

## **Attention Boat Owners**

Starting April 2006, you can apply for a Pleasure Craft Licence at any Service Canada Centre across the country. For the location nearest you, visit [servicecanada.gc.ca](http://servicecanada.gc.ca) or call 1 800 O-Canada.

Canada Border Services Agency will no longer be issuing licences after April 1, 2006.

All owners of pleasure craft (recreational boats) 15 gross tonnes or under (12m or less) that are equipped with a motor of 10 hp (7.5 kW) or more need to have a Pleasure Craft Licence. This allows for each boat to have its own number and assist search and rescue personnel and other agencies in identifying individual boats, especially in an emergency.

Transport Canada is the federal government department responsible for overseeing boating safety. For more information about the Pleasure Craft Licence or boating safety in general, call the Safe Boating line at 1 800 267-6687 or visit [boatingsafety.gc.ca](http://boatingsafety.gc.ca).

## **Attention, propriétaires de bateau**

À compter d'avril 2006, vous pourrez demander un permis d'embarcation de plaisance auprès de n'importe quel Centre Service Canada au pays. Visitez [servicecanada.gc.ca](http://servicecanada.gc.ca) ou appelez le 1 800 O-Canada pour connaître l'adresse du Centre Service Canada le plus près de chez vous.

L'Agence des services frontaliers du Canada n'émettra plus de permis après le 1er avril 2006.

Tous les propriétaires d'embarcations de plaisance de 15 tonnes brutes ou moins (12 mètres ou moins) propulsées par un moteur de 10 CV (7.5 kW) ou plus doivent avoir un permis d'embarcation de plaisance. Cela fait en sorte que chaque embarcation porte son propre numéro d'immatriculation, ce qui aide les équipes de recherche et de secours et autres organismes à repérer les embarcations, spécialement en cas d'urgence.

Transport Canada est le ministère du gouvernement fédéral responsable de la sécurité nautique. Pour plus de renseignements au sujet du permis d'embarcation de plaisance ou de la sécurité nautique en général, appelez le bureau de la sécurité nautique au 1 800 267-6687 ou visitez le [securitenautique.gc.ca](http://securitenautique.gc.ca).

## **Frequently Asked Questions**

## General

**Q. What is a Pleasure Craft Licence and why is it required?**

A Pleasure Craft Licence is the number placed on the side of each recreational vessel as required under the Small Vessel Regulations of the *Canada Shipping Act*. The number is used to assist law enforcement and search and rescue organizations in identifying each individual pleasure craft.

**Q. What kind of information does a Pleasure Craft Licence include, and how is this information used?**

The Pleasure Craft Licence number includes basic contact information regarding each pleasure craft. The number is used by enforcement and search and rescue agencies to identify pleasure craft, enforce pleasure craft regulations, and assist search and rescue organizations in identifying a pleasure craft that may be found adrift or overturned.

**Q. I've heard of pleasure craft "licences" and the pleasure craft "operator card". Are they the same thing?**

The Pleasure Craft Operator Card is sometimes referred to as a licence, but the two are NOT the same. The Pleasure Craft Licence provides for each vessel to have its personal identification number. The Pleasure Craft Operator Card is a form of proof that pleasure craft operators need to carry to demonstrate their competency to operate a boat.

Additional information on the Card:

In addition to the Card, which is the most common proof of competency, boaters can also demonstrate competency by having:

1. proof of having successfully completed a boating safety course in Canada prior to April 1, 1999, or
2. a completed rental boat safety checklist for boat renters.

For more information on proof of competency and if it applies to you, call Transport Canada's Safe Boating line at 1-800-267-6687 or visit

<http://www.tc.gc.ca/BoatingSafety/providers/menu.htm>

**Q. What is the difference between a licence and registration, and which vessels need which document?**

LICENCE

A licence provides a number specific to each vessel for use by search and rescue personnel and other agencies to identify this vessel among others. The licence number has to be displayed on both sides of the bow of the vessel, above the water line; in block characters, not less than 7.5 cm (3 in) high; and in a colour that contrasts with the colour of the bow.

