



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

PLEASE PRINT IN INK – FOR COMPLETE INSTRUCTIONS SEE REVERSE

Completed W-9 or copy of driver's license is required with this form

<u>DNR ID#</u>	<u>First Name</u>	<u>Middle Name</u>	<u>Last Name</u>	Social Security or Federal Identification Number (Required)					
<u>Mailing Address</u>			<u>Daytime Telephone No.</u>						
<u>City</u>	<u>State</u>	<u>Zip Code</u>							
<table style="width:100%; border:none;"> <tr> <td style="width:50%;">PCA _____ Source _____ Amt. _____</td> <td style="width:50%;">PCA _____ Source _____ Amt. _____</td> </tr> <tr> <td>PCA _____ Source _____ Amt. _____</td> <td>PCA _____ Source _____ Amt. _____</td> </tr> </table>				PCA _____ Source _____ Amt. _____	PCA _____ Source _____ Amt. _____	PCA _____ Source _____ Amt. _____	PCA _____ Source _____ Amt. _____	\$	Total Refund Requested
PCA _____ Source _____ Amt. _____	PCA _____ Source _____ Amt. _____								
PCA _____ Source _____ Amt. _____	PCA _____ Source _____ Amt. _____								

Refund is hereby requested for: (check one)	<u>Refund Amount</u>
I. BOATING – Indicate vessel number _____	
<input type="checkbox"/> 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).	_____
<input type="checkbox"/> 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.	_____
<input type="checkbox"/> C. Waiver of penalty \$ _____ and/or interest \$ _____	_____
<input type="checkbox"/> D. Other: Explanation _____	_____
II. COMMERCIAL FISHING Waterman ID # _____ Explanation _____	_____
III. OTHER <input type="checkbox"/> E Explanation _____	_____

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 or copy of your driver's license is required by the Comptroller of the Treasury.**
- Step 4: 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)

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)

Essex Service Center

1338 Eastern Blvd. A
Essex, MD 21221
667-401-0760
1-866-535-8319 (Toll Free in MD)
(No Mail. Open: M/W/F)

Bel Air Service Center

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

Centreville Service Center

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

Frederick Service Center

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

Solomons Service Center

PO Box 1309
14175 Solomons Island Rd. S
Solomons, MD 20688
410-535-3382
1-866-688-3823 (Toll Free in MD)

Salisbury Service Center

251 Tilghman Rd Rm #2
Salisbury, MD 21804
410-713-3840
1-866-812-1678 (Toll Free in MD)

Cumberland Service Center

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