

How to email your documents to hhdocking@gmail.com

1. What you need:
 - a. Smart Phone or Tablet that has a camera
 - b. A flat non-reflective surface to layout your documents
 - c. Your boat title(or bill of sale if you just purchase your boat and are waiting for the title)
 - d. Current registration
 - e. Current insurance certificate. Be sure to circle the effective date.
2. Flatten each document on the non-reflective surface. You can group them together in order take only one photo. Be sure the documents don't overlap and cover up information.
3. Position your phone's camera directly over the document(s) and click the button.
4. Look at the picture you just took and make sure the picture is clearly readable.
5. Click on the picture and "Share" it via email to: hhdocking@gmail.com
I will confirm your application submission by replying to your email.

If you do not have access to a smart phone with a camera, simply take your documents to your local library and the friendly librarians will help you complete the process.

That's It! You saved a stamp and a trip to the Post Office!

See the attached example of how your application and documents should appear.



Insurance Identification Card

Insured Boaters

RICHARD RUSSELL

Insured Boat

2022 GODFREY MARINE
SWEETWATER 2086 C MERCURY
HIN. GDYSW789I122

Effective Dates

05/29/2025 - 05/29/2026

Policy

BSP6739289

RUSSELL, RICHARD, S
121 HOLIDAY HBR
CANANDAIGUA

NY 14424

NEW YORK STATE BOAT REGISTRATION

NY2421MT

2022 SWEET GDYSW789I122

ALUM OUT PLEASURE

020 GAS DR541424 MAY 27, 2025

NAM PYN521 80026271

NONTRANSFERABLE

EXPIRES
04/30/28

RUSSELL, RICHARD, S
121 HOLIDAY HBR
CANANDAIGUA

NY 14424

Fee Paid
95.00

DR 541424

VOID IF ALTERED EXCEPT
FOR CHANGE OF ADDRESS
MV-639TB (12/20)

000368

CERTIFICATE OF TITLE

NEW YORK STATE

dmv.ny.gov



Title and Identification No.

GDYSW789I122
GDYSW789I122

Year

2022

Make

SWEET

Model Code

N/A

Body/Hull

ALUM

Document No.

683695G

Color

Wt./Sts./Lgth.

20

Fuel

GAS

Cyl./Prop.

OUT

New or Used

USED

Type of Title

BOAT
2421MT

Date Issued

6/09/25

Name and Address of Owner(s)

RUSSELL, RICHARD, S
121 HOLIDAY HBR
CANANDAIGUA NY 14424

VOID IF ALTERED

VOID IF ALTERED

This document is your proof of ownership for this vehicle, boat or manufactured home. Keep it in a safe place, not with your license or registration or in your vehicle or boat. To dispose of your vehicle, boat or manufactured home, complete the transfer section on the back and give this title to the new owner.

Lienholder

Lienholder

* NO LIENS RECORDED *

* NO LIENS RECORDED *

Lienholder

Lienholder

* NO LIENS RECORDED *

* NO LIENS RECORDED *

MV-999 (3/21)

DEPARTMENT OF MOTOR VEHICLES