



Marine Safety Information Bulletin

U.S. Coast Guard
Seventeenth Coast Guard District
Division of Inspection & Investigation
709 West 9th Street
Juneau, AK 99802

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CERTIFICATE OF DOCUMENTATION CERTIFICATION PROCESS

This Marine Safety Information Bulletin (MSIB) is being published to inform mariners how to differentiate between official, U.S. Coast Guard's National Vessel Documentation Center correspondence and commercial entities that manage documentation processes on behalf of the vessel owners for a fee.

Background - Many mariners have received Certificate of Documentation Courtesy Renewal Notices from a commercial entity that closely resembles U.S. Coast Guard's National Vessel Documentation Center notices.

The U.S. Coast Guard's National Vessel Documentation Center (NVDC), located in Falling Waters, West Virginia, is the only entity authorized to issue Certificates of Documentation (CODs), Form CG-1270, valid for a period of one year from date of issuance. This document is required for vessels engaged in Commercial trade and is optional for vessels five net tons and over engaged in recreational use/activities.

Persons interested in conducting business directly with NVDC should visit the official Coast Guard website at: <http://www.uscg.mil/nvdc/>

The NVDC is aware that there are commercial entities that offer to manage the certification/renewal process on behalf of vessel owners for a fee. The Coast Guard does not endorse any of these companies, and the companies do not operate on behalf of the Coast Guard in any way. Any fees charged or agreements offered by such companies are in no way associated with the NVDC certification process. In addition, these companies are not authorized to issue any form of documentation, including travel letters and/or permits that authorize operation of ANY vessel. Customer complaints can be made through the Federal Trade Commission's (FTC) website at <https://www.ftc.gov/>

To obtain official forms, visit the USCG NVDC website or contact NVDC at (800) 799-8362 or (304) 271-2400. Phone hours are 9:00 a.m. to 3:00 p.m. Monday, Tuesday, Wednesday, and Friday; phones are not manned on Thursdays. Application packages and documents eligible for filing (in .pdf format) can be e-mailed to nvdc.pdf.filing@uscg.mil or faxed to (304) 271-2405. COD Renewal requests (Form CG-1280) are accepted via ydc-pf-nvdc renewals@uscg.mil with credit card payment of \$26.00 via Form CG-7042.

The following products may be ordered online: Renewals (Form CG-1280), Late Renewals (Form CG-1280), Abstract of Title (Form CG-7043) and Certified Copy of COD (Form CG-7043) requests. From the main page, follow the "Order Products Online" link.

The Fee Schedule can be found here: <http://www.uscg.mil/nvdc/instr/fee%20sch.pdf>

Users are encouraged to register to receive notices and updates via e-mail by utilizing NVDC's email subscription service. From the main page, follow the "Subscribe to NVDC Information" link.