



NVDCINST 16713/1-8

## PREFERRED SHIP MORTGAGES AND RELATED INSTRUMENTS INFORMATION

The United States Code pertaining to the filing and recording of mortgages and related instruments is Title 46 USC 313; the applicable regulations are found in Title 46 Code of Federal Regulations, Subparts O, P and Q, Sections 67.200-245. The U.S. Coast Guard acts principally as a recording agency in regard to mortgages and related instruments; therefore, it is suggested you review the cited references and/or seek private legal counsel for additional information.

There is NO government form for a preferred mortgage; however, there is an Optional Application for Filing form, CG-5542. This form may be attached to a mortgage or related instrument. If CG-5542 is properly completed, the instrument to which it is attached will be filed and recorded WITH NO FURTHER REVIEW. An original or a copy of form CG-5542 must be submitted with an original or a copy of the mortgage. The mortgage or related instrument must include the following:

- Signature by or on behalf of the vessel owner(s) and acknowledged by a notary public
- Addresses of both the mortgagor and mortgagee
- Must cover the “whole” of the vessel; cite a definite amount, identify the vessel by name, official number and/or hull number
- Must be accompanied by a filing and recording fee of \$4.00 per page. A page printed on both sides is considered TWO pages. The per-page fee does not apply to the CG-5542 but does apply to any attachment thereto.

A mortgage cannot be accepted for filing unless the vessel has a valid Certificate of Documentation or an Application for Initial, Exchange or Replacement, CG-1258, on file at the NVDC.

### **Instructions:**

- 1) Submit an original or a copy. Do not submit in duplicate. A copy of the instrument will be returned. Copies made on anything other than plain paper will be rejected.
  - 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 application. Fees are non-refundable as per 46 CFR 67.500(e).
  - 3) Documents may be mailed or faxed to the NVDC using the information above, or sent via e-mail to: [NVDC.PDF.FILING@uscg.mil](mailto:NVDC.PDF.FILING@uscg.mil)
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