

Direct Mail and Change of Address for Renewed Certificates of Documentation (CODs)

In an effort to streamline processes and provide exceptional and efficient service to NVDC's customers, as of September 1, 2017, all renewed Certificates of Documentation (CODs) will be mailed directly to the Managing Owner of record.

Additionally, change of address requests will no longer be accepted via the pay.gov payment website. If you need to update your address, please notify the National Vessel Documentation Center (NVDC) by using one of the methods listed below.

There is no fee to update mailing addresses.

1. E-mail your change of address (you must include your Official Number and Owner's name) to our Renewals e-mail address at: ["NVDCRENEWALS2@USCG.MIL"](mailto:NVDCRENEWALS2@USCG.MIL);
2. Fax your change of address (you must include your Official Number and Owner's name) to (304)271-2541;
3. Annotate the change of address on the CG-1280 Certificate of Documentation renewal notice at the time of renewal before returning it via fax or mail;
4. Call us (please have your Official Number available) at (304)271-2400.

No third party requests for receipts, notice, or proof that the COD has been issued will be acknowledged or honored, regardless of payment method.

We will make every effort to ensure this is a successful transition and encourage users to provide feedback. Questions or trouble reports can be made via (800)799-8362, (304)271-2400 or via nvdc.w.webmaster@uscg.mil.

Sincerely,

/C.G. Washburn/
Christina G. Washburn
Director, United States Coast Guard
National Vessel Documentation Center