

## Vendors - How to Transfer a Boat Registration

From your sidebar, access VEHICLE REGISTRATIONS. Search for the Customer using: first name, last name, business name, address, etc. \*\*Searching by phone number and email address coming soon. You can also search by: HIN, Registration Number. Select SEARCH.



Rebecca IdahoParksRec  
Vendor Staff

- Invoices
- Vehicle Registrations
- Accounting
- Administration

### Vehicle Registrations

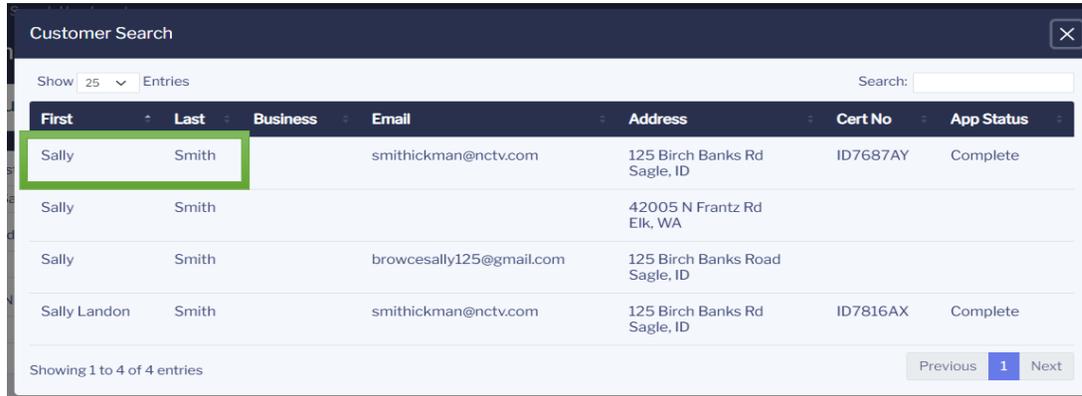
Customer Search Clear Create Customer Search

First Name	Last Name	Business Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	City	State / Province
<input type="text"/>	<input type="text"/>	State <input type="text"/>
HIN	Registration Number	Sticker Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Vendors - How to Transfer a Boat Registration

If the customer has a common name, a list will populate to choose from. Ensure you are selecting the correct customer. Customers may have duplicate profiles with Boat records in both, or either. If you don't find the boat in the first profile, research and try the other profile(s). \*\*Duplicate profiles will be cleaned up soon!

Select Customer.

