



NVDCINST 16713

## CERTIFICATE OF DOCUMENTATION RENEWAL FEE

Effective November 10, 2014 the cost to renew a Certificate of Documentation (COD) is \$26.00. See Federal Register (79 FR 47015) dated August 12, 2014 for more information.

**Renewal of your COD can be completed via one of the following options:**

### **PAY ONLINE**

Visit our website at: <http://www.uscg.mil/nvdc> and click 'Order Products Online' to utilize our online payment system. Follow the instructions for Renewal or Late Renewal\*. **When paying electronically, separate submission of the CG-1280 is NOT required!**

### **PAY BY CREDIT CARD, CHECK OR MONEY ORDER**

**Step 1:** Complete CG-1280 Vessel Renewal Notification form mailed to you. Sign, date, indicate capacity of person signing and address change, if applicable.

OR visit our website at: <http://www.uscg.mil/nvdc>, click the Instructions and Forms tab and the CG-1280 Renewal of Certificate of Documentation link if you did not receive a renewal notice. Complete form as noted above AND be sure include name, address, vessel name and official number on the form.

**Step 2:** Submit Payment.

Pay by credit card using accompanying CG-7042 Authorization for Credit Card Transactions

Pay by check or Money Order made **payable to the U.S. Coast Guard**

**Step 3:** Mail completed form and payment to:

U.S. Coast Guard  
PO Box 1119  
Falling Waters, WV 25419-1119

**\*LATE RENEWAL** submissions must be received in our office within 30 days of the date of expiration date on the COD. The late fee remains unchanged at \$5.00; however the \$26.00 renewal fee (for a total of \$31.00) must be included and accompany all late submissions. **DOCUMENTS NOT RENEWED WITHIN 30 DAYS OF EXPIRATION DATE WILL EXPIRE AND REQUIRE REINSTATEMENT** (see instructions for replacement/reinstatement on our website).

**FLEETS:** WHEN RENEWING VESSEL FLEETS, THE CG-1280 AND LIST OF VESSELS MUST BE SUBMITTED AT THE SAME TIME AS THE PAYMENT. YOU MAY NOT SUBMIT SEPARATE PAYMENTS FOR EACH VESSEL IN A FLEET.

*Please note, application fees, which include renewals, are non-refundable as per 46 CFR 67.500(e).*