



MARYLAND DEPARTMENT OF NATURAL RESOURCES
 LICENSING AND REGISTRATION SERVICE
APPLICATION FOR REFUND

PLEASE PRINT IN INK – FOR COMPLETE INSTRUCTIONS SEE REVERSE

Required Items must be submitted with this form

<u>DNR ID#</u>	<u>First Name</u>	<u>Middle Name</u>	<u>Last Name</u>	<u>Social Security or Federal Identification Number (Required)</u> \$ <u>Total Refund Requested</u>	
<u>Mailing Address</u>			<u>Daytime Telephone No.</u>		
<u>City</u>	<u>State</u>	<u>Zip Code</u>			
PCA _____	Source _____	Amt. _____	PCA _____	Source _____	Amt. _____
PCA _____	Source _____	Amt. _____	PCA _____	Source _____	Amt. _____

Refund is hereby requested for: (check one) -please read instructions on back of form

I. BOATING – Indicate vessel number _____

- A. The cost of an **unused** set of decals returned within 30 days of purchase (decals and registration card must be returned with this application).
- B. The cost of a single set of decals returned in the first calendar year of the vessel’s 2-year registration (decals and registration card must be returned with this application)
NOTE: Only the second year’s registration fee will be refunded.
- C. Waiver of penalty \$ _____ and/or interest \$ _____
- D. Other: Explanation _____

II. COMMERCIAL FISHING

Waterman ID # _____

Explanation _____

III. OTHER

E Explanation _____

Refund Amount

I/We certify, under penalty of perjury, that the statements made herein are true and correct to the best of my/our knowledge, information and belief.

 Applicant’s Signature

 Date

DEPARTMENT USE ONLY - This document may be executed in multiple counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument. Signatures, including notary signatures, provided by electronic means including, by way of example and not of limitation, facsimile, Adobe, PDF and sent by electronic signature program, shall be deemed to be original.

Approved By: _____
 Supervisor Date

 Fiscal Officer Date

INSTRUCTIONS FOR COMPLETING APPLICATION

The refund application must be completed in full. Please follow the steps outlined below.

- Step 1: Please print DNR ID#, name and address clearly. Your refund will be mailed to the address indicated on this application.
- Step 2: Your Social Security or Federal Identification Number is required by the Comptroller of the Treasury to obtain a refund.
- Step 3: **A completed W-9 is also required by the Comptroller of the Treasury and must accompany this form.**
- Step 4: **Copy of driver's license with current address, or Household mail with current address must accompany this form.**
- Step 5: Check the appropriate box indicating the type of refund requested and submit the required information.

I. BOATING – Indicate vessel number for which you are requesting a refund.

- A. For a refund of the cost of an **unused** set of decals returned to the Department within 30 days of purchase, submit the set of **unused** decals and registration card with the completed application.
- B. For a refund of the cost of a single set of decals returned in the first calendar year of the vessel's 2-year registration, submit the set of decals (removed from the vessel) and registration card with the completed application. **Note: Only the second year's registration fee will be refunded.**
- C. Waiver of penalty and/or interest. Submit a completed application, and provide an explanation for the refund request.
- D. Boating transactions other than registration and penalty and interest waivers. Submit a completed application, and provide an explanation for the refund request.

II. and III. COMMERCIAL FISHING or OTHER

- A. Submit a completed application, and provide an explanation for the refund request.

PLEASE NOTE: ALL ONLINE FISHING & HUNTING LICENSE SALES ARE FINAL UPON PURCHASE AND NOT AVAILABLE FOR REFUND

YOUR APPLICATION MAY BE FORWARDED TO ANY OF THE FOLLOWING DNR LICENSING & REGISTRATION SERVICE CENTERS

Business Hours: 8:30 am to 4:30 pm Monday – Friday (except state holidays)

All offices: 1-866-344-8889 (Toll free in MD)

Annapolis Service Center

160 Harry S Truman Pkwy.
P.O. Box 1869
Annapolis, MD 21404
410-260-3220

Essex Service Center

1338 Eastern Blvd. A
Essex, MD 21221
667-401-0760
(No Mail. Open: M/W/F)

Bel Air Service Center

501 West MacPhail Rd. #2
Bel Air, MD 21014
410-836-4550

Centreville Service Center

120 Broadway Ave. #5
Centreville, MD 21617
410-819-4100

Frederick Service Center

1601-A Bowmans Farm Rd.
Frederick, MD 21701
240-236-9950

Solomons Service Center

PO Box 1309
14175 Solomons Island Rd. S
Solomons, MD 20688
410-535-3382

Salisbury Service Center

251 Tilghman Rd Rm #2
Salisbury, MD 21804
410-713-3840

Cumberland Service Center

13300 Winchester Rd. SW
Cumberland, MD 21502
301-777-2134
(No Mail. Open: Tues/Thurs)
Credit card only at this location