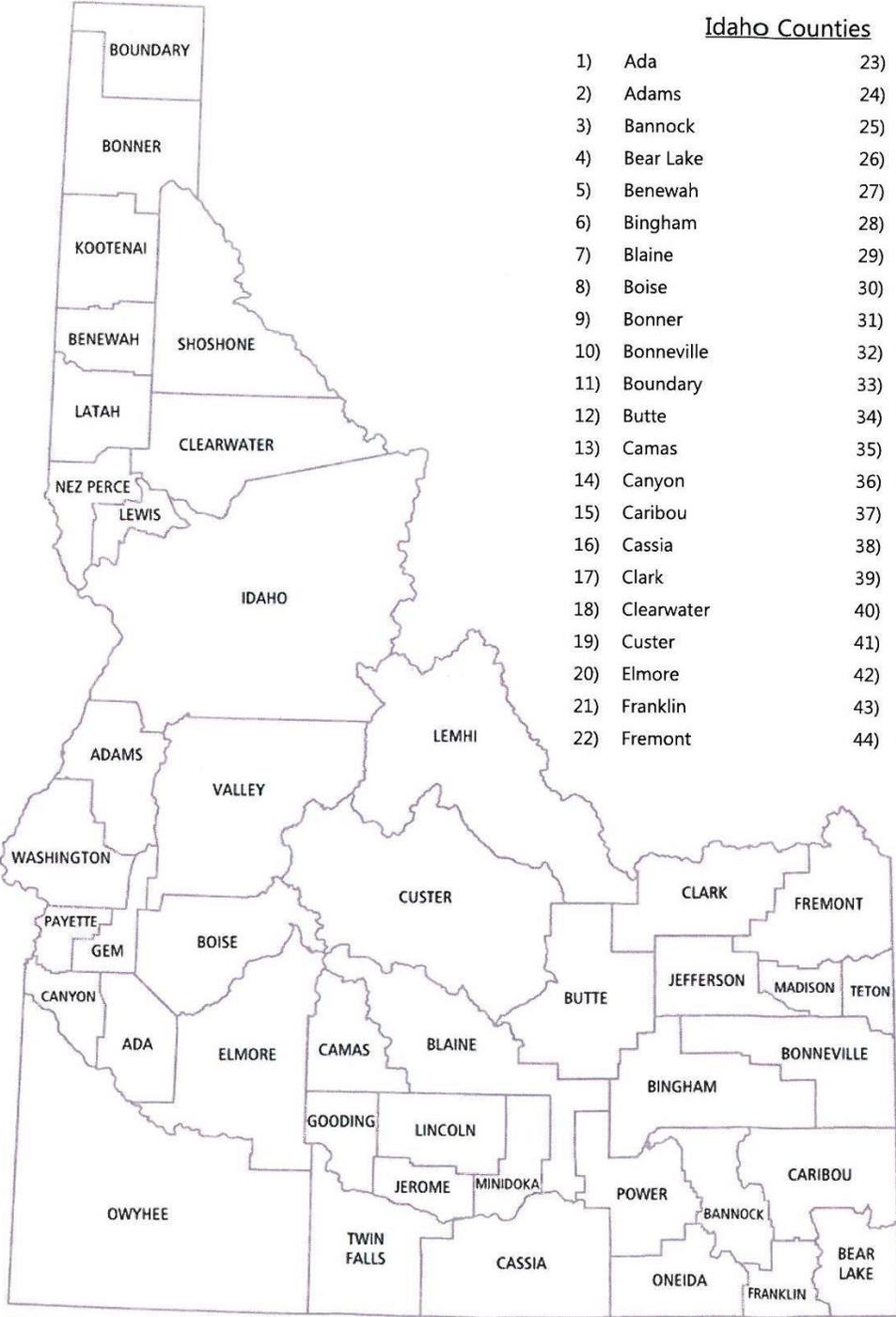
Kurt E. Laststicker
Applicant Must Sign To Be Valid

<u>6/1/17</u>
Date of Issue
<u>10-0321</u>
Vendor ID #
<u>CA</u>
Agent Initials

FEES	
Reg. Fee*:	\$ <u>1.50</u>
Vendor Fee:	\$ <u>1.50</u>
Total Fee:	\$ <u>3.00</u>

* Includes \$1.00 for Idaho Department of Land and \$1.00 for law enforcement.
Copy Distribution: WHITE - Owner, CANARY - Parks & Recreation, PINK - Vendor

