



Director
United States Coast Guard
National Vessel Documentation Center

792 T. J. Jackson Drive
Falling Waters, WV 25419
Staff Symbol: NVDC
Phone: 304-271-2400

NVDCINST 16713

CERTIFICATE OF DOCUMENTATION APPLICATION FOR RENEWAL

Beginning January 1, 2019, **recreational** (endorsed with Recreation ONLY) Certificate of Documentation (COD) holders may elect to extend the expiration date of renewed CODs for an additional 2-5 years.

Commercial vessel owners are not eligible for multi-year documents and must continue to follow the current process for requesting/renewing one-year CODs at a cost of \$26.00.

Renewal of your COD can be completed via one of the following methods:

1) PAY ONLINE (PREFERRED)

To avoid delays in renewing, owners are encouraged to do so electronically via the eStorefront link from our homepage. Click the [Renewal/Late Renewal](#) link under the 'ORDER PRODUCTS ONLINE' tab on our website.

NOTE: When paying electronically, separate submission of the CG-1280 is NOT required.

NOTE: CODs renewed more than 60 days prior to expiration will be issued with a new issue/expiration date, shortening the validity period of your current document. CODs renewed 60 days or less from expiration will maintain the same expiration month.

NOTE: RENEWAL REQUESTS RECEIVED UP TO 30 DAYS AFTER THE EXPIRATION DATE of the COD will be considered 'late' and will require payment of a \$5 late fee in addition to ANY other application fees.

NOTE: RENEWAL REQUESTS RECEIVED 31 DAYS AFTER THE EXPIRATION DATE of the COD will result in the COD being 'expired' and will require [reinstatement](#).

NOTE: WHEN RENEWING VESSEL FLEETS, THE CG-1280 AND LIST OF VESSELS must be submitted at the same time as the payment. You may not submit separate payments for each vessel in a fleet.

2) PAY BY CREDIT CARD, CHECK OR MONEY ORDER

Step 1: Complete CG-1280 Vessel Renewal Notification form mailed to you. Sign, date, indicate capacity of person signing and address change, if applicable OR click the [CG-1280 Renewal of Certificate of Documentation](#) link under the INSTRUCTIONS AND FORMS tab on our website to complete form. Be sure include name, address, vessel name and official number on electronic version.

Step 2: Submit Payment

NOTE: CODs renewed more than 60 days prior to expiration will be issued with a new issue/expiration date, shortening the validity period of your current document. CODs renewed 60 days or less from expiration will maintain the same expiration month.

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Pay by credit card using [CG-7042 Authorization for Credit Card Transactions](#). Annotate additional fees paid for optional years 2-5 in block marked 'Other' and amount paid.*

Pay by check or Money Order made payable to the **U.S. Coast Guard**. Annotate Official Number and number of years paid for in memo line.*

Step 3: Mail completed form and payment to:

U.S. Coast Guard
PO Box 1119
Falling Waters, WV 25419-1119

***Recreational** (endorsed with Recreation ONLY) Renewal Fees:

One Year Expiration (minimum/required).....	\$26.00
Two Year Expiration	\$52.00
Three Year Expiration.....	\$78.00
Four Year Expiration.....	\$104.00
Five Year Expiration.....	\$130.00

Please note, application fees, which include renewals, are non-refundable as per 46 CFR 67.500(d).