

## e-Form Instructions (DRAFT)

**Property Owner Name (or Customer ID)** – Every property owner has an ID, but most don't know what it is. We can look it up, but only if the name (or some other piece of info) we are given is an exact match to our records.

**Email ID** – Your preferred email address. Helpful for e-processing and e-Pay. (If you've already done one, you can type '**SAME**' for boats after the 1<sup>st</sup>)

**Phone Number** – Where we can reach you or at least leave you a message. (If you've already done one, you can type '**SAME**' for boats after the 1<sup>st</sup>)

**Lot Number or Property ID** - either Lot Number (i.e., Fairway 67) or Property Address to which each boat should be assigned. If not specified, we will apply boats to your properties based on our best guess. For boats previously licensed, we can look up the property ID from last year (can type '**SAME as 2017**'). This info is important because property owners get very deep discounts (up to \$1,425) on their first (Primary) and second (Secondary) licenses, and for each lot owned. If we cannot readily verify property ownership we cannot grant the discounts, or *any* license for that matter. *If in doubt, the Reference/Parcel number from your tax bill will do.*

**Type** – Primary, Secondary, General-Resident or Non-Resident;

**Sub-type** - Powered or Non-Powered

**Make and Type\*** – If available, this would be the make or Manufacturer as shown on the state registration, such as Aqua Patio, or Godfrey or Tige or Malibu. If the craft is not registered, the **type** of craft alone will suffice, such as canoe, kayak, sailboat, paddle-boat, paddle-board.

**Length \*** - Required for all boats new to Indian Lake; **Verification** may be required for new boats per Ordinance. See title, placard, or state registration.

**Hull Number \*** - If available. This is typically shown on the state registration certificate, or your title, or your insurance policy. We likely would only need this to track down 'found' craft floating around the Lake.

**State Registration Number** – Such as PA-1234-AB. This info, for all **powered** boats, is essential, even if registered out of state. **Powered Boats without state registration number will not be issued a license.** Leave blank or state 'N/A' on the form if not registered (and not powered).

**Expiration \*** - **One** or **Two** years of Registration/Expiration. Since we will also be going to a 2-year ONLY registration period in the future, a one-year term may allow you to match up years and colors with your boats' PA State stickers. New boats, or boats registered out-of-state should be licensed for 2 years only, just like the state.

**Insurance Company \*\*** - The name of the carrier issuing coverage/policy, such as Allstate or State Farm or Erie.

**Policy Number or ID \*\*** - The unique policy identifier for your liability coverage on each craft.

**Policy Expiration Date** – Required. The Borough assumes no liability in any event, but this provides some level of diligence and assurance for the protection of all boaters, including the owner.

## Notes/Footnotes

\* - This information is typically on the state registration certificate and does **not** change from year to year. If you are certain your boat was registered **by you** last year, you may simply record '**SAME as 2017**' on the form. You must, however, give us sufficient information to recall last year's data, **or you may attach a copy or photograph of the state registration, placard or title, past or current, to an e-mail**, or mail it if you'd prefer.

\*\* - If this remains the same as last year, you may simply record '**SAME as 2017**' on the form. **You must, however, give us the most current expiration date and certify its correctness/accuracy.**

### Don't forget to pay!!

- Go to <http://indianlakepa.us/ePay/BoatLicenses.aspx>
- Select your license types and numbers of licenses. Select the type and **Add to Cart**. You can 'dial up' the number for each added boat of a given license type.
- You can **Continue Shopping** and add more items to your cart. [You can add Water, Sewer, or Service Corp fees to your card before check-out and pay at one time...]
- When you are done adding to your cart you can **View Cart** or **Check Out**.
- **Make sure you check the numbers and total \$**. If you make a mistake, notify us immediately and we will issue a correction or refund, hopefully the next business day.
- Check Out using either your PayPal account or any valid major credit card.
- You will receive an immediate receipt, and a confirmation from us telling you when your license numbers are assigned and ready for pick-up.