OHV Law Enforcement Designation Locations



Idaho Counties

- 1) Ada
- 2) Adams
- 3) Bannock
- 4) Bear Lake
- 5) Benewah
- 6) Bingham
- 7) Blaine
- 8) Boise
- 9) Bonner
- 10) Bonneville
- 11) Boundary
- 12) Butte
- 13) Camas
- 14) Canyon
- 15) Caribou
- 16) Cassia
- 17) Clark
- 18) Clearwater
- 19) Custer
- 20) Elmore
- 21) Franklin
- 22) Fremont
- 23) Gem
- 24) Gooding
- 25) Idaho
- 26) Jefferson
- 27) Jerome
- 28) Kootenai
- 29) Latah
- 30) Lemhi
- 31) Lewis
- 32) Lincoln
- 33) Madison
- 34) Minidoka
- 35) Nez Perce
- 36) Oneida
- 37) Owyhee
- 38) Payette
- 39) Power
- 40) Shoshone
- 41) Teton
- 42) Twin Falls
- 43) Valley
- 44) Washington

MONTHLY TRANSMITTALS

You must complete a transmittal and send money to IDPR once a month. The transmittal must document all sales of that month. Send in a **NO SALES CARD** to IDPR only if you do not make any sales of any registration type during the month. The transmittal or card must reach IDPR by the 15th of the following month. IDPR will not send additional stickers until monthly transmittals are current.



Fill in your **VENDOR NUMBER**, (for example 01-0123) and your **VENDOR NAME**. The **REPORTING PERIOD** is the month in which sales were made.

Organize all of the **PART A** forms (from mail renewals) and **YELLOW COPIES** (from the three-part forms) in validation sticker number order and list the beginning and ending numbers of each continuous group in the **SERIES**. If for some reason there is a gap in the sequence, list the groups separately and tell us as best you can what happened to the missing stickers. IDPR will make the necessary adjustments to your inventory. While you are looking at the **PART A** forms and the **YELLOW COPIES**, verify there is a sticker number on each form and confirm each form is completed correctly and legibly.

COUNT THE TRANSACTIONS. Simply subtracting the beginning number from the ending number doesn't work! For example:

0130	There are actually five stickers:
— 0126	126, 127, 128, 129, 130
= 4	

Enter the **NUMBER ISSUED** and the total **\$ AMOUNT** collected for that series in the right hand columns and bring down the totals. Include the vendor fee in all the transactions, except exempt stickers.

Then, bring down the **TOTAL AMOUNT COLLECTED**. Calculate the total amount of vendor fees collected. Subtract the total amount in the **LESS VENDOR FEE** field and send one check for the **AMOUNT TO REMIT**. Once again, do not subtract a vendor fee for exempt transactions.

If you need more stickers, forms, posters, maps, or other supplies, please go to <https://parksandrecreation.idaho.gov/registration-renewals-permits-passes> and select the Vendor Supply Order Form. Please do not request items on your transmittal.

STATE OF IDAHO
SNOWMOBILE REGISTRATION TRANSMITTAL

E-mail: reghelpline@idpr.idaho.gov



VENDOR#: 01-0234 VENDOR NAME: Joe's Snowmobile Sales
REPORTING PERIOD: 01-01-13 TO 01-31-13

RESIDENT VALIDATION STICKERS ISSUED:		#Issued	\$ Amount
Series <u>S13-01567</u>	thru <u>S13-01571</u>	<u>5</u>	\$ <u>162.50</u>
Series <u>S13-01573</u>	thru _____	<u>1</u>	\$ <u>32.50</u>
Series _____	thru _____	_____	\$ _____

NON-RESIDENT VALIDATION STICKERS ISSUED:		#Issued	\$ Amount
Series <u>N13-01234</u>	thru <u>N13-01240</u>	<u>7</u>	\$ <u>227.50</u>
Series _____	thru _____	_____	\$ _____

RENTAL VALIDATION STICKERS ISSUED:		#Issued	\$ Amount
Series <u>R13-05678</u>	thru <u>R13-05683</u>	<u>6</u>	\$ <u>375.00</u>
Series _____	thru _____	_____	\$ _____

TRANSFERS, REPLACEMENTS, EXEMPTS, VOIDS:		#Issued	\$ Amount
<u>S13-01566 (duplicate)</u>		<u>1</u>	\$ <u>4.50</u>
_____		_____	\$ _____

TOTALS 20 \$ 802.00

TOTAL AMOUNT COLLECTED	\$ <u>802.00</u>
LESS VENDOR FEE (# ISSUED x \$1.50)	\$ <u>30.00</u>
AMOUNT TO REMIT	\$ <u>772.00</u>

DATE 2-4-13 PREPARED BY Joe Snow
WHITE COPY - Idaho Department of Parks & Recreation (with registrations) YELLOW COPY - Retain for your files

STATE OF IDAHO

PARK N' SKI REGISTRATION RECEIPT TRANSMITTAL



E-mail: reghelpline@idpr.idaho.gov

VENDOR #: 01-0123 VENDOR NAME: Cross Country Heaven PREPARED BY: ANC
 REPORTING PERIOD: 01-01-13 TO 01-31-13 DATE: 02-07-13

