



NVDCINST 16713/1-9

PRIORITY HANDLING CRITERIA

Requests for expedited handling of vessel documentation applications should be sent to the National Vessel Documentation Center (NVDC) with all of the following:

- 1) The words **“PRIORITY REQUEST”** in BOLD on the first page of any submission requesting expeditious handling.
- 2) The name and official number or other unique identifier of the vessel.
- 3) The full and correct name of the applicant(s).
- 4) The date the application was sent to the NVDC (and if, available, the date of receipt by the NVDC).
- 5) The reason priority handling should be approved.
- 6) The planned departure date and location (city, state, country) if for foreign travel.
- 7) The special delivery need (FedEx, Airborne, etc. with account number or prepaid packaging) or other special instructions.
- 8) The statement, **“I (we) understand that making a false statement when applying for vessel documentation may subject the vessel to seizure by and forfeiture to the United States government (46 USC §12151, formerly 46 USC § 12122).”**
- 9) The signature of vessel owner or managing owner.

Instructions:

- 1) Fillable forms can be found on our website at: <http://www.uscg.mil/nvdc>
- 2) Copies made on anything other than plain paper will be rejected.
- 3) 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).
- 4) Documents may be mailed or faxed to the NVDC using the information above.