



NVDCINST 16713  
Revised 03/2025

## 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](#).

**APPLICATION FOR INITIAL, EXCHANGE OR REPLACEMENT OF CERTIFICATE OF DOCUMENTATION; REDOCUMENTATION:** Completed by new OWNER(s) on eStorefront.

**Supporting documents and instruments, as applicable, may be uploaded into eStorefront to accompany the application:**

**CG-1340 BILL OF SALE:** Submit the bill of sale, [CG-1340](#), 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:** 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.

**NOTE: \*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. Form MA-899 may be used to establish citizenship and will be sent upon request.**

**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' with the fee of \$84.00, PLUS additional applicable fees for any trade endorsement(s) other than Recreation or Registry.

**Fees:**

Application for Exchange/Redocumentation <b>Recreational/Commercial</b> (includes 1 year expiration).....	\$84.00*
Approval of Exchange if covered by a mortgage, CG-4593.....	\$24.00
Transfer on the reverse of a CG-1270 (Certificate of Documentation).....	\$8.00
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 - \$29.00 MAXIMUM.

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

**\*ADD Recreational (endorsed with Recreation ONLY) Multi-Year Expiration Fee:**

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

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

**Instructions:**

- 1) Submit your request electronically via the eStorefront link from our homepage. Click the NVDC ESTOREFRONT link under the 'ORDER PRODUCTS ONLINE' tab on our website.
  - a. Supporting documents may be required attachments to complete your submission. Fillable PDF forms are available at [NVDC Instructions and Forms](#).