



# Boat and Motor Titles

Motor Vehicles Division

3-18-2025



## Revision History

<b>Effective Date of SOP:</b> 3/18/2025	<b>SOP Number:</b> G.04
<b>Functional Area Name:</b> Motor Vehicles	<b>Division Name:</b> Titles
<b>Last Review Date:</b> 3/14/2025	<b>Last Reviewer:</b> Tiffany Doane, Motor Vehicle Manager
<b>Next Review Date:</b> 3/14/2026	<b>Next Reviewer:</b> Motor Vehicle Manager
<b>Executive Approval Date:</b> 3/18/2025	<b>Approved By:</b> Caitlin Owen, Chief Development & Support Officer

## Overview

This standard operating procedure (SOP) covers issuing original titles and initial registrations for boats and motors.

## Purpose

This SOP provides step-by-step procedures for TCs to follow when issuing original titles and initial registrations for boats and motors in Oklahoma.

## Policy Statement

These procedures apply to TCs helping customers in the SOK Storefront with title transactions and working in the back-office processing mail-in title work.

## Compliance

**OAC 670:20-1 – OAC 670:20-9:** Boat and Motors

**LO Manual Page 201 – 226 –** Boats and Outboard Motors

## Systems

System	Function
OneLink	Platform for storing customer information and processing Motor Vehicles transactions.
Laserfiche	Image storage database where customer-submitted documents are stored – accessible through OneLink.
National Crime Information Center (NCIC)	National crime database used to boat history.



Microsoft Teams	Messaging and file sharing platform used for communication between the Storefront and Building 16.
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## Roles

Role	Responsibilities
Title Consultant (TC)	Processes title work in-store with customers or in back-office via mail.
MV Supervisor	Available to answer questions or resolve issues that arise during the standard processing of title work.
Central Processing Division (CPD)	Receives, sorts, and scans incoming customer mail to forward to titling department. Sends all outgoing mail, including printing and mailing titles.



## Process #1: Processing and Original Boat Title

**Purpose:** This process covers a basic original boat title transaction processed in-store or via mail.

### **Background: SOK Storefront**

Prior to processing, an original boat or motor title with a customer, first check that the customer has all the required documents for the title transaction they want to do ([See Appendix](#)). If the customer is missing any key documents, such as insurance information, they will have to leave and come back with the proper paperwork.

Additionally, before processing in OneLink, all out-of-state titles must be searched in NMVTIS to make sure the correct title is being surrendered.

After verifying customer documentation and title status, proceed with the following steps.

### **Background: Mail-In**

When a customer mails titling paperwork to SOK, that paperwork is received, scanned, and sorted by CPD. MV paperwork is forwarded to the MV department, and the titling team further sorts the titling mail by transaction type.

Once original title paperwork packets have been identified, a TC begins processing by going through the packet and verifying that the customer's documents and payment are sufficient. If the customer is missing documentation, the TC will need to send them a letter asking for proper documentation. The TC should make a Note on the customer's Ownership Account and file the paperwork away while waiting for more information from the customer.

After vetting the customer's paperwork packet, the TC should run a fee estimate in OneLink and fill out a T-2 form ([See Appendix D](#)). This form will contain instructions for a second, processing-dedicated TC on how to process this transaction and issue inventory. The first TC will deposit the T-2 form in a drop-box for the second TC to pick up and process. This is done to minimize the number of TC's handling inventory.

Once the TC has a paperwork packet with and associated T-2 form, proceed with the following steps.

### **Process Step-by-Step:**

1. From the main **I Want To** page, select **I Want To**.



## 2. Select **Title/Register**

The screenshot shows the SERVICE KLAHOMA dashboard. On the left, a sidebar lists user information (Michael McClung, Motor Vehicle) and navigation options: 'New Manager', 'Get Next Task', 'I Want To' (with a search bar), and 'Find Vehicle for Testing' (with a search bar). The main area is titled 'Vehicle Transactions' and contains a list of options: 'Title / Register' (highlighted with a blue arrow), 'Revised Title Application', 'Corrected Title Application', and 'Permits and SMM Certificates'. On the right, there is a 'Motor Licensed Agent' section with a search bar and links for 'MLA Account', 'LO List', and 'Open New Drawer'.

