



MARYLAND DEPARTMENT OF NATURAL RESOURCES  
LICENSING AND REGISTRATION SERVICE

APPLICATION FOR REFUND

PLEASE PRINT IN INK AND **PRESS FIRMLY** - FOR COMPLETE INSTRUCTIONS SEE REVERSE

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

Refund is hereby requested for: (check one)

**I. BOATING** - Indicate vessel number \_\_\_\_\_

A. The cost of an **unused** set of decals (decals and registration card returned with this application) by June 30<sup>th</sup> in the first calendar year of registration.

B. The cost of a single set of decals (decals and registration card returned with this application) in the first calendar year of the vessel's 2-year registration.

**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. SPORT HUNTING/FISHING** Transaction # \_\_\_\_\_

Explanation \_\_\_\_\_

**IV. OTHER**

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 \_\_\_\_\_

Approved By: \_\_\_\_\_  
Supervisor Date

\_\_\_\_\_ Date  
Fiscal Officer

## **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: 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, surrender to the Department by June 30<sup>th</sup> in the first calendar year of the registration period:
1. Set of **unused** decals and registration card.
  2. Completed refund application.
- B. For a refund of the cost of the second year's registration fee, surrender to the Department between July and December in the first calendar year of the vessel's 2-year registration:
1. Set of decals (removed from the vessel) and registration card.
  2. Completed refund application.
- C. Waiver of penalty and/or interest.
- D. Boating transactions other than registration and penalty and interest waivers. Provide an explanation for the refund request.

### **II. COMMERCIAL FISHING, SPORT HUNTING/FISHING or OTHER**

- A. Complete refund application.
- B. Provide an explanation for the refund request.

### **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)

#### **Annapolis Service Center**

P.O. Box 1869  
Annapolis, MD 21404  
410-260-3220  
1-866-344-8889 (Toll Free in MD)  
410-260-3281 (Fax)

#### **Essex Service Center**

1338 Eastern Blvd. A  
Essex, MD 21221  
667-401-0760  
1-886-535-8319 (Toll Free in MD)  
410-284-3505 (Fax)  
*(WALK-In Only: M/W/F)*

#### **Central Service Center**

501 W. MacPhail Rd. #2  
Bel Air, MD 21014  
410-836-4550  
1-866-623-3187 (Toll Free in MD)  
410-836-4562 (Fax)

#### **East Central Service Center**

120 Broadway Ave #5  
Centreville, MD 21617  
410-819-4100  
1-866-439-1708 (Toll Free in MD)  
410-819-4110 (Fax)

#### **Western Service Center**

1601-A Bowmans Farm Rd.  
Frederick, MD 21701  
240-236-9950  
1-866-679-0906 (Toll Free in MD)  
240-236-9953 (Fax)

#### **Southern Service Center**

6904 Hallowing Lane  
Prince Frederick, MD 20678  
410-535-3382  
1-866-688-3823 (Toll Free in MD)  
410-535-4737 (Fax)

#### **Eastern Service Center**

251 Tilghman Road #2  
Salisbury, MD 21801  
410-713-3840  
1-866-812-1678 (Toll Free in MD)  
410-713-3849 (Fax)