



APPLICATION FOR THE REGISTRATION, TRANSFER OR RENEWAL OF A SMALL VESSEL(S) (SMALL VESSEL REGISTER) (NON-PLEASURE) FORM 20

Please read all instructions and information; make sure that all sections are complete and accurate or this form will be returned to you.

General Information

Use this form to:

- Apply for a new registration of your small vessel(s);
- Transfer an existing registered small vessel (when you buy a used vessel, it is your responsibility to transfer the ownership of the vessel); or
- Renew your Certificate of Registry (Small Vessel Register).

Why do I need a Certificate of Registry?

All non-pleasure (commercial) vessels that are less than or equal to 15 tons gross tonnage are classified as "small vessels" and must be registered unless exempted.

For further information on exempted vessels refer to Interim Registration for Human-powered Vessels or Sailing Vessels and Small Power-driven with Propulsion Motors Less Than 10 hp (7.5 kW).

For more information, visit Transport Canada's Vessel Registration Office on our website or call the toll-free line at 1-877-242-8770



HOW TO COMPLETE THE APPLICATION FOR THE REGISTRATION, TRANSFER OR RENEWAL OF A SMALL VESSEL(S) (SMALL VESSEL REGISTER) (NON-PLEASURE) (FORM 20)

To register a vessel(s):

1. Complete section **Reason for Application**, select 1st registry;
2. Complete section **Particulars of Vessel**;
3. Complete section **Details of Each Owner**; and
4. Complete **Payment information** by credit card or provide payment by cheque or money order.

To transfer ownership of a vessel:

1. Complete section **Reason for Application**, select **Transfer of Ownership** and provide Official Number;
2. Complete section **Particulars of Vessel**;
3. Complete section **Applicable for Transfer of Ownership or Renewal only**;
4. Complete section **Details of Each Owner**; and
5. Complete **Payment information** by credit card or provide payment by cheque or money order.

To renew your registration:

1. Complete section **Reasons for Application**, select **Renewal** and provide Official Number;
2. Complete section **Particulars of Vessel**;
3. Complete section **Applicable for Transfer of Ownership or Renewal only**;
4. Complete section **Details of Each Owner**; and
5. Complete **Payment information** by credit card or provide payment by cheque or money order.

Detailed instructions are also available on Form 20, under **Notes**. To learn more about the registration of small commercial vessels, please visit our website.

WHAT TO SEND WITH YOUR APPLICATION

For 1st Registry, you must submit:

- Completed original Application (Form 20);
 - In case of a corporation, this Application must be signed by an Officer or Director. The original Company Resolution is required;

- Statement of Qualification for Vessel Registration (Form 3);

- Document of title (for detailed info refer to **Note 3** on Form 20);

If you are not choosing the Assigned Formal Tonnage, **one of the following forms must be submitted:**

- Simplified Method of Tonnage Measurement (Form 4A);
OR
Tonnage Measurement of a Simple Multihull Vessel (Form 4B).

Note: If measured by a duly appointed Tonnage Measurer, refer to **Tonnage Measurements** on our website.

- Photographs of the Vessel**
 - Four in numbers: bow, stern, side profile and view from deck at stern looking forward must be attached.
 - Each photograph must be a minimum of 12.70 cm x 8.99 cm (5" x 3.5") in size.
 - Digital photographs are also accepted. Alternatively sketches or boat manufacturer's brochures may be provided on condition they meet the requirements for photographs above.

Not required if choosing the Assigned Formal Tonnage. Owners of fishing vessels choosing the Assigned Formal Tonnage must submit one photograph.

- If more than one owner, Form 14
 - An **Appointment of Authorized Representative** form appointing one of the owners as the authorized representative.; and

- Payment of the \$50.00 fee.

For transfer of ownership, you must submit:

- Completed original Application (Form 20);
 - In case of a corporation, this Application must be signed by an Officer or Director. The original Company Resolution is required;

- Statement of Qualification for Vessel Registration (Form 3);

- Document of title (for detailed info refer to **Note 3** on Form 20);

- If more than one owner, Form 14
 - An **Appointment of Authorized Representative** form appointing one of the owners as the authorized representative.; and

- Payment of the \$50.00 fee.

For renewal, you must submit:

- Completed original Application (Form 20);
 - In case of a corporation, this Application must be signed by an Officer or Director. The original Company Resolution is required;

- Statement of Qualification for Vessel Registration (Form 3);

- Payment of the \$50.00 fee.

