



NVDCINST 16713

## INITIAL VESSEL DOCUMENTATION

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

**CG-1258 Application for Initial, Exchange or Replacement of Certificate of Documentation; Redocumentation:** Completed by new OWNER(s); submit an original **OR** a copy of form CG-1258.

**CG-1261 Builder's Certification and First Transfer of Title:** Must be completed by the BUILDER of the vessel. For INITIAL DOCUMENTATION ONLY. If more than one builder, each builder must complete a form. Evidence of U.S. build is required for all vessels seeking a fishery or coastwise endorsement.

**CG-5397 Application for Simplified Measurement:** Completed by owner, to establish tonnage calculations, when CG-1261 Builder's Certification is not provided.

**CG-1340 Bill of Sale:** This form may not be necessary if the Builder's Certification and First Transfer of Title form is submitted and shows the applicant as "Party for Whom Built" in Block V, or as the transferee in the First Sale or Transfer in Block VII. Otherwise, submit one original OR one copy of 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 instruments may be rejected. A copy of the instrument will be returned.

**Simplified Method.** Ownership may be established from 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 registered owner to applicant. If the foreign registry is similar to U.S. documentation, provide a copy of the registry and evidence of removal from foreign registry in addition to the bill of sale.

**Simplified method does not apply to Coastwise vessels of over 200 ITC gross tons. In addition to U.S. build evidence; submit the complete chain of title and proof of U.S. citizenship for all past owners. Form MA-899 can be used to establish citizenship and will be provided upon request.**

**Fees:**

Initial Application for Documentation **Recreational/Commercial** (1 year expiration) \$133.00\*  
Bill of Sale.....(per page) \$8.00  
Mortgage.....(per page) \$4.00

NOTE: One sheet of paper with information on both the front and back is considered TWO (2) pages.

**\*ADD Commercial Endorsement Fee:**

Coastwise.....\$29.00  
Fishery.....\$12.00  
Registry.....NO CHARGE

NOTE: When more than one endorsement is requested, only the single highest endorsement rate applies, up to a \$29.00 MAXIMUM.

**\*ADD Recreational Endorsement Fee.....NO CHARGE**

**\*ADD Recreational Multi-Year Expiration Fees:**

Two Year.....\$26.00  
Three Year.....\$52.00  
Four Year.....\$78.00  
Five Year.....\$104.00

**Instructions:**

- 1) Fillable forms can be found on our website at: <http://www.uscg.mil/nvdc>
- 2) Checks and money orders payable to U.S. Coast Guard, or credit card payments with accompanying CG-7042 Authorization for Credit Card Transactions are also accepted and must accompany the application. Fees are non-refundable as per 46 CFR 67.500(d).
- 3) Documents may be mailed or faxed to the NVDC using the information on page one (1) or sent via e-mail at: [NVDC.PDF.FILING@uscg.mil](mailto:NVDC.PDF.FILING@uscg.mil).