



NVDCINST 16713
Revised 09/2025

EXCHANGE, REINSTATEMENT, OR RETURN TO DOCUMENTATION

These are general instructions which may not cover all requirements needed to document your vessel. Please see [46 CFR Part 67](#).

CG-1258 Application for Initial, Exchange or Replacement of Certificate of Documentation; Redocumentation: Completed by owner(s) in eStorefront.

Supporting documents and instruments, as applicable, may be uploaded into eStorefront to accompany the application. Failure to include required documents will cause a delay in processing your request.

CG-1340 Bill of Sale: Submit the bill of sale, signed by or on behalf of all persons, transferring an interest in the vessel. Signature(s) of seller(s) must be acknowledged by a notary public. Altered bills of sale may be rejected. A recorded copy of the bill of sale or related instrument will be returned.

CG-1270 Certificate of Documentation Transfer of Interest: Interest in a vessel may be transferred by the last documented owner(s) on the reverse of the original OR copy of the Certificate of Documentation. Signature(s) of seller(s) must be acknowledged before a notary public. Altered documents may be rejected.

Satisfaction of Mortgage OR Form **CG-4593** Application, Consent and Approval for Exchange: If the vessel is subject to a mortgage, submit the satisfaction of mortgage (completed by mortgagee, not vessel owner, and properly acknowledged); **OR** Form CG-4593, signed by both the owner and mortgagee. A recorded copy of the satisfaction of mortgage will be returned. A copy of form CG-4593 will not be returned.

Chain of Title Simplified Method: For vessels returning to documentation, ownership may be established from a state title OR state or foreign registration. A copy of the title or registration must be provided with the bill(s) of sale from the owner shown on title or registration to the applicant. For vessels under a foreign registry similar to U.S. Documentation, a copy of the registration and evidence of removal from that registry

must be provided.

- Simplified method may not be used if seeking a Coastwise endorsement for a vessel over 200 ITC gross tons. Complete chain of title from the last documented owner and citizenship evidence for each owner must be submitted. Maritime Administration Form MA-899, Declaration of Citizenship for Vessel Recordation Purposes, can be used to establish citizenship.

Expired Certificates of Documentation: If the Certificate of Documentation has expired, owners may return the vessel to an active status using the eStorefront button ‘I need a Certificate of Documentation (COD) OR I need to make changes to a COD’.

Fees:

Fee information is available at the NVDC homepage (<http://www.uscg.mil/nvdc> >> Fee Schedule). Fees are non-refundable per 46 CFR 67.500(d).

Instructions:

1. Submit your request via the eStorefront link at <http://www.uscg.mil/nvdc>.
 - a. You may be required to attach supporting documents and instruments to complete your submission.
 - b. Fillable PDF forms, which can be completed and attached to your eStorefront application, are available at <http://www.uscg.mil/nvdc> >> Instructions and Forms.