



State of Ohio  
 Department of Natural Resources  
 DIVISION OF WATERCRAFT  
 2045 Morse Road, Building A • Columbus, Ohio 43229-6693  
 1-877-4BOATER • 614-265-6480  
 www.ohiodnr.com/watercraft

**REQUEST FOR REFUND**

**Please print or type only. Person requesting refund must be the person that paid original fee(s).**

Name \_\_\_\_\_  
LAST FIRST MIDDLE INITIAL  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Daytime Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**All of the above must be completed to receive a refund.**

**I am requesting a refund for (check one):**

**Watercraft Registration fee**  
 Boat Number: OH - \_\_\_\_\_ - \_\_\_\_\_

You must attach proof of payment, the original watercraft registration, and validation decals.

If this is a watercraft registration fee refund request, the reason for the request must be consistent with Ohio Administrative Code Section 1501.47-1-19 (A) which states: "A refund of a watercraft registration fee set forth in section 1547.54 of the Revised Code shall be issued in the event the watercraft owner is able to provide proof that the **registration fee had been paid multiple times for the current triennial registration time period.** A refund may also be issued in those situations where the chief deems a refund is appropriate provided the request for refund was received by the chief **within the first 30 days after the purchase** of the watercraft registration."

Fill out both sides of this form and send it along with necessary documentation to:

ATTN: Registration Refunds  
 Ohio Department of Natural Resources  
 Division of Watercraft  
 2045 Morse Road, Building A-1  
 Columbus, OH 43229-6693

**Boating Skill or Educational Class fee**  
 You must attach proof of payment and list the class name:

\_\_\_\_\_

If this is a Boating Skill or Educational Class fee refund request, the reason for the request must be consistent with Ohio Administrative Code Section 1501.47-1-19 (B) which states: "A refund of a boating skill development course or other educational course as set forth in rule 1501.47-1-18 of the Administrative Code shall be issued in the event of an emergency, or in those situations where the chief deems a refund is appropriate. For the purposes of paragraph (B) of this rule, 'emergency' is defined as any situation in which the instructor finds it necessary to cancel the course or the student misses the course due to circumstances beyond their control. 'Emergencies' include, but are not limited to: (1) Death or illness of the student or family member; (2) Natural disaster or impending natural disaster at the course site or the students' home, and the course cannot be made up or rescheduled; (3) Termination of necessary services at the course site, and the course cannot be made up or rescheduled; and (4) Forced evacuation of the course site due to epidemic, contamination, or any other threat to the students' health or well being, and the course cannot be made up or rescheduled."

Fill out both sides of this form and return it to the watercraft office that was to provide the training (mailing addresses listed on reverse) with proof of payment.

**NOTE: Refunds for other reasons or for other fees are NOT permitted by Ohio law.**

Reason for requesting a refund: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE DATE



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**REQUEST FOR REFUND, continued**

Name \_\_\_\_\_  
LAST FIRST MIDDLE INITIAL

If you are requesting a boating skills or educational class fee refund, send this form along with the necessary proof of payment to the office that was to provide the training:

ODNR Watercraft Headquarters  
 2045 Morse Road, Building A  
 Columbus, OH 43229-6693  
 614-265-6480

Cambridge Watercraft Office  
 1225 Woodlawn Avenue  
 Cambridge, OH 43725  
 740-439-4076

Portsmouth Watercraft Office  
 640 Second Street  
 Portsmouth, OH 45662  
 740-353-7668

Akron Watercraft Office  
 2756 South Arlington Road  
 Akron, OH 44312  
 330-644-2265

Cleveland Watercraft Office  
 1150 East 49th Street  
 Cleveland, OH 44114  
 216-361-1212

Sandusky Watercraft Office  
 1407 Cleveland Road  
 Sandusky, OH 44870  
 419-621-1302

Alum Creek Watercraft Office  
 3305 S. Old State Road  
 Delaware, OH 43015  
 740-548-5490

East Fork Watercraft Office  
 3292 Elklick Road  
 Bethel, OH 45106  
 513-734-2730

Springfield Watercraft Office  
 1976 Buck Creek Lane  
 Springfield, OH 45502  
 937-323-1582

Ashtabula Watercraft Office  
 1 Front Street  
 Ashtabula, OH 44004  
 440-964-0518

Maumee Bay Watercraft Office  
 1400 State Park Road  
 Oregon, OH 43616  
 419-836-6003

Wapakoneta Watercraft Office  
 110 Industrial Drive, Suite B  
 Wapakoneta, OH 45895  
 419-738-6189

**FOR OFFICE USE ONLY**

RECEIVED BY: \_\_\_\_\_ (OFFICE)      \_\_\_\_/\_\_\_\_/\_\_\_\_ (DATE)

\_\_\_\_\_(SIGNATURE OF SUPERVISOR)      \_\_\_\_/\_\_\_\_/\_\_\_\_ (DATE)

NOT APPROVED REASON: \_\_\_\_\_

APPROVED AMOUNT: \$ \_\_\_\_\_

\_\_\_\_\_(SIGNATURE OF APPROVAL)      \_\_\_\_/\_\_\_\_/\_\_\_\_ (DATE)