

## Hot Off the Press

### There are Changes in Applying for a Pleasure Craft License

By John Gullick, Director, Trent Severn Antique and Classic Boat Association

This just came through my e mail on Friday July 17, 2015. Since I am always getting questions about Pleasure Craft Licensing I thought that I should get this new information out to you as soon as possible.

The following is taken directly from the Transport Canada Marine Safety web site and contains all of the information that you will need to license a pleasure craft or make changes to a Pleasure Craft License, not to be confused with a Pleasure Craft Operator Card, PCOC:

Did you know that any pleasure craft powered by a motor over 10 hp (7.5 kW) must have a valid license? A pleasure craft license allows search and rescue personnel and other agencies to quickly identify your boat in the event of an emergency.

#### **You now have two (2) options to help you request your free Pleasure Craft License:**

Electronically (the preferred method), or by Post.

Electronically: Transport Canada, the Office of Boating Safety is offering the online [Pleasure Craft Electronic Licensing System \(PCELS\)](#) as the preferred and quickest method in applying for a pleasure craft license.

Not only will you be able to apply for a Pleasure Craft License online, the following transactions can also be done, thereby reducing the mailing time:

1. You can request the transfer of a Canadian licensed pleasure craft to your name.
2. You can update your information (change of address; telephone number, contact information, as well as advise us of any changes made to your boat).
3. You can request a duplicate copy of your pleasure craft license.
4. You can submit an application for the renewal of your pleasure craft license.

You will be required to upload supporting documentation to validate your request. Please have the documents in the **proper file format** ready for upload before you start the online process. Supporting documents may include:

1. The [proof of ownership or bill of sale document](#);
2. A signed copy of a [valid piece of government-issued identification](#);
3. [A current side-view photo of the pleasure craft](#).
4. If you are submitting the application and documents on behalf of someone else, you will require the [“Third Party Authorization Letter”](#), if applicable.

By submitting your request for a new or the transfer of a pleasure craft license online, an acknowledgment number will be returned to you immediately. This acknowledgment number (identical to the pleasure craft license number that will be issued to you) is valid for 90 days from the issue date and is to be marked on the side of your boat, in order for you to use your boat right away.

After verification of the application and the supporting documentation, the permanent pleasure craft license will be sent to you by the delivery method you selected (e-mail or by post).

## YOU MAY NOT CANCEL A PLEASURE CRAFT LICENSE ONLINE.

- You must submit the paper “[Application for a Pleasure Craft License](#)” by post, indicating “**Cancel**” on the form, as well as providing the necessary supporting documentation as indicated in the Application Kit. A note explaining the reason for the cancellation must be included.

By post: If you prefer to submit your application by post, specific instructions for each transaction type can be found in the “[Pleasure Craft License Application Kit](#)”.

The [Pleasure Craft License Application Kit](#) is available for [download](#) through the Office of Boating Safety Web site or you may request a copy through the Boating Safety Infoline at 1-800-267-6687, and a paper copy will be sent to you.

**NOTE:** Paper copies are no longer available through the Service Canada Centre.

If you chose to send in your request by mail, the completed “[Application for a Pleasure Craft License](#)” as well as the required supporting documents are to be mailed to the [Pleasure Craft Licensing Centre](#):

1. a completed [application form](#);
2. a photocopy of the [proof of vessel ownership](#);
3. a signed photocopy of a [valid piece of government-issued identification](#). Further information is available on the form, as well as in our [Q&A section](#), and
4. a [current side-view photograph of the pleasure craft](#)
5. If you are submitting the application and documents on behalf of someone else, you will require the “[Third Party Authorization Letter](#)”, if applicable.

Please allow five (5) business days plus mailing time to process your application. To avoid delays, please read all of the instructions before completing and submitting the form. **We will return your application package if the form is incomplete or if any supporting documents are missing.**

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