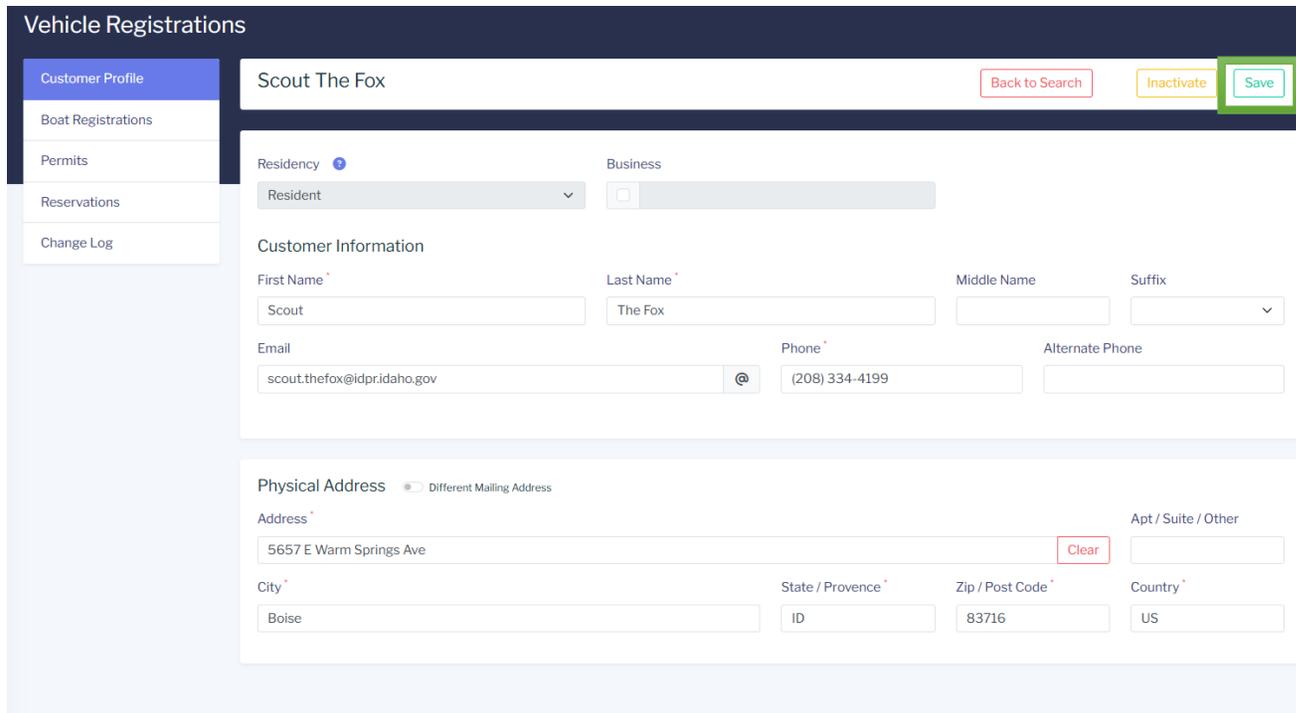


First	Last	Business	Email	Address	Cert No	App Status
Sally	Smith		smithickman@nctv.com	125 Birch Banks Rd Sagle, ID	ID7687AY	Complete
Sally	Smith			42005 N Frantz Rd Elk, WA		
Sally	Smith		browcesally125@gmail.com	125 Birch Banks Road Sagle, ID		
Sally Landon	Smith		smithickman@nctv.com	125 Birch Banks Rd Sagle, ID	ID7816AX	Complete

Showing 1 to 4 of 4 entries

Previous 1 Next

Update any profile information needed and select SAVE.



Vehicle Registrations

Customer Profile | Boat Registrations | Permits | Reservations | Change Log

Scout The Fox [Back to Search](#) [Inactivate](#) [Save](#)

Residency <sup>i</sup> Business

Resident

Customer Information

First Name \* Last Name \* Middle Name Suffix

Scout The Fox

Email Phone \* Alternate Phone

scout.thefox@idpr.idaho.gov (208) 334-4199

Physical Address  Different Mailing Address

Address \* Apt / Suite / Other

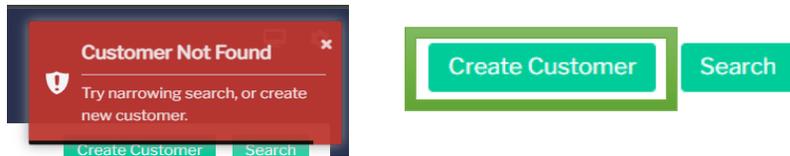
5657 E Warm Springs Ave [Clear](#)

City \* State / Province \* Zip / Post Code \* Country \*

Boise ID 83716 US

## Vendors - How to Transfer a Boat Registration

If the customer does not have a profile in the system, select CREATE CUSTOMER.



The following fields are required: First Name, Last Name, Phone, and Physical Address. If the customer has an alternate Mailing Address, check the box and enter. PLEASE COLLECT EMAIL ADDRESS FROM CUSTOMER – WITHOUT AN EMAIL ON FILE, CUSTOMERS WILL NOT BE ABLE TO RECEIVE: RECEIPTS, TEMPORARY DOCUMENTS, RENEWAL REMINDERS, ETC. To include a Business Name, check the box and enter. Residency will be auto-selected based off the address. Select CREATE CUSTOMER.

New Customer [Back to Search](#) [Save Changes](#)

Residency <sup>?</sup> Business <sup>+</sup>

Select Current Residency Status →  Idaho Parks and Recreation

Customer Information

First Name  Last Name  Middle Name  Suffix

Email  @ Phone <sup>+</sup>  Alternate Phone

Physical Address  Different Mailing Address ←

Address <sup>+</sup>  USPS Verified Deliverable Address  USPS Verified Deliverable Address Apt / Suite / Other

[Clear](#)

City <sup>+</sup>  State / Province <sup>+</sup>  Zip / Post Code <sup>+</sup>  Country <sup>+</sup>

Mailing Address

Address  Apt / Suite / Other

[Clear](#)

City  State / Province  Zip / Post Code  Country

## Vendors - How to Transfer a Boat Registration

Select BOAT REGISTRATIONS, then NEW REGISTRATION.