## 3. Enter **Vehicle ID** and select **Boat** for **Registration Class**

The screenshot shows the 'Enter Details' form for vehicle registration. The 'Vehicle ID' field contains 'MB2K2084C506' and is marked 'Fields Match'. Below it, a message states: 'Vehicle details cannot be determined : Vehicle has not been registered or titled in Oklahoma.' The 'Registration Class' dropdown menu is open, showing 'Boat' as the selected option. Other options in the dropdown include 'MSO', 'Oklahoma Title', 'Other OK Documents', 'Out-of-State Title', 'OOS Registration Card', 'Other OOS Documents', 'Tribal Title', and 'Tribal Registration Card'. There are also toggle switches for 'Automob' and 'Truck, Tractor or Van - Non Com'. At the bottom, there are buttons for 'Cancel', 'Available Inventory', and 'Next' (highlighted with a blue arrow).

## 4. Select **Primary Document** and click **Next**

Activity

Attributes

Vehicle

MB2K2084C506

Primary Document

Enter Details

Primary Document

MSO

Is this a Title Only?

No

Yes

Cancel

Available Inventory

<

Next >

5. Enter vehicle **Make**.

Vehicle

MB2K2084C506

MSO

Vehicle Details

Vehicle Details

HIN

MB2K2084C506

Registration Class

BOAT

Year

Required

FDP (\$)

Required

Watercraft Use Type

Required

Engine Drive

Required

Horsepower

0

Length (ft.)

Length (in.)

Make

Model

Get Price

Boat/Motor Pricing

Hull Material

Body Type

Propulsion

Fuel Type

Cancel

Available Inventory

<

Next >

The screenshot shows a web application window titled "Vehicle Make Search". At the top, there is a search bar containing the text "mb2" and a "Search" button. Below the search bar, a list of "Makes" is displayed. The first item in the list is "MB2 - MALIBU BOATS", which is highlighted with a blue background. A blue arrow points to this item. To the right of the item, there is a "Vehicle" icon, the text "VINtelligence Make Code: MB2" with a green checkmark, and a "Pin" button. At the bottom right of the window, there is an "OK" button, which is also pointed to by a blue arrow.

6. Enter boat price either by inputting directly or using the pricing tool. This example will show the pricing tool.

**Attributes** **MV OneLink Staging**

**Vehicle**  
MB2K2084C506  
MSO  
Vehicle Details

**Vehicle Details**

HIN: MB2K2084C506  
Registration Class: BOAT  
Year: 2005  
Make: MB2  
Model:   
FDP (\$): Required  
Watercraft Use Type: Required  
Hull Material: Required  
Body Type: Required  
Engine Drive: Required  
Propulsion: Required  
Fuel Type: Required  
Horsepower: 0  
Length (ft.):   
Length (in.):   
Get Price [Boat/Motor Pricing](#)  
Cancel Available Inventory < P **Next** >

7. Enter **Vehicle ID**. Click **Next**

**Get Vehicle Price**

Enter Vehicle Information

Registration Class: Boat  
Vehicle ID: MB2K2084C506  
Pre **Next**

8. Select vehicle **Make**. Click **Next**.



Get Vehicle Price

Enter Vehicle Information      Select Vehicle Make

Vehicle Makes Not Found? ⋮

< Page 1 of 1 > 4 Rows

mb

	Make
<input type="radio"/>	Gambler Bass Boats
<input type="radio"/>	Mamba Custom Boats
<input type="radio"/>	MB Sports
<input checked="" type="radio"/>	Moomba

Not Found?

Pre Next

9. Select vehicle model **Year**. Click **Next**.

Vehicle Years Not Found? ⋮

	Year*
<input checked="" type="radio"/>	2011
<input type="radio"/>	2012
<input type="radio"/>	2013
<input type="radio"/>	2014
<input type="radio"/>	2015
<input type="radio"/>	2016
<input type="radio"/>	2017
<input type="radio"/>	2018
<input type="radio"/>	2019

10. Select vehicle **Model**. Click **Next**.



	Model	Engines	Series	Weight	Horsepower	Hull Material	Length
<input checked="" type="radio"/>	OUTBACK/SK	1		2750	325	Fiberglass	21 ft.
<input type="radio"/>	OUTBACK/SK	1		2750	325	Fiberglass	21 ft.
<input type="radio"/>	MOBIUS LSV	1		3300	325	Fiberglass	22 ft.
<input type="radio"/>	MOBIUS LSV	1		3300	325	Fiberglass	22 ft.
<input type="radio"/>	MOBIUS LSV	1		3300	325	Fiberglass	22 ft.
<input type="radio"/>	MOBIUS XLV	1		3600	325	Fiberglass	23 ft.
<input type="radio"/>	MOBIUS XLV	1		3600	325	Fiberglass	23 ft.
<input type="radio"/>	MOBIUS XLV	1		3600	325	Fiberglass	23 ft.

