



Boat and Motor Titles

Motor Vehicles Division

3-18-2025



Revision History

Effective Date of SOP: 3/18/2025	SOP Number: G.04
Functional Area Name: Motor Vehicles	Division Name: Titles
Last Review Date: 3/14/2025	Last Reviewer: Tiffany Doane, Motor Vehicle Manager
Next Review Date: 3/14/2026	Next Reviewer: Motor Vehicle Manager
Executive Approval Date: 3/18/2025	Approved By: 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 Oklahoma application interface. On the left, a sidebar displays the user's profile (Michael McClung, Motor Vehicle) and various tasks: 'New Manager', 'Get Next Task', 'I Want To' (with 'Search' and 'Title / Register' options), and 'Find Vehicle for Testing' (with '2005 MB2 *C505' listed). The main content area is titled 'Vehicle Transactions' and includes options like 'Revised Title Application', 'Corrected Title Application', and 'Permits and SMM Certificates'. A blue arrow points to the 'Title / Register' button in the 'I Want To' section. On the right, there are links for 'Motor Licensed Agent', 'Search', 'MLA Account', 'LO List', and 'Open New Drawer'.

3. Enter Vehicle ID and select Boat for Registration Class

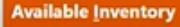
The screenshot shows the 'Enter Details' page for vehicle registration. The 'Vehicle' tab is selected. In the 'Enter Details' section, a vehicle ID 'MB2K2084C506' is entered, and the system indicates 'Fields Match'. A message states 'Vehicle details cannot be determined : Vehicle has not been registered or titled in Oklahoma.' In the 'Registration Class' section, 'Boat' is selected from a dropdown menu. There are also toggle switches for 'Automobile' (which is off) and 'Truck, Tractor or Van - Non Com' (which is on). On the right, a sidebar lists various document types: MSO, Oklahoma Title, Other OK Documents, Out-of-State Title, OOS Registration Card, Other OOS Documents, Tribal Title, and Tribal Registration Card. At the bottom, there are buttons for 'Cancel', 'Available Inventory', 'Previous', 'Next' (which is highlighted with a blue arrow), and 'Next'.

4. Select Primary Document and click Next

Activity 

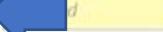
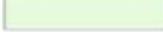
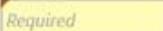
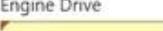
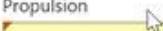
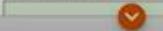
Attributes

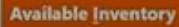
Vehicle MB2K2084C506 Primary Document	Enter Details Primary Document   Is this a Title Only? <input type="button" value="No"/> <input type="button" value="Yes"/>
--	---

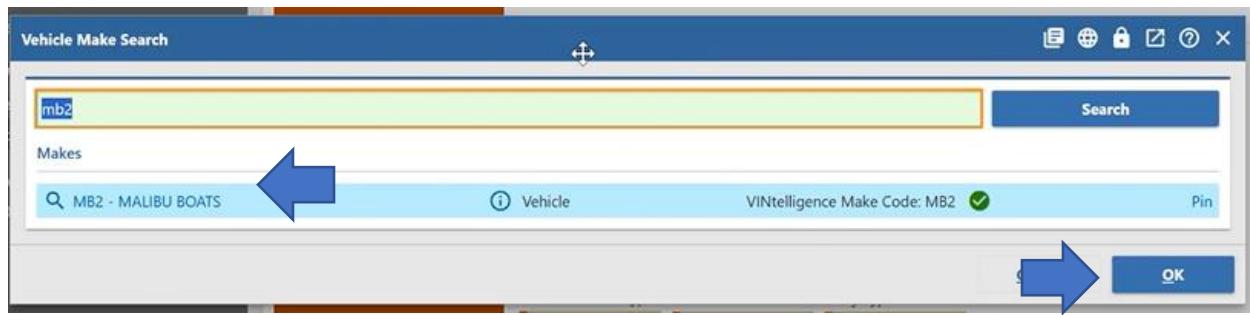
   

5. Enter vehicle Make.

Vehicle Details

Vehicle MB2K2084C506 MSO	HIN MB2K2084C506 Registration Class BOAT
Vehicle Details	Year  Make  Model 
	FDP (\$)  Get Price  Boat/Motor Pricing 
	Watercraft Use Type  Hull Material  Body Type 
	Engine Drive  Propulsion  Fuel Type 
	Horsepower  0
	Length (ft.)  Length (in.) 



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

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

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.
<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?