Vehicle Registrations

Customer Profile Scout The Fox New Registration

Boat Registrations

Permits

Show  Entries Search:

ID	No.	Date	Expiration	Type	Vehicle Information
No data available in table					

Showing 0 to 0 of 0 entries Previous Next

Enter the **Hull Identification Number (HIN)**, and existing Idaho **Registration Number** (bow number).

**DO NOT USE THE NO HIN TOGGLE** – For boats older than 1972 that do not have a HIN, enter NONE in the HIN field.

**DO NOT ENTER ANYTHING INTO USCG DOCUMENT NUMBER** – Idaho does not register USCG Documented Vessels.

If the Customer does not have BOTH the HIN & Registration Number, you can enter just the Registration Number and the system should find the correct record. **DO NOT JUST ENTER THE HIN** - leaving the Registration Number field blank will generate a new Idaho Registration Number for the boat.

## Vendors - How to Transfer a Boat Registration

Select START APPLICATION.

### Vehicle Registrations

Start Your Registration Application Here Exit Registration Start Application

To begin the registration application, please enter the vessels / boats Hull Identification Number (HIN) AND the Registration Number (if the vessel / boat has been previously registered in the state of Idaho) and click Start Application.

If the vessel does not have a Registration Number, enter only the Hull Identification Number.

If you do not have the HIN or ID Registration Number, click the "No HIN / HIN Unavailable" checkbox

No HIN / HIN Unavailable

Hull Identification Number (HIN):

Registration Number:

United States Coast Guard (USCG) Document Number:

Transaction Type: (Required)

**What is a Hull Identification Number (HIN)?**  
The Hull Identification Number (HIN) is a 12 or 14 character serial number that uniquely identifies a boat. The HIN is analogous to a VIN on a car. All boats manufactured or imported on or after November 1, 1972, must bear a HIN, and this HIN must be identified during the boat registration process. Vessels manufactured or imported before 1972 are EXEMPT because they often do not have a HIN.

**What is a Registration Number?**  
This is displayed on the front of the boat on both sides: ID####AA

Now you will navigate through the tabs at the top of the page.

**Ownership Details** – This should be blank, unless a Co-Owner has been added to the boat. To add a Co-Owner, select ADD CO-OWNER. Enter in the Customer's information and select SAVE & CONTINUE before moving on to the next tab.

### Vehicle Registrations

Registration Exit Registration Cancel Application Add Co-Owner

Ownership Details | Vessel / Boat Information | Seller Information | Review & Submit

Search:

CustomerID	First	Last Name	DOB
No data available in table			

Showing 0 to 0 of 0 entries

## Vendors - How to Transfer a Boat Registration

Vehicle Registrations

New Co-Owner Exit Registration Cancel Application Cancel Save & Continue

Ownership Details **Vessel / Boat Information** Seller Information Review & Submit

Residency <sup>\*</sup> ?  Business

Co-Owner Information

First Name <sup>\*</sup>  Last Name <sup>\*</sup>  Middle Name  Suffix

Email <sup>\*</sup>  @ Phone  Alternate Phone

Physical Address  Different Mailing Address

Address <sup>\*</sup> ✓ USPS Verified Deliverable Address  Clear Apt / Suite / Other

City <sup>\*</sup>  State / Province <sup>\*</sup>  Zip / Post Code <sup>\*</sup>  Country <sup>\*</sup>

**Vessel / Boat Information** – This information should be filled in already (except for Primary and Secondary Use Areas), since the record already exists in the system. IF THIS INFORMATION IS BLANK, SELECT CANCEL APPLICATION AND START OVER – ENSURE YOU ENTERED THE HIN AND REGISTRATION NUMBER CORRECTLY.

Confirm all information is accurate and select the customer's Primary & Secondary Use Areas, then select SAVE & CONTINUE before moving on to the next tab.

