



Transport Canada

Transports Canada

Vessel Registration (AMSED)
Marine Safety & Security
330 Sparks Street, 3rd Floor
Ottawa, Ontario K1A 0N8

Immatriculation des bâtiments (AMSED)
Sécurité et sûreté maritime
330, rue Sparks, 3^e étage
Ottawa (Ontario) K1A 0N8

(11/16)

Toll free: 1-877-242-8770
Fax: 1-613-998-0637
E-mail: vr-ib@tc.gc.ca

PROCEDURES FOR CLOSING-OUT THE REGISTRY CANADIAN REGISTER OF VESSELS

Voluntary Closure (to obtain pleasure craft licence)

- The vessel must be free & clear of encumbrances.
- If the request is from the registered owner, a letter stating that he will apply for a pleasure craft licence is required.
- If the request is from the new owner (purchaser), a copy of the [Bill of Sale](#) and a letter requesting the closing of the registry and stating that he will apply for a pleasure craft licence is required.
- In order to close the Registry of a commercial vessel, the letter from the registered or new owner(s) must state that the vessel is no longer used commercially. The vessel type will be changed to “pleasure craft” prior to closing-out the Registry.

Vessel Sold Foreign

- The vessel must be free & clear of encumbrances.
- We require a letter signed by either the registered owner(s) or the new foreign owner(s) requesting the closure of the Registry and explaining the reason for the closure, along with a copy of the Bill of Sale.

Vessel No Longer in Service, etc...

- We require a letter signed by the registered owner(s) requesting the closure, listing all vessels to be removed from the Register, and providing the reason for the closure.
- If there is a mortgage registered against the vessel, the registered owner(s) is/are required to contact the mortgagee(s) for formal discharge with Vessel Registration.

There is no fee for closing-out the Registry.

Certificate of Deletion

- Should a Certificate of Deletion be required, payment of the \$50.00 fee (payable by cheque addressed to the “Receiver General of Canada” or by credit card), and a written request must be sent to the Vessel Registration Office.

Our forms are available online at <http://www.tc.gc.ca/eng/marinesafety/oep-vesselreg-registration-menu-4432.html>.

Documents can be submitted to us by using one of the following methods:

- Email at VR-IB@tc.gc.ca (only documents in PDF format are accepted)
- Fax at 613.998.0637
- Mail at the above-noted address

Please note that our clients are served on a first come first served basis.

For all enquiries, please contact us on our toll free line or our e-mail address noted above.

Vessel Registration