HOW TO SUBMIT YOUR APPLICATION

The completed original application, required documents and payment of the fee must be mailed to:

Transport Canada
Vessel Registration, Marine Safety and Security
330 Sparks Street
Ottawa Ontario K1A 0N8
1-877-242-8770

Note: If your application is **properly completed**, your Certificate of Registry will be processed on a first come first serve basis. Incomplete applications will be returned and will delay receiving your Certificate of Registry (Small Vessel Register).



APPLICATION FOR THE REGISTRATION, TRANSFER OR RENEWAL OF A SMALL VESSEL(S) (Small Vessel Register) (Non-pleasure)

IMPORTANT INFORMATION		
<p>I understand that every person who provides false or misleading information commits an offence under Section 37 of the Canada Shipping Act, 2001.</p> <p>Are you registering two (2) or more vessels of less than five (5) gross tons, or an Air Cushion Vehicle (ACV) of 1500 kg or less, with the same owner? (see note 1). If so, your vessel qualifies for a \$50.00 flat fee. This flat fee does not apply to government vessels (federal, provincial) and municipalities. A separate application form must be completed for every vessel.</p> <p>Non-pleasure craft exceeding 15 gross tons and Air Cushion Vehicles exceeding 4500 kg cannot be registered in the Small Vessel Register.</p>		
REASON FOR APPLICATION (select one)		
<input type="radio"/> 1 st Registry <input type="radio"/> Transfer of ownership <input type="radio"/> Renewal Official number (if applicable) Example C99999XX _____		
PARTICULARS OF VESSEL		
Type of propulsion (select one) <input type="radio"/> Outboard <input type="radio"/> Inboard <input type="radio"/> Aux. sailing <input type="radio"/> Inboard/outboard Maximum Horsepower: _____		
Length: The length of your vessel is the distance measured from the outside of the forward end (A) to the outside of the aft end (B) of the hull shell (see figure 1). Length is defined under the Small Vessel Regulations , Subsection 1(1).		
Length (m.cm)	Gross tonnage	Tonnage method (select one) <input type="radio"/> Assigned Formal Tonnage (see note 2) For fishing vessels one photograph is required
		<input type="radio"/> Simplified method <input type="radio"/> Survey
Name of builder		
Descriptor of vessel (select one)		
Descriptor of vessel(s) (see Appendix II)		Sub-descriptor of vessel(s) (see Appendix II)
Hull construction materials (e.g. wood, GRP, steel, etc.)		Hull identification number
If your vessel is an Air Cushion Vehicle (ACV), give details:		
All up weight - Air Cushion Vehicle _____ KG		Model designation - Air Cushion Vehicle _____
APPLICABLE FOR TRANSFER OF OWNERSHIP OR RENEWAL ONLY		
<input type="radio"/> I/We confirm that all of the information shown on this "Application" is identical to the original "Certificate of Registry (Small Vessel Register)".		
<input type="radio"/> I/We have made the appropriate changes in the "Particulars of Vessel" from those shown on the original "Certificate of Registry (Small Vessel Register)".		

CORPORATION

I _____ state that I have authority to bind _____.
Name and title (Print) Name of corporation (Print)

I also state that _____ is the name of a corporation which legally exists at the date of this Application:
Name of corporation (Print)

as per the laws of Canada; **OR** as per the laws of _____
Name of province (Print)

This Application must be signed by any Officer or Director of the corporation who has the authority to bind the corporation. Pursuant to Sections 51(2) and 75.01 (2) of the **Canada Shipping Act, 2001** applicants may be required to provide additional information as requested by the Chief Registrar.

I understand that it is an offence for a person to knowingly make a false or misleading statement in writing and that the penalty can be a fine or imprisonment or both if found guilty in a court of law (Section 37 of the **Canada Shipping Act, 2001**).

Signature of Officer or Director

CORPORATION

I _____ state that I have authority to bind _____.
Name and title (Print) Name of corporation (Print)

I also state that _____ is the name of a corporation which legally exists at the date of this Application:
Name of corporation (Print)

as per the laws of Canada; **OR** as per the laws of _____
Name of province (Print)

This Application must be signed by any Officer or Director of the corporation who has the authority to bind the corporation. Pursuant to Sections 51(2) and 75.01 (2) of the **Canada Shipping Act, 2001** applicants may be required to provide additional information as requested by the Chief Registrar.