# Vendors - How to Transfer a Boat Registration

## Vehicle Registrations

### Registration

Exit Registration

Cancel Application

Save & Continue

Ownership Details

Vessel / Boat Information

Seller Information

Review & Submit

Hull ID Number (HIN)

HDE12345D525

HIN Status

Not Questionable

Vessel Age \*

Used Boat

No valid HIN. A new one will be assigned.

Registration No.

ID6592ZE

USCG Documentation No.

Title State

Select State

Title Number

### Vessel Description

Manufacturer / Make \*

HYDE DRIFT BOATS

Model \*

SCOUT SCOOTER

Model Year \*

2025

Year Built \*

2025

Length \*

14

ft

6

in

Max Horsepower \*

150

### USCG Standard Descriptions

Boat Type \*

Open Motorboat

Color (Primary) \*

Pink

Color (Secondary) \*

Camo

Engine Drive \*

Outboard

Fuel Type \*

Gas

Hull Material \*

Aluminum

Propulsion Type \*

Propeller

Use Area (Primary) \*

Select One

Use Area (Secondary) \*

Select One

Use Type \*

Pleasure

Description (100 char max.)

## Vendors - How to Transfer a Boat Registration

**Seller Information** – This section will show the previous customer who registered this boat. You DO NOT need to do anything with this section.

Vehicle Registrations

Registration Exit Registration Cancel Application Clear Seller Info Save & Continue

Ownership Details Vessel / Boat Information **Seller Information** Review & Submit

Is Seller a Business?

First Name: Scout Last Name: The Fox Middle Name: Phone: (208) 334-4199

Address: 5657 E Warm Springs Ave Clear Apt / Suite / Other:

City: Boise State / Province: ID Zip / Post Code: 83716

Date Purchased: 07/31/2025 State Purchased From: Idaho Previous Out of State Registration Num.:

**Review & Submit** – Review that the boat record is accurate. To make any edits, go back to the Vessel/Boat Information tab. Have the Customer agree to the attestation statement (only applicable for new boats and transfers) and check the box. \*\*The check box is hard to see.

Vehicle Registrations

Registration Exit Registration Cancel Application Manage Application

Ownership Details Vessel / Boat Information Seller Information **Review & Submit**

Submitting the Application

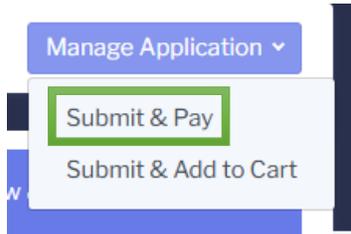
Before you submit this application, make certain the information below is correct and complete to the best of your knowledge.

~~I authorize that I am making these purchases using my personal sign in credentials for my account on the Idaho Department of Parks and Recreation website.~~

I attest that the individual named on this certificate of number is the owner of the vehicle/vessel as defined by Idaho law, that the vehicle information listed on the certificate is correct, and that the hull identification number listed on the certificate matches the hull identification number on the vessel.