10 Rows

Not Found?

Previous Next

11. Review the price estimate. There will be an option to deduct accessories from the total price This example follows a **Deduct Motor** option.

35,495.00

(\*)Includes the value of the rad-a-cage tower.

**This is a package price, please select one of the following options based on the disclaimer to continue pricing:**

☒ Deduct motor

☐ Deduct trailer

☐ Deduct motor and trailer

Previous Next

12. Enter motor information, starting with **Motor ID**. Click **Next**

Get Vehicle Price

☒ Vehicle Year
 ☒ Select Vehicle Model
 ☒ NADA Vehicle Price
 ☒ Motor ID

Motor ID

Required

☐ Motor Id Unknown

Previous Next

13. Select **Motor Make**. Click **Next**.

Get Vehicle Price

MV OneLink Staging

☒ Vehicle Model
 ☒ NADA Vehicle Price
 ☒ Motor ID
 ☒ Select Motor Make

Not Found?

< Page 1 of 1 > 10 Rows
 Filter

	Make
<input type="radio"/>	Evinrude
<input type="radio"/>	Gator Tail LLC
<input type="radio"/>	Go-Devil
<input type="radio"/>	Honda
<input checked="" type="radio"/>	Mercury
<input type="radio"/>	Mud Buddy
<input type="radio"/>	None



14. Select **Motor Model**. This example will follow a **Not Found**, since it is a fictional example.

Get Vehicle Price

Vehicle Price Motor ID Select Motor Make Select Motor Model

Not Found?

Filter

Model	Series	Weight	Fuel Type
-------	--------	--------	-----------

Not Found?

Previous

15. If necessary, Supply can be contacted for assistance with pricing. However, in this example, select manual entry.

☐ Request pricing assistance from MVD Supply

☒ I was unable to complete the system pricing process, but have an accurate value I will manually enter

VIN: MB2K2084C506

Registration Class: Boat

Year: 2011

Make: MOOMBA

Model: OUTBACK/SK(\*)

List

16. Manually enter a price. Click **Submit**.


Price: 2,500.00

Reason for manual price submission (ex. vehicle make was not available): test










For help please contact Supply at (405) 521-2303

Pre Submit

17. Click **Get Price** to pull in the price estimate.

<b>Vehicle</b> MB2K2084C506 MSO Vehicle Details	<b>Vehicle Details</b>		
	HIN	Registration Class	
	MB2K2084C506	BOAT	
	Year	Make	Model
	2005	MB2	
	FDP (\$)	Get Price  Boat/Motor Pricing	
	2,500.00		
	Watercraft Use Type	Hull Material	Body Type
	Required	Required	Required
	Engine Drive	Propulsion	Fuel Type
Required	Required	Required	

18. Complete all remaining boat information. Click **Next**

	Watercraft Use Type	Hull Material	Body Type	
	Pleasure	Aluminum	Pontoon Boat	
		Engine Drive	Propulsion	Fuel Type
		Outboard	Propeller	Gas
		Horsepower		
		0		
	Length (ft.)	Length (in.)		
	22	0		
	<input checked="" type="checkbox"/> Carbon monoxide warning decal and pamphlet have been issued.			
<b>Delivery</b>				
Delivery Method				
<div>     </div>				

19. Toggle **Lien**, **Brand**, and **Hold** options. Click **Next**.

**Vehicle**  
MB2K2084C506  
MSO  
2005 MB2

**Title**  
Title Info

**Title Info**

Title Action: Original Title  
Title Type: Standard Title  
Electronic Title?: No  
Loss/Salvage Date:   
Title Questions