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"/>	Nissan

Page 1 of 1 10 Rows Filter



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

The screenshot shows a progress bar with four steps: 'Vehicle Price' (checkmark), 'Motor ID' (checkmark), 'Select Motor Make' (checkmark), and 'Select Motor Model' (highlighted with an orange box). Below the progress bar is a 'Not Found?' button, which is highlighted with a blue arrow. The 'Not Found?' button is located in a green 'Filter' bar with fields for 'Model', 'Series', 'Weight', and 'Fuel Type'. A 'Previous' button is also visible.

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

The screenshot shows a manual entry form. A blue arrow points to the 'Not Found?' button, which is highlighted with a blue box. The form includes fields for 'VIN' (MB2K2084C506), 'Year' (2011), 'Registration Class' (Boat), 'Make' (MOOMBA), and 'Model' (OUTBACK/SK(*)). There is also a 'List' button and a 'Help' link.

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

The screenshot shows a manual price entry form. A blue arrow points to the 'Price' field (2,500.00). The form includes a 'Reason for manual price submission' field (test) and a note: 'For help please contact Supply at (405) 521-2303'. At the bottom are 'Pre' and 'Submit' buttons, with the 'Submit' button highlighted with a blue arrow.

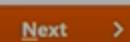
17. Click **Get Price** to pull in the price estimate.

Vehicle
MB2K2084C506
MSO
Vehicle Details

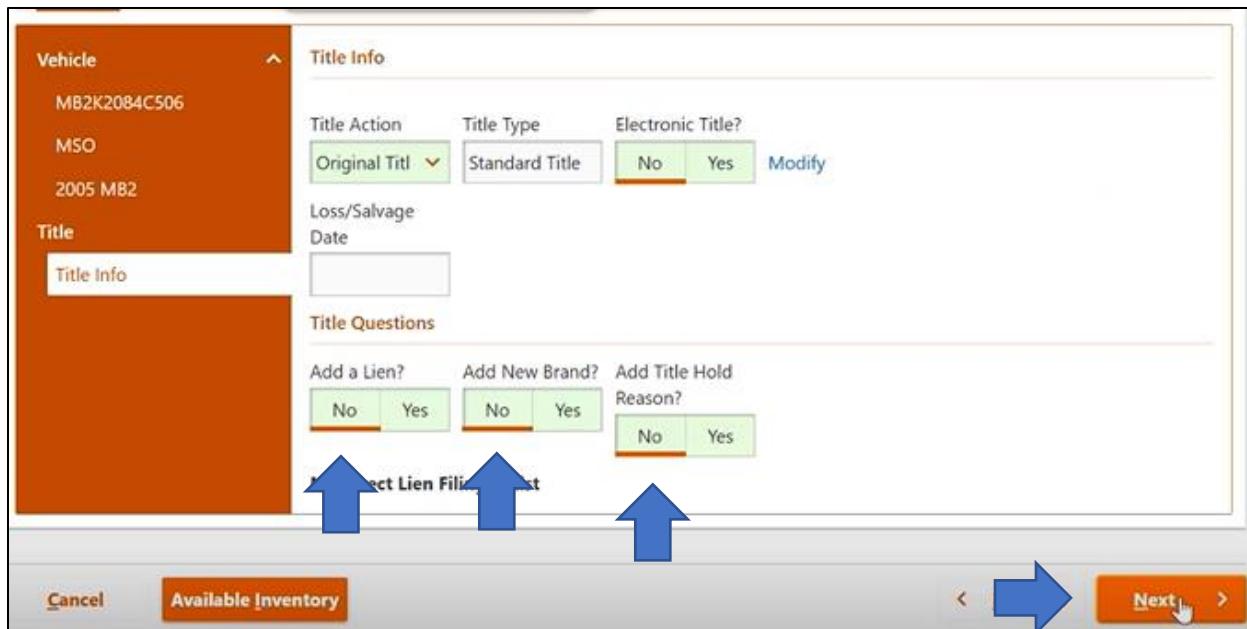
Vehicle Details		
HIN MB2K2084C506	Registration Class BOAT	
Year 2005	Make MB2	Model
FDP (\$) 2,500.00	Get Price 	
Watercraft Use Type Required	Hull Material Required	Body Type Required
Engine Drive Required	Propulsion Required	Fuel Type Required

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



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

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



Vehicle
MB2K2084C506
MSO
2005 MB2

Title
Title Info

Title Action: Original Title Title Type: Standard Title Electronic Title?: No Modify