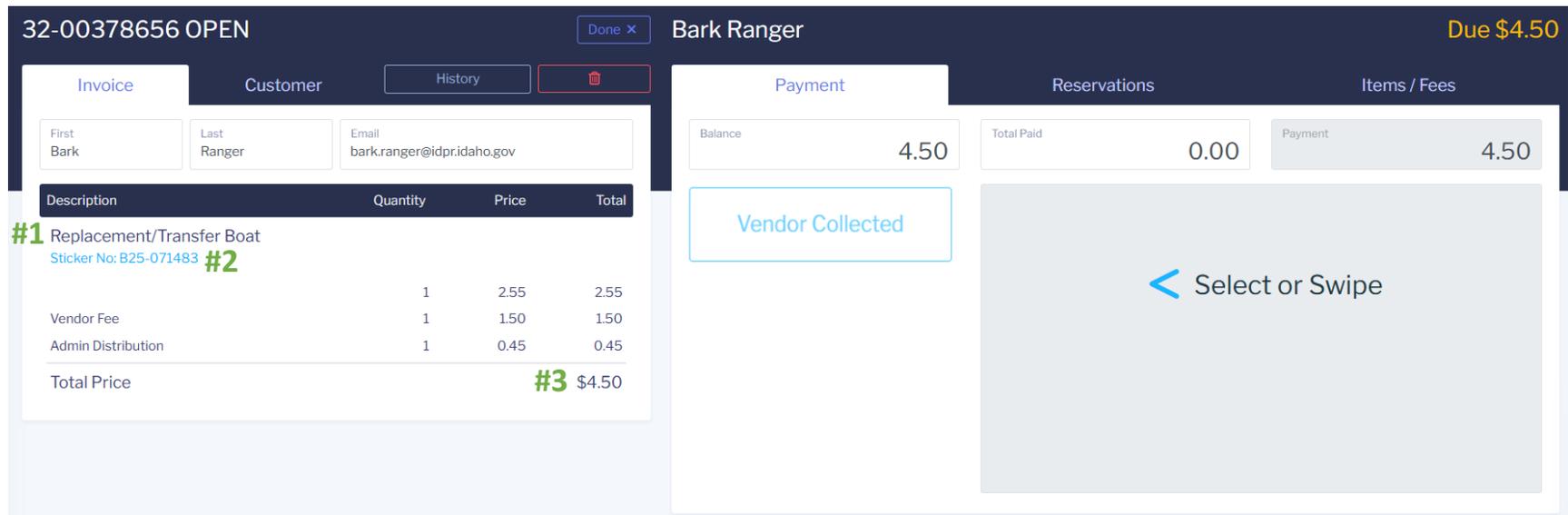
## Vendors - How to Transfer a Boat Registration

Once the attestation check box has been checked, the MANAGE APPLICATION drop-down will become accessible. Select SUBMIT & PAY to check out with only this registration. Select SUBMIT & ADD TO CART to add other items to the cart before checking out.



You are now at the Customer's Invoice.

If the boat had a current registration for the year, the invoice will look like this:

A screenshot of a mobile application interface showing a customer invoice for 'Bark Ranger'. The invoice is for item '32-00378656 OPEN' and is marked as 'Done'. The total amount due is \$4.50. The invoice details include a table of items and a payment summary.

Description	Quantity	Price	Total
#1 Replacement/Transfer Boat Sticker No: B25-071483 #2	1	2.55	2.55
Vendor Fee	1	1.50	1.50
Admin Distribution	1	0.45	0.45
<b>Total Price</b>			<b>#3 \$4.50</b>

Payment Summary:

Balance	Total Paid	Payment
4.50	0.00	4.50

The interface also shows a 'Vendor Collected' status and a 'Select or Swipe' prompt.

1. Replacement/Transfer Boat
2. Current sticker
3. \$4.50 Trasfer Fee

## Vendors - How to Transfer a Boat Registration

If the boat did not have a current registration for the year, then the invoice will look like a “renewal” invoice:

32-00378649 OPEN Done x Scout The Fox Due \$37.50

Invoice Customer History

Payment Reservations Items / Fees

First Scout Last The Fox Email scout.thefox@idpr.idaho.gov

Balance 37.50 Total Paid 0.00 Payment 37.50

Description	Quantity	Price	Total
Boat Over 12 Ft #1	1	17.00	17.00
Per foot over 12 feet	3	2.00	6.00
Vendor Fee	1	1.50	1.50
Invasive Species	1	10.00	10.00
Admin Distribution	1	3.00	3.00
Total Price		#2 \$37.50	

Select Sticker

Vendor Collected

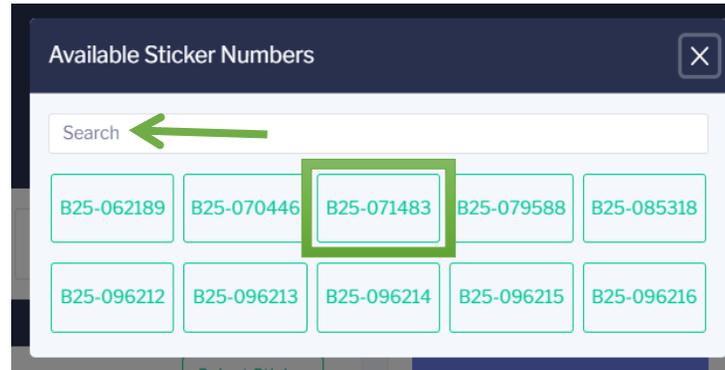
< Select or Swipe

1. No current sticker
2. Full Price

## Vendors - How to Transfer a Boat Registration

Assign a sticker to each product in the invoice by selecting SELECT STICKER. If the sticker in hand is not in the default list shown, you can type in the number in the search field. Select the sticker.

