



Transport  
Canada

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TP 15049E

OFFICE OF **BOATING SAFETY**  
BUREAU DE LA **SÉCURITÉ NAUTIQUE**

# Application for Pleasure Craft Licence

## GENERAL INFORMATION

### Use this form to:

- apply for a new licence;
- transfer an existing licence (when you buy a used boat, it is your responsibility to transfer the pleasure craft licence);
- update or renew your licence;
- obtain a duplicate licence;
- cancel a licence.

### Delivery method

- please indicate your preferred delivery method on this form (e-mail or post);

### Online submission

- Transport Canada, the Office of Boating Safety now offers clients the option of applying for a Pleasure Craft Licence online. Visit our website, noted below for more information on the new program.

### Why do I need a pleasure craft licence?

A valid pleasure craft licence helps law enforcement and search and rescue workers identify pleasure craft in emergency situations. By law, any pleasure craft, including a personal watercraft, that is powered by one or more motors adding up to 10hp (7.5 kW) or more must have a valid licence. You must display the licence number on both sides of the bow of your boat in block characters that are at least 7.5 centimetres (3 inches) high, and in a colour that contrasts with the colour of the bow.

Due to recent changes in the *Canada Shipping Act, 2001*, pleasure craft licences are now valid for 10 years. If there are changes to your name or particulars of your vessel or address in that time, you must update your licence.

**There is no charge for a pleasure craft licence.**

For more information, visit [Transport Canada's Office of Boating Safety](http://www.tc.gc.ca/boatingsafety) (www.tc.gc.ca/boatingsafety) or call the Boating Safety Infoline at 1-800-267-6687.



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## COMPLETING THE APPLICATION FOR A PLEASURE CRAFT LICENCE

### TO LICENSE A PLEASURE CRAFT THAT HAS NEVER BEEN LICENSED

1. Complete **Part A**.
2. In **Part C**, select "Domestic" if your boat was purchased in Canada, or "Foreign" if it was purchased outside of Canada.
3. Select "New" in the "**Reason for the application**" section.
4. Complete **Part D**.
5. Complete **Part F**.

**The following supporting documentation must be provided with your application:**

- this completed application form;
- a signed photocopy of a valid piece of government-issued identification (see **1**) for each owner whose name is to appear on the pleasure craft licence;
- a copy of the bill of sale or other proof of ownership (see **2**); and
- a current full side-view colour photograph of the pleasure craft (see **3**).

**For new home built boats, as there is no bill of sale, you must also include the following:**

- A declaration under oath that states who built the boat. You may use the [sample declaration](#) or another similar document, as long as it contains all the required information.

**The completed application form must have the "home built" box checked off in Part (D).**

### TO TRANSFER A PLEASURE CRAFT LICENCE

1. Complete **Part A**.
2. Complete **Part B** by noting the current licence number of the pleasure craft in the space provided.
3. Select "Transfer" in the "**Reason for the application**" section.
4. Complete **Part D**.
5. Complete **Part E**.
6. Complete **Part F**.

**The following supporting documentation must be provided with your application:**

- this completed application form;
- a signed photocopy of a valid piece of government-issued identification (see **1**) for each owner whose name is to appear on the pleasure craft licence;
- a copy of the bill of sale or other proof of ownership (see **2**); and
- a current full side-view colour photograph of the pleasure craft (see **3**);

### TO UPDATE OR RENEW YOUR PLEASURE CRAFT LICENCE

1. Complete **Part A**.
2. Complete **Part B** by noting the current licence number of the pleasure craft in the space provided.
3. Select "Update Information" or "Renew" in the "**Reason for the application**" section.
4. Complete **Part D**.
5. Complete **Part F**.

**Note 1:** If you are changing your name as it appears on your licence, you will need to show a document of legal name change (a photocopy of the documents is preferred and acceptable).

**The following supporting documentation must be provided with your application:**

- this completed application form;
- a signed photocopy of a valid piece of government-issued identification (see **1**) for each owner whose name appears on the pleasure craft licence; and
- a current full side-view colour photograph of the pleasure craft (see **3**).

### TO GET A DUPLICATE LICENCE

1. Complete **Part A**.
2. Complete **Part B** by writing the current licence number of the pleasure craft in the space provided.
3. Select "Duplicate" in the "**Reason for the application**" section.
4. Complete **Part D**.
5. Complete **Part F**.

**The following supporting documentation must be provided with your application:**

- this completed application form; and
- a signed photocopy of a valid piece of government-issued identification (see **1**) for each owner whose name appears on the pleasure craft licence.

**The photograph of the pleasure craft is NOT required when requesting a duplicate of your pleasure craft licence.**

## TO CANCEL A LICENCE

1. Complete **Part A**.
2. Complete **Part B** by writing the current licence number of the pleasure craft in the space provided.
3. Select "Cancellation" in the "**Reason for the application**" section.
4. Complete **Part F**.

### The following supporting documentation must be provided with your application:

- this completed application form;
- a signed photocopy of a valid piece of government-issued identification (see **1**) for each owner whose name appears on the pleasure craft licence;
- a copy of the bill of sale or other proof of ownership (see **2**);
- a current full side-view colour photograph of the pleasure craft (see **3**); and
- a note explaining the reason for the cancellation (see note 2).

