

U.S. Department of  
Homeland Security

United States  
Coast Guard



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  
Fax: 304-271-2405

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## FILING OF INSTRUMENTS VIA .PDF FILING, FACSIMILE (FAX) AND MAIL

As per [46 CFR Part 67](#) instruments eligible for filing and recording may be submitted via FAX or electronic mail, as a .pdf attachment.

All correspondence must be in 8 1/2" X 11" format and no smaller than 10 point type.

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Submit instruments eligible for filing and recording, along with a cover sheet that includes the following information: name, address, telephone number and facsimile telephone number of the person submitting the instrument(s); the number of pages submitted, the name of the vessel, official number or hull identification number of the vessel(s) and the names of the owner(s) of the vessels(s) to which the instrument relates to: (304)271-2405.

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