Description	Quantity	Price	Total
Boat Over 12 Ft		Select Sticker	
	1	17.00	17.00
Per foot over 12 feet	3	2.00	6.00
Vendor Fee	1	1.50	1.50
Invasive Species	1	10.00	10.00
Admin Distribution	1	3.00	3.00
Total Price			\$37.50



If you choose the wrong sticker, simply select REMOVE STICKER, and re-select.

Description	Quantity	Price	Total
Boat Over 12 Ft		Remove Sticker	
Sticker No: B25-071483			

**MAKE SURE THE STICKER YOU ARE PHYSICALLY HANDING TO THE CUSTOMER MATCHES THE STICKER YOU HAVE SELECTED IN THE INVOICE!**

## Vendors - How to Transfer a Boat Registration

You are now ready to process payment. Collect and process payment in your business's payment system FIRST. Once the transaction is complete, select VENDOR COLLECTED.

The screenshot shows a software interface for 'Scout The Fox'. At the top, it displays '32-00523787 OPEN' and 'Due \$31.50'. The interface is divided into several sections:

- Invoice Section:** Shows customer information (First: Scout, Last: The Fox, Email: scout.thefox@idpr.idaho.gov) and a table of items.
- Payment Section:** Shows a balance of 31.50, total paid of 0.00, and a payment of 31.50. A button labeled 'Vendor Collected' is highlighted with a green box.
- Items / Fees Section:** A large grey area with a blue arrow and the text 'Select or Swipe'.

Description	Quantity	Price	Total
Boat 12' and Under Sticker No: B25-082175	1	17.00	17.00
Vendor Fee	1	1.50	1.50
Invasive Species	1	10.00	10.00
Admin Distribution	1	3.00	3.00
<b>Total Price</b>			<b>\$31.50</b>

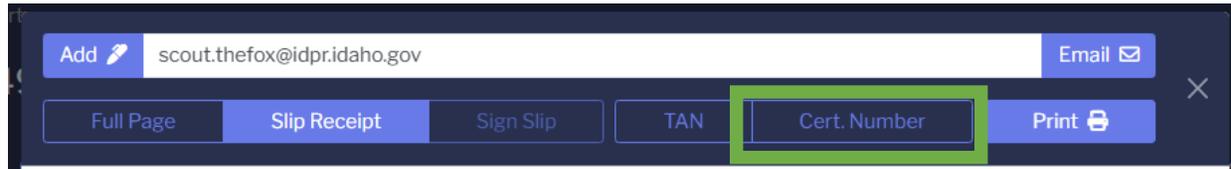
Once an Invoice has a \$0.00 balance, the RECEIPT button will appear.

The screenshot shows a software interface for 'Rebecca Honsinger Idaho Parks Recreation'. At the top, it displays '02-00068227 OPEN' and '\$0.00'. The interface is divided into several sections:

- Invoice Section:** Shows customer information (First: Rebecca, Last: Honsinger, Email: rebecca.honsinger@idpr.idaho.gov) and a 'Receipt' button highlighted with a green box.
- Payment Section:** Shows a balance of 0.00 (with a green arrow pointing to it), total paid of 161.00, and a payment of 0.00.
- Items / Fees Section:** Includes tabs for 'Camping' and 'Day Use'.

## Vendors - How to Transfer a Boat Registration

Select RECEIPT. You can print the customer a cash drawer receipt or email them a copy. **YOU MUST PRINT THE CERT. NUMBER** – this is the Customer’s official Registration Paperwork. Select CERT. NUMBER.



Select PRINT.

