



National Vessel Documentation Center

FREQUENTLY ASKED QUESTIONS: RECONSIDERATION REQUESTS AND APPEALS

How do I file a Request for Reconsideration?

In accordance with [46 CFR 1.03-15](#), if you disagree with a decision, you have the right to request reconsideration of the decision in writing within 30 days. Your request for reconsideration should include why you want the NVDC to reconsider the action or decision and provide reasons that support the request. Submit your letter, any additional documentation, and a copy of the decision letter being disputed to the NVDC (include your name, vessel's official number, and the date of the request for reconsideration) to:

National Vessel Documentation Center
Attn: Reconsiderations
792 T J Jackson Drive
Falling Waters, WV 25419

How do I file a Formal Appeal to a Decision Made by the NVDC?

In accordance with [46 CFR 1.03-45](#), if you disagree with a decision of the NVDC, you have the right to make a formal appeal of the decision in writing within 30 days. Your formal appeal should include any new or additional information to support your request. Submit your letter, any additional documentation, and a copy of the decision letter being disputed to the Commandant, CG-5PC (include your name, vessel's official number, and the date of the request for reconsideration) to:

Commandant (CG-5PC)
Attn: Director of Inspections and Compliance
U.S. Coast Guard, Stop 7501
2703 Martin Luther King Jr. Ave SE
Washington, DC 20593-7501

A copy of the appeal must also be sent to:

National Vessel Documentation Center
Attn: Appeals
792 T J Jackson Drive
Falling Waters, WV 25419