Add a Lien?: No  
Add New Brand?: No  
Add Title Hold Reason?: No

Cancel Available Inventory < **Next** >

20. Enter **Assignment Date**. Click **Next**.

**Vehicle**  
MB2K2084C506  
MSO  
2005 MB2

**Title**  
Original Title  
Purchase

**Purchase / Entry**

Assignment Date: 30-Apr-2026  
Date First Sold: 30-Apr-2026  
Entry Date:   
Excise Exemption:

Cancel Available Inventory < **Next** >

21. Select **Renewal Notice** options and any applicable **Fee Exemptions**.

Attributes

MV OneLink Staging

Vehicle

MB2K2084C506

MSO

2005 MB2

Title

Original Title

Purchase

Registration

Plate Type: BTM

Plate

How would you like to receive your renewal notice?

Email

Mail

Opt Out

Plate Type

Fee Exception

3 Year Registration

Cancel

Available Inventory

<

Next >

22. Enter **Decal** information. Click **Next**.

Vehicle

MB2K2084C506

MSO

2005 MB2

Title

Original Title

Purchase

Registration

Plate Type: BTM

Plate

Plate

Boat (DB)

Decal

Required

Expire Date

30-Jun-2028

Years Registered

23

Cancel

Available Inventory

<

Next >

23. Enter any necessary **Miscellaneous Fees**. This example requires a **Mail Fee**.

MSO

2005 M82

Title

Original Title

Purchase

Registration

Plate Type: BTM

No Plate, 6/30/2021

Fees

Miscellaneous Fees

No

Yes

Inspection

VIN/Odomet

Rebuilt

On Site

Insurance and Notification

Insurance

Lienholder Not.

MH Cancellation

Tire Fees

19.5" & under

Non-auto Over 19.5"

Motorcycle

Mail Fees

Mail

Mail Plate

Other Fees

Notary

Cancel

Available Inventory

< P

Next >





24. Review fees, click **Next**, and click **Submit**.

The screenshot displays the 'MV OneLink Staging' interface. On the left, a sidebar lists vehicle details: MB2K2084C506, MSO, 2005 MB2, Title, Original Title, Purchase, Registration, Plate Type: BTM, No Plate, 6/30/2021, Fees, Misc. Fee Total: \$1.66, and Total: \$108.41. The main area shows a fee breakdown: Excise Tax Boat/Motor (\$81.00), Registration Fees (\$23.00), Title Fees (\$2.25), and Miscellaneous Fees (\$1.66), totaling \$108.41. Below this, there are sections for 'FEE / TAX OVERRIDES' and 'Reg / Tax Credits'. The 'FEE / TAX OVERRIDES' section includes 'Override Reg Penalty' and 'Override Tax Penalty' dropdowns, with a 'Use in-office date' link. The 'Reg / Tax Credits' section includes 'Reg. Credit Type', 'Reg. Credit' (0.00), 'Excise Credit Type', and 'Ex. Credit' (0.00), with an 'Apply Credits /' button. At the bottom, there are 'Cancel', 'Available Inventory', 'Previous', and 'Next' buttons.

Category	Item	Amount
Excise Tax	Excise Tax Boat/Motor	81.00
Registration Fees	Registration Boat & Motor 3 Yr	23.00
	Renewal Notice Mail Fee	0.50
Title Fees	Title Fee for Boat & Motor	2.25
Miscellaneous Fees	Mail Fee	1.66
<b>TOTAL</b>		<b>108.41</b>

**FEE / TAX OVERRIDES**

Override Reg Penalty:  Override Tax Penalty:  Use in-office date

**Reg / Tax Credits**

Reg. Credit Type	Reg. Credit	Excise Credit Type	Ex. Credit
<input type="text"/>	0.00	<input type="text"/>	0.00

Apply Credits /

Buttons: Cancel, Available Inventory, Previous, Next

25. Receipt the Process

### Wrap-Up: SOK Storefront

After submitting the transaction and receipting the process in OneLink, the Storefront TC must take customer payment via cash, card or in the Credit Card Payment System. Receipts and decals should be returned to the customer at this time.

The TC should print a receipt and keep the signed copy in their cash drawer until the end of the day. Empty decal sheets should also be kept for inventory purposes.

The TC must also print a document cover sheet and place it on top of the bundle of paperwork (transaction receipts, customer documents, etc.). This stack of bundles and DCS will be brought over to Building 16 nightly for review by the MV Supervisor. Any issues or mistakes in processing will be discussed between the MV Supervisor and TC.