A screenshot of a software interface showing a navigation menu and a form. The navigation menu at the top has buttons for "Full Page", "Slip Receipt", "Sign Slip", "TAN", "Cert. Number", and "Print". The "Print" button is highlighted with a green rectangular box. Below the menu is a form with the following content:

ISSUE DATE: 7/31/25 REGISTRATION: ID6592ZE BOAT REGISTRATION:  
B25-071483

BOAT INFORMATION:		CUSTOMER #: 337906		FEES:	
HIN:	HDE12345D525	Propulsion Type:	Propeller	Registration:	\$30.00
Make:	HYDE DRIFT BOATS	Fuel Type:	Gas	Admin Fees:	\$7.50
Year:	2025	Max Horsepower:	150	Total Paid:	\$37.50
Length:	14 Ft 6 In	Color:	Pink / Camo	USE AREA:	
Hull Material:	Aluminum	Description:		STATE OF PRINCIPAL USE: ID	
Type of Boat:	OPEN MOTORBOAT	Title:		PRIMARY USE: 18 Elmore	
Model:	SCOUT SCOOTER	Title State:		SECONDARY USE: 34 Owyhee	
Type of Use:	Pleasure				
Engine Drive:	Outboard				

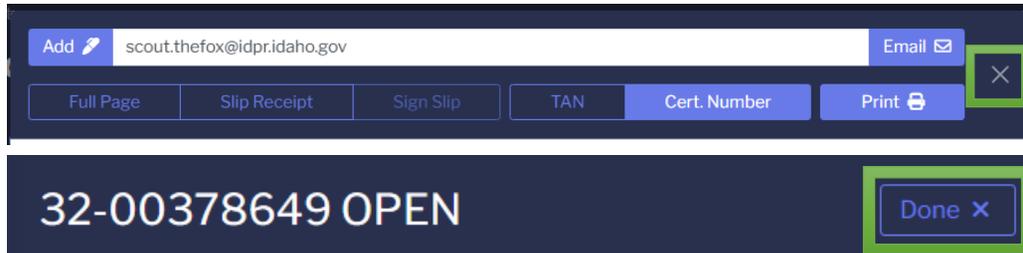
OWNER #1: Scout The fox  
5657 E Warm Springs Ave  
Boise, ID 83716

OWNER #2: Ida Parks  
5657 E Warm Springs Ave Boise, ID 83716

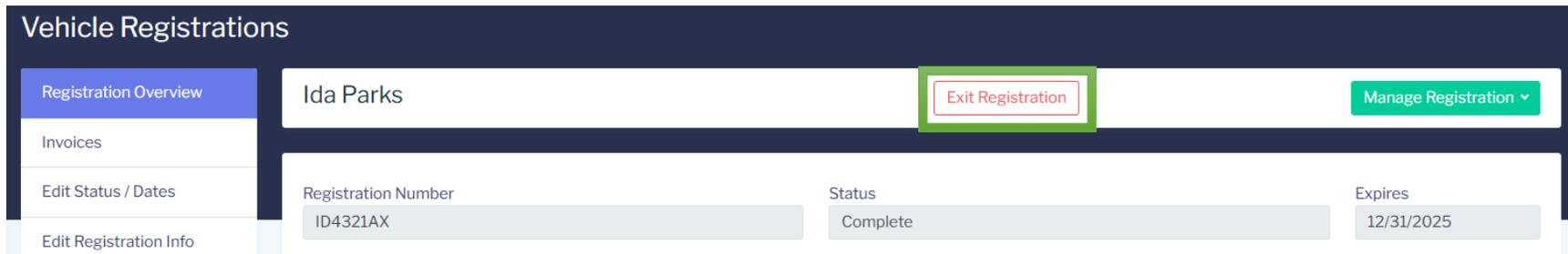
12/31/25

## Vendors - How to Transfer a Boat Registration

To get back to the CUSTOMER SEARCH SCREEN, select the X to close the print window, then DONE.



Select VEHICLE REGISTRATIONS from your sidebar, then EXIT REGISTRATION.



Select CUSTOMER PROFILE, then BACK TO SEARCH.



**YES, IT IS A LOT OF CLICKS... BUT YOU WILL GET USED TO IT!**

**DOWN THE ROAD, THIS FINAL PIECE MAY BE SIMPLIFIED**