The licence is mandatory for:

1. all pleasure craft of 15 gross tons or under (12 meters or less) that are equipped with a motor of 10 hp (7.5 kW) or more, including personal watercraft. These licences are currently issued by the Canada Border Services Agency and will be issued by **Service Canada** as of April 2006.
2. all commercial (non-pleasure) vessels of 15 gross tons or under (12 meters or less), such as passenger, cargo, guide boats, fishing vessels, and any other vessels not used exclusively for pleasure. These licences are issued by **Transport Canada**.

The Pleasure Craft Licence is free of charge and transferable to any subsequent owner of the vessel. The licence must be carried on board the vessel at all times. However, a licence is not a Title Document. Boat operators must therefore also carry other documents (such as a document that establishes ownership or registration) in order to help avoid/reduce delays clearing US-Canada customs or in case of a fine.

### REGISTRATION

Registration is basically a Title system for the ownership of vessels. It also establishes the vessel's net and gross tonnage, an official number and a homeport. Registration provides certain benefits such as giving a vessel a unique name, and having the right to fly the Canadian flag. Registration also allows the owner to use the vessel as security for a marine mortgage.

Registration is mandatory for all vessels over 15 gross tons (over 12 metres), including:

1. all pleasure craft over 15 gross tons. Registration is provided by **Transport Canada**.
2. all commercial vessels (non-pleasure craft) over 15 gross tons. Registration is provided by **Transport Canada**.

Owners of vessels not required by law to be registered may do so, on a voluntary basis. There are costs associated with registration, and the registration is good for as long as a person owns the vessel. Registration documents must be carried on board the vessel at all times, together with any other ownership documents in order to help avoid/reduce delays clearing US-Canada customs or in case of a fine.

For more information on registration, please visit Transport Canada's [Ship Registration Guide](#).

### **THIRD PARTY LICENSING FOR DEALERS AND BROKERS**

After April 1<sup>st</sup> 2006, it will still be possible for dealers and brokers to licence pleasure craft on behalf of the new owner. To do so, a company representative is to provide the same information required of an individual to licence a pleasure craft. This information includes:

- ▶ A completed Application for Pleasure Craft Licence form completed, signed and dated by the new owner.
- ▶ A document that establishes ownership (such as a bill of sale).

- ▶ A photocopy of a document that establishes the identity of the owner (such as a driver's licence). Please photocopy both sides of the document and have the client sign the photocopy.

In addition to this, the owner must provide the representative a Third Party Authorization letter. This letter must include the following information:

- ▶ A short paragraph from the new owner stating he/she has given permission to the third party (named in the letter) to apply for a pleasure craft licence in his/her name.
- ▶ Name and address of the new owner.
- ▶ The date of the transaction.
- ▶ The new owner's signature.
- ▶ Brief description of the pleasure craft to be licensed (such as make, model, previous licence number (if applicable) and/or Hull Identification Number).

Once all of this information has been gathered it is to be presented at a Service Canada or Service New Brunswick office where, provided the information is complete, a Service Delivery Representative will issue a Pleasure Craft Licence to the third party on behalf of the new owner.

Note: Due to the Privacy Act, a Pleasure Craft Licence can only be issued to the owner unless a Third Party Authorization letter is presented at the time of the request.

### **Sample Third Party Authorization Letter**

I, (insert name of new owner), of (insert address of new owner) hereby authorize (insert name of third party) to apply for a Pleasure Craft Licence for [insert make, model and licence number (if not a new pleasure craft)] bearing Hull Identification Number (insert HIN) on my behalf and to provide Service Canada or Service New Brunswick with any personal information that may be required to issue the said licence in my name.