After reviewing paperwork bundles for accuracy, the MV Supervisor will forward paperwork to CPD to scan into Laserfiche and link to the customer's Ownership Account. Paperwork bundles and DCSs will be physically filed in the warehouse space.

If there are no holds on the title, CPD will automatically print and mail the new original title to the customer.

### Wrap-Up: Back-Office

After submitting the transaction and receipting the process in OneLink, the TC should print a DCS and place of top of the paperwork bundle. The TC will forward paperwork to CPD to scan



into Laserfiche and link to the customer's Ownership Account. Paperwork bundles and DCSs will be physically filed in the warehouse space.

The TC should also prepare tags (if necessary), registration, and decals to be mailed to the customer in a tag-sized envelope and place in an outgoing mail pile.

If there are no holds on the title, CPD will automatically print and mail the new original title to the customer.

## Appendix

### Appendix A: Boat Guidelines – Documented Boat

*For full boat and motor guidelines, see LO Manual Page 201 226*

#### **Coast Guard Contact:**

Jason Bethlehem  
304-271-2519

In Oklahoma, a "documented vessel" is defined as any boat that is required to have a valid marine document issued by the United States Coast Guard (USCG). Vessels are documented by the federal government and not by states. Documented boats are usually thirty (30) feet or longer or five (5) net tons or larger.

- All vessels five (5) net tons or more which meet the criteria of a commercial vessel as defined by the USCG must be federally documented.
- Pleasure yachts five (5) net tons or more may be federally documented or titled at the option of the owner(s).
- Recreational vessels less than five (5) tons may also be federally documented or titled at the option of the owner(s).

Any documented boat operating on Oklahoma waters for more than sixty (60) days must be registered in this state and display a current Oklahoma boat decal.

Both the current Oklahoma registration and the current certificate of documentation must be carried in the boat when in operation.

Only the owner of a documented boat may make an application for an Oklahoma title unless he/she has given Power of Attorney to another individual for transactions relating to the boat.

#### **Required Documents**

##### **Used Documented Boat:**

1. Ownership Documentation



- a. Copy of the US Coast Guard documentation papers in the seller's name and CG title assigned to the buyer **OR**
- b. Copy of USCG papers in buyer's name
- 1. Notarized Coast Guard bill of sale identifying the seller, buyer, and boat by HIN number
- 2. Letter of deletion (can be in any name) if no longer a documented boat

**Note:** Oklahoma title will be placed on Document Hold

**New Documented Boat:**

- 1. Ownership Documentation
  - a. US Coast Guard papers from the Coast Guard in the buyer's name **OR**
  - b. Copy of application for USCG in buyer's name with a copy of MSO or invoice from the selling dealer (Coast Guard will keep the original MSO)

**Note:** Oklahoma title will be placed on DOC HOLD

**Note:** Coast Guard will use the Official Number, not the Hull ID number

- 2. Serial Confirmation
  - a. BM-10 from the seller **OR**
  - b. Inspection by Law Enforcement or by Licensed Operator

**Note:** Cannot be placed on SI HOLD

- 3. Proof of where the boat is moored. The vessel must be moored in Oklahoma – if in another state, must be titled in that state
- 4. If there is a lien on the vessel, a copy of the abstract of title or preferred mortgage contract with lien information is needed

**Note:** The US Coast Guard title cannot be expired – the bottom left of the title shows the issue date and expiration date.



**Note:** A letter of deletion is needed to release the document hold

**Note:** Any change of ownership must be authorized through the United States Coast Guard

**Note:** Deletion papers from the Coast Guard means the boat will be titled like a normal boat and not placed on document hold



## Appendix B: Boat Guidelines – Not Documented

*For full boat and motor guidelines, see LO Manual Page 201 226*

**Note:** Outboard motors greater than 10 horsepower must be titled

**Exceptions:** Canoes, kayaks, or paddleboats without a motor are not titled or registered.

### Required Documents

#### New Boat/Motor Title

1. Notarized/Assigned Manufacturer's Statement of Origin (MSO)
2. Oklahoma Application for Title Form [BM-26](#) with Tax Stamp if sold by an Oklahoma dealer
3. Serial Confirmation:
  - a. Completed [BM-10](#) (from seller) **OR**
  - b. Licensed operator verification of HIN

**Note:** Boat/Motor titles may not be placed on SI hold

4. Purchase agreement

**Note:** If the boat is used on private waters, a notarized statement from the owner stating it is only used on private lake/waters is required.

