



## **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**  
160 Harry S. Truman Pkwy  
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)*

**Bel Air 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)

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

**Frederick 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)

**Solomons Service Center**  
14175 Solomons Island Rd S  
P. O. Box 1309  
Solomons, MD 20688  
410-535-3382  
1-866-688-3823 (Toll Free in MD)  
410-535-4737 (Fax)

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

**Cumberland Service Center**  
13300 Winchester Road  
Cumberland, MD 21502  
301-777-2134  
301-777-5865 (Fax)  
*(WALK-In Only: Tues/Thurs)*