(Signature of new owner)

(Date)

### **Collection of existing data:**

#### **Q. When is the existing information expected to be scanned into the new database?**

A. Future additional developments to the new licensing database will be considered and examined through consultation with stakeholders and exploring available technology after April 01, 2006. The main focus between now and April 01, 2006 is to ensure the new system is available as of April 01, 2006. This means there will be almost triple the number of places a person may go to get a license (through Service Canada) and create a system that provides 24/7 access to the existing paper-based information until it can be scanned into the database. It is important to note that the existing paper information is in its original form and has never been updated. This outdated information also requires updating through a proposed 5 year renewal system.

**Q. Is it expected that there be a requirement to renew and update information on the owner?**

A. In order to ensure the information in the database is up to date for safety and security, Transport Canada is proposing licenses are renewed every 5 years at no cost to stakeholders under the post April 01, 2006 pleasure craft licensing system. Search and rescue organizations acting on outdated information does not increase public safety. Persons holding a pleasure craft license are encouraged to update their license information any time there are changes.

**Q. In order to ensure consistency with identification of persons with the same name will there be a requirement to provide DOB?**

A. Yes, the licensee's DOB will be recorded to ensure accuracy of identification, and will aid law enforcement and search and rescue agencies to identify the correct person when accessing the system in emergencies.

**Enforcement:**

**Q. As an enforcement officer what will I have to do to access information?**

A. Transport Canada is presently working with various enforcement agencies regarding the development of codes to access the database. For up to date information please contact Carl Parisien at 990-5940 or at [parisic@tc.gc.ca](mailto:parisic@tc.gc.ca)

**Q. Who in the agency gets this code?**

A. Transport Canada is presently working with various enforcement agencies regarding access to the database. For up to date information please contact Carl Parisien at 990-5940 or at [parisic@tc.gc.ca](mailto:parisic@tc.gc.ca)

**Q. Where does a municipal police agency go to get this code?**

A. Transport Canada is presently working with various enforcement agencies regarding access to the database. For up to date information please contact Carl Parisien at 990-5940 or at [parisic@tc.gc.ca](mailto:parisic@tc.gc.ca)

**Q. What about border agency needs to verify the authenticity of a pleasure craft license, what will be the turn around time for this information?**

A. Anyone requiring the information in order to enforce any law in Canada may do so by contacting Service Canada or Transport Canada Access to Information and Privacy (ATIP). Any agency requiring the information in an emergency may wish to contact Carl Parisien at (613) 990-5940 or at [parisic@tc.gc.ca](mailto:parisic@tc.gc.ca) for more information, or contact Service Canada or Transport Canada Access to Information and Privacy (ATIP).

**Dealers:**

**Q. Will a dealer or persons be able to continue to fax applications to Service Canada?**

A. Not at this time. Applications require the original signature of either the applicant or anyone authorized in writing by the applicant to licence a pleasure craft on their behalf. Electronic signatures are not accepted in this phase of licensing renewal. It is important to note there will be almost triple the number of Service Canada Centres providing the pleasure craft licensing service starting in April 01, 2006.

**Q. Will a dealer be able to go on line to process an application?**

A. Not at this time. Licences are available through the 320 Service Canada Centres and by mail at this time. Future additional developments to the new licensing database will be considered and examined through consultation with stakeholders and exploring available technology.

**Q. Will an individual be able to go on line to process an application?**

A. Not at this time. Licences are available through the 320 Service Canada Centres and by mail at this time. Future additional developments to the new licensing database will be considered and examined through consultation with stakeholders and exploring available technology

**Q. Will a dealer or marine surveyor or bank be able to access information to determine ownership or a lien?**

A. A pleasure craft licence is not a title document and does not establish ownership of a pleasure craft. Also, pleasure craft licensing information is personal information and will continue to be protected under the Privacy Act. Anyone wishing to access the information can apply through Access to Information and Privacy with Service Canada or Transport Canada. As of April 01, 2006 pleasure craft licensing information will be available to safety and security agencies in an emergency 24 hours a day, 7 days a week. This availability will increase search and rescue capabilities as well as the safety of licensed pleasure craft operators.