**Note 2** : A pleasure craft licence can only be cancelled if the boat is no longer seaworthy, has been destroyed, will no longer be primarily maintained or operated in Canada, or the pleasure craft will be registered.

**If you have sold your boat, the onus is on the new owner to transfer the Pleasure Craft Licence to their name. They are the only ones permitted to cancel the licence.**

## SUPPORTING DOCUMENTATION

### 1 A valid piece of government-issued identification can be:

- a provincial/territorial birth certificate;
- a certificate of Canadian citizenship;
- a Canadian passport; or
- a provincial/territorial driver's licence.

**Note 3: A provincial health card cannot be used as proof of identification.**

**Non-residents may use valid government-issued identification from their own country.**

### 2 The proof of ownership or bill of sale document should include the following:

- the business name, address and signature of a representative of the company or the full name, address and signature of the previous owner;
- date of sale;
- name, address and signature of the new owner;
- description of the pleasure craft (make, model and other particulars noted on the application);
- Hull Serial Number (HIN) or Compliance Label Number (if available); and
- pleasure craft licence number (if already licensed).

### 3 The photograph of the boat must meet the following requirement:

1. minimum 4" X 6" current full-side view colour photograph of the pleasure craft (photo must be clear);
2. good lighting conditions; and
3. the boat should not be surrounded by other boats.

For additional information and an example of an acceptable photograph, please visit Transport Canada's Office of Boating Safety website.

## SUBMITTING YOUR APPLICATION

Complete and sign this Application form and mail it with required documents to:

Pleasure Craft Licensing Centre  
P.O. Box 2006  
Fredericton New Brunswick E3B 5G4

Please allow five (5) business days plus postal delivery time to process your application. Applications cannot be processed unless you provide complete information and include all required supporting documentation (photocopies of the supporting documentation are preferred and acceptable-no documentation will be retained).





### APPLICATION FOR PLEASURE CRAFT LICENCE

The personal information provided on this form is collected under the authority of the **Small Vessel Regulations** of the **Canada Shipping Act, 2001**. This information is collected for the purpose of issuing licences in order to identify owners and operators of pleasure craft, as well as to monitor and ensure compliance with the **Small Vessel Regulations**. (Note: A licence document does not establish ownership of a pleasure craft.) Information may be disclosed to parties involved in search and rescue activities, as well as law enforcement agencies for the purpose of carrying out a lawful investigation and enforcing any law of Canada, including the requirement to pay provincial sales tax. The information collected is described in the Personal Information Bank entitled Pleasure Craft Licences (bank number TC PPU 044). Under the provisions of the **Privacy Act**, individuals have the right of access to, and protection of, their personal information. Instructions for obtaining personal information are provided in [InfoSource](#), a copy of which is available in major public and academic libraries.

(A) PARTICULARS OF APPLICANT			
Primary owner (Family Name, Given Name, Initial)	Secondary owner (Family Name, Given Name, Initial)	Telephone number	
Enterprise name		Date of birth (dd-mm-yyyy) (not required if an enterprise)	
Address			
City/prov/territory/state	Country	Postal/Zip code	E-mail address
Prefix of province/territory where craft will be primarily maintained/operated		I prefer that my Pleasure Craft Licence delivered to me by: <input type="radio"/> E-mail <input type="radio"/> Canada Post	

**I HEREBY MAKE APPLICATION FOR A PLEASURE CRAFT LICENCE AND DECLARE AS FOLLOWS:**

(B) PLEASURE CRAFT ALREADY LICENSED	OR	(C) UNLICENSED PLEASURE CRAFT
Having legally obtained the pleasure craft described in (D) below, which bears Canadian licence number:	<b>OR</b>	Having legally obtained the pleasure craft described in (D) below  <input type="radio"/> DOMESTIC <input type="radio"/> FOREIGN
Reason for the application (select one) <input type="radio"/> New <input type="radio"/> Renewal <input type="radio"/> Update information <input type="radio"/> Transfer <input type="radio"/> Duplicate <input type="radio"/> Cancellation <input type="radio"/> Dealer licence <input type="radio"/> Abandoned		

(D) DESCRIPTION OF VESSEL	
Propulsion type (select one)	
<input type="radio"/> Outboard	<input type="radio"/> Inboard
<input type="radio"/> Air propeller	<input type="radio"/> Personal watercraft
<input type="radio"/> Inboard/Outboard	<input type="radio"/> Human-Powered
<input type="radio"/> Jet drive	<input type="radio"/> Sail
<input type="radio"/> Aux. sailing	
Length (meters)	Hull Serial Number (HIN)

I hereby certify that I cannot locate/obtain the Hull Serial Number     Canadian compliance notice attached to vessel

**Pleasure craft built or imported in Canada after August 1, 1981 are required to have a Hull Serial Number (HIN). Home-built pleasure craft are not required to have a HIN if constructed for personal use.**

Hull material	Hull type
Primary hull colour	Secondary hull colour
Make and model of pleasure craft	or <input type="checkbox"/> Home-built

(E) PARTICULARS OF PREVIOUS OWNER(S)		
Name(s) of previous owner(s)		
Address	Telephone number	
City/province/state	Country	Postal/Zip code

(F) SIGNATURE(S) OF OWNER(S)	
_____ Signature of owner – Primary	_____ Date (dd-mm-yyyy)
_____ Signature of owner – Secondary	_____ Date (dd-mm-yyyy)