I understand that it is an offence for a person to knowingly make a false or misleading statement in writing and that the penalty can be a fine or imprisonment or both if found guilty in a court of law (Section 37 of the **Canada Shipping Act, 2001**).

Signature of Officer or Director

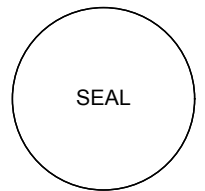
INDIAN BAND

Name of Indian Band (Print)

Signature

Name of person signing above (Print)

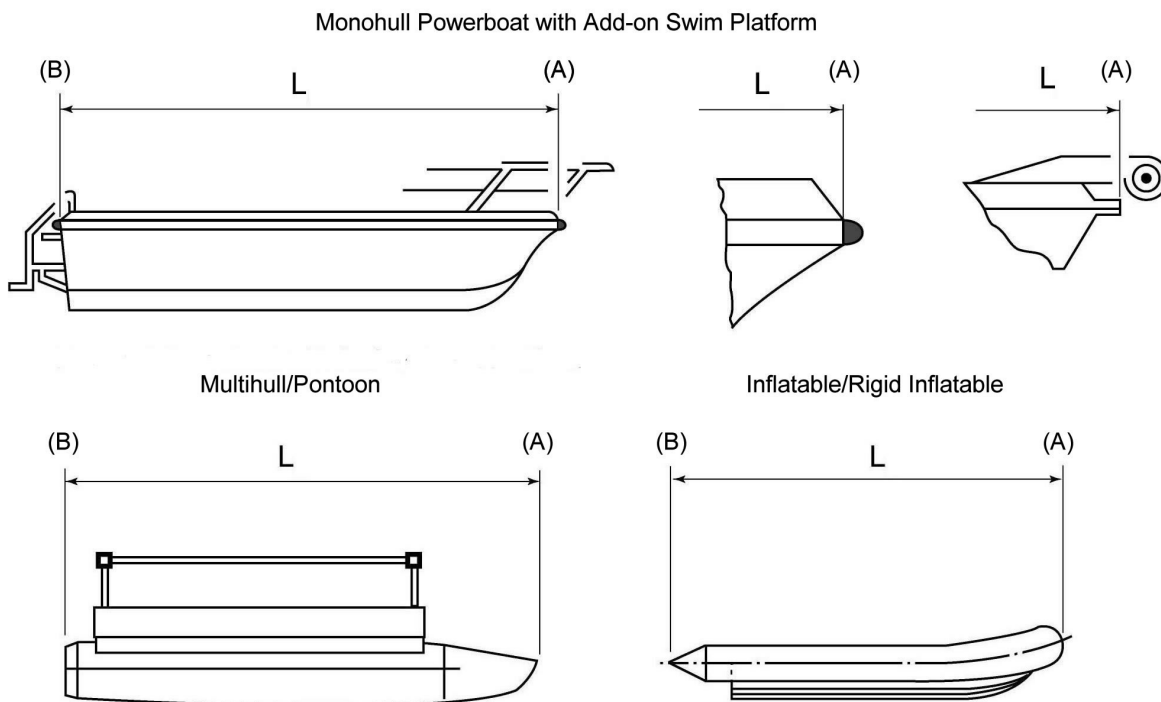
Date (dd-mm-yyyy)



NOTES:

1. "Same owner" means: two or more persons that are registered as joint owners of 64 shares, which represents 100% ownership of a Canadian vessel. Joint owners cannot act separately in disposing of any part of their interest, or in any of the legal transactions connected with Registry. Property is automatically transferred to the other owner upon death or bankruptcy.
2. For monohull and multihull vessels not more than 12 metres in length, you can choose to use the "Assigned Formal Tonnage" (non-calculated tonnage). Assigned Formal Tonnage simply means linking a tonnage number to the length of the vessel. **Should you require an accurate tonnage calculation, use Form 4A or 4B.**
 - i) Not more than 8.5 m = gross tonnage of 4.99
 - ii) More than 8.5 m but not more than 10.5 m = gross tonnage of 9.99
 - iii) More than 10.5 m but not more than 12 m = gross tonnage of 14.99
3. Proof of ownership of the vessel. **One** of the following documents must be provided: If you cannot produce any of the documents below showing that you own the vessel, please complete a Declaration Form.
 - a) **Bill of Sale.** It must show date of transaction, name(s) of seller(s) and buyer(s), signature(s) of the seller(s) and description of the vessel. If the vessel was owned by a foreigner, the notarized original Bill of Sale transferring ownership from the last foreign owner to you is required.
 - b) **Another document of title** (i.e. receipt). It must show: date of transaction, name(s) of the seller(s) and buyer(s), signature(s) of the seller(s), description of the vessel and \$0.00 balance or "Paid in Full" noted on the document.
 - c) **Invoice along with a Declaration Form.**
 - d) **Builder's Certificate:**
Canadian-built: If the vessel was built for you (the applicant) then you must provide the Builder's Certificate, Form 2.
Foreign-built: If the vessel was built for you (the applicant) then you must provide the Builder's Certificate.
Foreign-registered: If the vessel was registered in a foreign country, you must provide proof that the vessel is no longer registered in another country with an original "Deletion Certificate".
4. This Application must be made by all of the owners.
5. In the case of an Indian Band, this Application must be made by person(s) authorized by Band Council Resolution **OR** by affixing the seal of the Indian Band on this Application.
6. The authorized representative is required to report any changes, such as a change in the owner's or a registered mortgagee's name or address (S. 58 of the **Canada Shipping Act, 2001**).

