

DEPARTMENT OF BOATING AND WATERWAYS
YACHT & SHIP BROKERS LICENSING UNIT
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(866) 836-3740



Information Letter

DATE: *April 12, 2005*

TO: *Licensed Yacht and Ship Brokers*

FROM: *Derrick Yee, Lead Investigator*

SUBJECTS: *1) Change in staff - DBW Yacht and Ship Unit 2) Exam Information 3) Temporary licenses - No Extensions 4) Time Periods for Processing Applications*

REMINDERS: 5) Transfers 6) Address/telephone changes 7) Salesperson Application Packages 8) Surety Bond Submissions

1. Change in Staff - DBW Yacht and Ship Unit

Investigator Derrick Yee has been assigned to oversee the Yacht and Ship Unit. He will be investigating consumer initiated complaints against Yacht and Ship brokers and salespeople, and may be reached at (916) 263-8195.

Ms. Mary Thomas has returned to Enforcement Unit but will be assisting the Yacht and Ship unit as needed.

2. Exam Information

- Exam applicants should plan on arriving to the exam site at least 30 minutes prior to their scheduled exam time. Applicants who are late WILL NOT BE PERMITTED into the exam (thus forfeiting their test fee).
- No exam fees will be accepted the week of the scheduled test.

3. Temporary Licenses - NO EXTENTIONS

-Per Harbors and Navigation Code section 725 (a): "The licenses shall be issued for a period NOT to exceed 60 days and ONLY ONE license shall be issued to each applicant."

Thus, only one temporary license will be issued every 2 years. Also, no extensions are given for a 60 day temporary license.

4. Time Periods for Processing licenses

-Per Title 14, California Code of Regulations, Section 7606.1(a):
"The Department shall notify the applicant in writing, within 10 business days from receipt of application that the application is complete, or that the application is deficient, and what specific information is required."

-Section 7601.1(b): "The Department shall then process the completed application for license(s), as required by Sections 717,718,722,723,724,725,727,728,729 and/or 735, Harbors and Navigation Code, and reach a decision to issue a license within 30 to 90 days, the median being 60 days."

REMINDERS:

5. Transfers Between Brokerages or Cancellations of Sales Licenses

Pursuant to the provisions of Harbors and Navigation Code Section 735(c) salespersons licenses are required to be under the control of the broker by whom the salesperson is licensed until the license is cancelled or the salesperson leaves the employment of the broker. Upon termination of employment, the broker shall **immediately** return such salespersons license to the Department for cancellation and shall notify the Department of the exact date of termination.

6. Name/Address/telephone changes

When changing the DBA for an individual license of a brokerage, it is the broker's responsibility to notify the department in writing, within five business days. The original license must be included with the request. There are no fees associated with this change.

When changing a corporation or a partnership name, the broker is required to obtain a new bond which reflects the changes. It is the broker's responsibility to notify the department in writing, within five business days. The license must be included with the request along with a notarized, duplicate of the new bond (photo copies will not be accepted). There are no fees associated with this change.

When changing your address or telephone number for a brokerage, it is the broker's responsibility to send a letter to the department requesting the change along with all licenses issued to that address. Once this is completed, new licenses will be issued at no cost.

7. Salesperson Application Packages

Application Packages should only be requested by licensed Brokers. It is also the Broker's responsibility to have the most current application

packages on file. PLEASE make sure you are using the current application form (YSB3 (NEW 9/01) when submitting the application. In addition, the fingerprint card is obsolete for this office. We currently use the LIVE SCAN Form (BCII 8016 (NEW 9/01)). If the department receives an old salesperson application, it will be returned to your office to resubmit. This will delay the application process. Please review all salesperson applications for completeness prior to submitting.

8. Surety Bond Submission(s)

When applying for an individual or partnership license, PLEASE have your signature notarized on the surety bond, along with any/all supporting documents. The bond will be unacceptable by the Department if the signatures are not notarized by a notary public.

We are receiving a high volume of phone calls regarding the above issues, which in turn interferes with the issuance of licenses. Please share this Information Letter with your staff, so that everyone is up to date on changes and procedures within the Department. If you have any questions, please contact us at (866) 836-3740.