I. ANNUAL PARK N' SKI STICKERS:

Series	thru	# Issued	\$ Amount
Series <u>113-3116</u>	thru <u>113-382</u>	<u>7</u>	<u>\$ 145.00</u>
Series <u>113-384</u>	thru <u>113-384</u>	<u>3</u>	<u>\$ 75.00</u>
Series _____	thru _____		\$ _____
Series _____	thru _____		\$ _____
TOTALS	<u>10</u>		<u>\$ 250.00</u>

II. TEMPORARY PARK N' SKI TAGS:

Series	thru	# Issued	\$ Amount
Series <u>113-120</u>	thru <u>113-122</u>	<u>3</u>	<u>\$ 22.50</u>
Series <u>113-124</u>	thru _____	<u>1</u>	<u>\$ 7.50</u>
Series _____	thru _____		\$ _____
Series _____	thru _____		\$ _____
TOTALS	<u>4</u>		<u>\$ 30.00</u>

TOTAL AMOUNT COLLECTED \$ 250.00
 LESS VENDOR FEE (-) 10.00
 (# ISSUED x \$1.00)
 AMOUNT TO REMIT \$ 240.00
 ANNUAL STICKERS

TOTAL AMOUNT COLLECTED \$ 30.00
 LESS VENDOR FEE (-) 4.00
 (# ISSUED x \$1.00)
 AMOUNT TO REMIT \$ 26.00
 TEMPORARY TAGS

TOTAL REMITTED \$ 266.00

WHITE COPY - Idaho Department of Parks & Recreation (with registrations)
 YELLOW COPY - Retain for your files

STATE OF IDAHO
BOAT REGISTRATION TRANSMITTAL
E-mail: reghelpline@idpr.idaho.gov



VENDOR#: 04-0123 VENDOR NAME: Bob's Boats
REPORTING PERIOD: 01-01-13 TO 01-31-13

REGISTRATION NUMBERS ISSUED: # Issued
Series ID1234AS thru ID1235AS 2
Series _____ thru _____

VALIDATION STICKERS ISSUED: #Issued \$ Amount
Series B13-53180 thru B13-53186 7 \$ 254.50
Series _____ thru _____ \$ _____
Series _____ thru _____ \$ _____
Series _____ thru _____ \$ _____

TRANSFERS, REPLACEMENTS, EXEMPTS, VOIDS:
B13-53179 (Replacement) 1 \$ 4.50

TOTALS 8 \$ 259.00

TOTAL AMOUNT COLLECTED \$ 259.00
LESS VENDOR FEE \$ 12.00
(# ISSUED x \$1.50)
AMOUNT TO REMIT \$ 247.00

DATE 2/6/13 PREPARED BY Bob Boats

WHITE COPY - Idaho Department of Parks & Recreation (with registrations)
YELLOW COPY - Retain for your files

STATE OF IDAHO

IDAHO INVASIVE SPECIES TRANSMITTAL

E-mail: reghelpline@idpr.idaho.gov



VENDOR#: 02-0234 VENDOR NAME: Vikki Vendor Boat Shop
REPORTING PERIOD: 7-1-13 TO 7-31-13

Table with 3 columns: Invasive Species - Non-Motorized, #Issued, \$ Amount. Row 1: G13-0001 thru G13-0005, 5, \$35.00

Table with 3 columns: Invasive Species - Not Registered in Idaho, #Issued, \$ Amount. Row 1: A13-0010 thru A13-0016, 7, \$154.00

Table with 3 columns: Invasive Species - Replacements or Voids, #Issued, \$ Amount. Row 1: A13-0017 (Replacement), 1, \$3.00

TOTALS 13 \$192.00

TOTAL AMOUNT COLLECTED \$192.00

LESS VENDOR FEE (# ISSUED x \$1.50) \$19.50

AMOUNT TO REMIT \$172.50

DATE 8/3/13 PREPARED BY Vikki Vendor

WHITE COPY - Idaho Department of Parks & Recreation (with registrations) YELLOW COPY - Retain for your files

STATE OF IDAHO

MOTORBIKE/ATV/SOH & UTV REGISTRATION TRANSMITTAL



E-mail: reghelpline@idpr.idaho.gov

VENDOR#: 01-0678 VENDOR NAME: Joe's Cycle Shop
REPORTING PERIOD: 1-1-13 TO 1-31-13

Table with 4 columns: Validation Stickers Issued (Series), #Issued, and \$ Amount. Includes entries for series M13-005667 and M13-005675.

Table with 4 columns: Transfers, Replacements, Exempts, voids (Description), #Issued, and \$ Amount. Includes entries for M13-005674 (Duplicate) and M13-010203 (Transfer).

TOTALS 13 \$ 138.00
TOTAL AMOUNT COLLECTED \$ 138.00
LESS VENDOR FEE (# ISSUED x \$1.50) \$ 19.50
AMOUNT TO REMIT \$ 118.50

DATE 2/2/13 PREPARED BY Joe Cycle

WHITE COPY - Idaho Department of Parks & Recreation (with registrations)
YELLOW COPY - Retain for your files