Figure 1



The information you provide on this form is collected by Transport Canada for the purpose of registering your vessel. It is collected under the authority of Section 43 of the **Canada Shipping Act, 2001**. The registration of your non-pleasure (commercial) craft is mandatory unless it is registered in a foreign state. The information will be held in the Department's Personal Information Bank entitled Canadian Register of Vessels (bank number TC PPU 041). The information will be retained for 5 years after vessel is deregistered then destroyed. Your information will be handled in accordance with the provisions of the **Privacy Act**. Instructions for obtaining your personal information are provided in Info Source, a copy of which is available in major public and academic libraries or on the Infosource website. Please note that under Section 76 of the **Canada Shipping Act, 2001**, "a person may examine or obtain copies of any entries in the Register with respect to a vessel".

**APPENDIX I
 PAYMENT INFORMATION**

PAYMENT INFORMATION

A fee of \$50.00 is applicable and payment can be made by cheque or money order made payable to the Receiver General for Canada and is to be forwarded by mail to the address indicated below. The fee is also payable by Visa, Mastercard or American Express.

I authorize Transport Canada/Receiver General for Canada to charge my (select one)

<input type="radio"/> Visa	<input type="radio"/> Mastercard	<input type="radio"/> American Express	Card number	Expiry date mm _____ aa _____	Card Security Code ¹
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_____	_____	_____
Name of card holder (Print)	Telephone number (999-999-9999)	Signature of card holder

The completed original Application must be mailed to:
 Transport Canada, Vessel Registration, Marine Safety and Security
 330 Sparks Street Ottawa Ontario K1A 0N8
 1-877-242-8770

¹ The CSC is in addition to the credit card number which is embossed or printed on the card. The CSC is used as a security feature, in situations where a Personal Identification Number (PIN) cannot be used. The CSC must be entered in the relevant field when you enter your payment details.

Location of code:

- **American Express cards have a four-digit code printed on the front side of the card above the number.**
- **MasterCard and Visa cards have a three-digit card security code. The code is the final group of numbers printed on the back signature panel of the card.**

Appendix II

Descriptors of vessel	Sub-descriptors of vessel
Fishing (excludes sports fishing)	Dory Skiff Aquaculture Fishing research Fishing protection Harvesting
Passenger	Sport fishing Charter tours Guided tours Realty Water taxi Cargo Diving Para sailing Sailing
Tug	Boom boat Harbour Tender Salvage Cargo
Workboat	Patrol Enforcement Passenger/Training Rental Canoe Kayak Landing Craft Runabout Punt Cargo Mossing Survey Research Search and rescue Pollution protection Pollution-oil spill response Buoy-tender Crew boat Fishing research Fishing protection Harvesting Rigid inflatable
Barge	Passenger/Vehicle Passenger Cargo Diving Landing craft Crew boat
Ferry	Passenger/Vehicle Passenger/Cargo Passenger Vehicle Cargo Cable
Human-powered	Canoe Kayak Row Boat Inflatable River-Raft
Air cushion vehicle	Passenger Passenger/Cargo
CG auxiliary	Search and Rescue
Other (specify)	
Amphibious	Passenger Workboat
Pontoon	Passenger Workboat Research
Catamaran	Passenger
Dredger	Workboat
Personal water craft (PWC)	Patrol Enforcement