#### Used Boat/Motor Title – Out of State – No Title – Same Owner

1. Application for Title Form [BM-26](#)
2. Ownership Affidavit - Form [753BM](#)
3. Out of State Registration for Boat and/or Motor

**Note:** Check if the previous state registered boat/motors

**Note:** Must run National Crime Information Center (NCIC) check on Boat/Motor. Do not write "NCIC is clear" in instructions or email

#### Used Boat/Motor Title – Out of State – No Title – New Owner

1. Notarized Bill of Sale listing Boat Hull ID and Motor Serial number
2. Application for Title Form [BM-26](#)
5. Serial Confirmation:
  - a. Completed [BM-10](#) (from seller) **OR**
  - b. Licensed operator verification of HIN
3. One of the following:
  - a. Out of state registration for boat and/or motor



- b. Affidavit from seller if used on private waters only
- c. If purchased from an auction/dealer without a title, customer must show chain of ownership with proof of purchase, registration, and purchase agreement.
- d. Court Order when purchased from an auction with no title or registration

**Note:** Many states do not register motors – the serial number must be listed on the Bill of Sale.

**Note:** Check the National Vessel Numbering & Titling Manual book for registration requirements

**Note:** Must run NCIC check on boat/motor. Do not write "NCIC is clear" in instructions or email

**Note:** If from a dealer, get paperwork showing the seller traded boat/motor to complete the ownership trail.

## Appendix C: Other Boat Types

*For full boat and motor guidelines, see LO Manual Page 201 226*

### Found Boat

A found boat is one discovered on the side of the road, washed up on shore, etc., with no HIN number.

1. Notarized Affidavit detailing how the boat was found

**Note:** Write up instructions on Form 717-B for Lake Patrol.

### Abandoned Boat

An abandoned boat goes to Title 42 unless the property was bought with a boat on it and no boat title was provided.

1. Court Order

### Homemade Boat

1. Statement regarding how the boat was made and the total cost of materials (see LO Manual Page 209).
2. Receipts
3. Oklahoma Application for Title Form BM-26

**Note:** Write up instructions on Form 717-B for Lake Patrol.

### Inflatable Boat

1. Purchase agreement/Sales receipt – no MSO provided by the seller (e.g., store-bought from Cabela's, Academy, online purchase, etc.)
2. Oklahoma Application for Title Form BM-26 with Tax stamp



**Note:** Write up instructions on Form 717-B for Lake Patrol.

**Boat with No Hull ID – No Oklahoma Record**

1. Notarized Affidavit stating the boat was only used on private waters as the reason for not registering and titling
2. Oklahoma Application for Title Form BM-26

**Note:** Write up instructions on Form 717-B for Lake Patrol.

## Appendix D: Table of Fees

Standard Fees	
Title Fee	\$2.25
Lien Filing	\$10.00
HB1357	\$3.00
Mail	\$1.73
Insurance	\$1.50
Fluctuating Fees	
Excise Tax	3.25% of the manufacturer's original retail price, unless the taxpayer qualifies for an exemption (See LO Manual Page 220 for details).
Sales Tax	1.25% of the actual purchase price, unless the taxpayer qualifies for an exemption

Year	Standard Vehicles Fees (\$)
1 <sup>st</sup> Year	\$1.00 for the first \$150.00 of value + \$1.00 for each \$100.00 of value above \$150.00
2 <sup>nd</sup> – 10 <sup>th</sup> Year	90% of the previous years calculated Registration Fee
11 <sup>th</sup> + Year	Same as year 10 and unchanged for the life of the boat and/or motor

**Note:** Maximum Boat/Motor Registration fee is set by Statute at \$151.00

## References

1. List of forms relevant to Boats and Motors
  - a. [Form BM-10 - Boat or Outboard Motor Serial Number Confirmation](#)
  - b. [Form BM-26 - Application For Certificate of Title for a Boat or Outboard Motor](#)
  - c. [Form 753BM - Affidavit of Boat/Outboard Motor Ownership](#)