Loss/Salvage Date

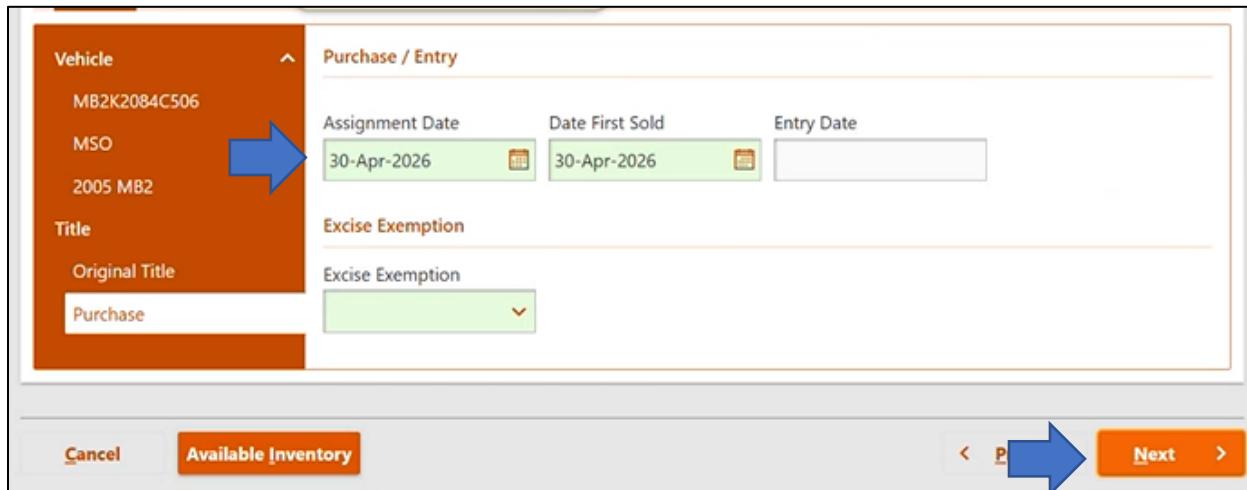
Title Questions

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

Next Lien Filing: Yes

[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

Excise Exemption: Purchase

[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? <input checked="" type="radio"/> Email <input type="radio"/> Mail <input type="radio"/> Opt Out Plate Type Fee Exception <input type="checkbox"/> 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 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 MB2

Title

Original Title

Purchase

Registration

Plate Type: BTM

No Plate, 6/30/2028 !

Fees

Miscellaneous Fees

IMV OneLink Staging

No	Yes
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Inspection

VIN/Odometer	Rebuilt	On Site
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Insurance and Notification

Insurance	Lienholder Not.	MH Cancellation
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Tire Fees

19.5" & under	Non-auto Over	Motorcycle
0	19.5"	0

Mail Fees

Mail	Mail Plate
1	0

Other Fees

Notary
0

[Cancel](#)
[Available Inventory](#)
[P](#)
[Next >](#)



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

: MV OneLink Staging			
MB2K2084C506	Excise Tax Boat/Motor	81.00	
MSO	Registration Boat & Motor 3 Yr	23.00	
2005 MB2	Renewal Notice Mail Fee	0.50	
Title			
Original Title	Title Fee for Boat & Motor	2.25	
Purchase			
Registration			
Plate Type: BTM			
No Plate, 6/30/2020			
Fees			
Misc. Fee Total: \$1.66			
Total: \$108.41			
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
	0.00		0.00
Apply Credits /			
Cancel	Available Inventory	Previous Next	

25. Receipt the Process

Wrap-Up: SOK Storefront

After submitting the transaction and receiving 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 receiving 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)

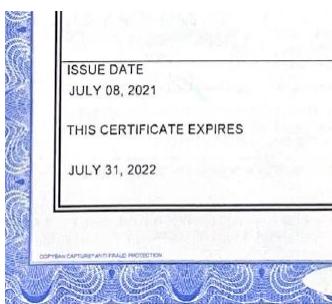
Note: Oklahoma title will be placed on DOC HOLD

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](#)
3. Serial Confirmation:
 - a. Completed [BM-10](#) (from seller) **OR**
 - b. Licensed operator verification of HIN
4. 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 st Year	\$1.00 for the first \$150.00 of value + \$1.00 for each \$100.00 of value above \$150.00
2 nd – 10 th Year	90% of the previous years calculated Registration Fee
11 th + 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](#)