



NVDCINST 16713/1-4

## REQUIREMENTS FOR INSTRUMENTS EVIDENCING SATISFACTION OR RELEASE

To be filed and recorded in accordance with [46 CFR Part 67](#) a Satisfaction/Release must:

1. Recite the:

- Name and official number of the vessel;
- Name of each mortgagor, if any;
- Name of each mortgagee or claimant; and
- Total amount of the mortgage or claim of lien.

2. Include information which clearly identifies the mortgage or claim of lien being released; such information normally consists of the Book and Page or Batch and Doc ID, where mortgage or claim was recorded.

**Failure to provide the Coast Guard with an acknowledged certificate of discharge of the indebtedness on full and final discharge of the indebtedness under a recorded mortgage may subject the mortgagee to civil penalty of not more than \$10,000 (46 U.S.C. 31309/31321(f)).**

3. Be signed by or on behalf of each mortgagee, if a mortgage, or each claimant, if a notice of claim of lien, and include legal capacity in which signed, if any (e.g. Corporate Officer, Trustee, Executor).

NOTE: If the mortgagee has changed names OR been taken over OR merged into or with another bank, include the information on the instrument. Phrases such as "formerly known as", "now known as", or "successor in interest" may be suitable.

4. Bear a date of execution

5. Contain an acknowledgement by a notary public

**Instructions:**

- 1) Submit an original or a copy. A copy of the instrument will be returned. Originals will NOT be returned.
- 2) There is no fee for recording a Satisfaction of Release Instrument.
- 3) Documents may be mailed to the NVDC using the information above, or sent via e-mail to: [NVDC.PDF.FILING@uscg.mil](mailto:NVDC.PDF.FILING@uscg.mil)