

Reminder to Managing Owners: Change of Address Requirement for Certificate of Documentation (COD) Holders

Updating your address with the National Vessel Documentation Center (NVDC) is EASY, FREE and REQUIRED to be reported to the NVDC within 10 days!*

Notify NVDC of any change by using one of the following methods:

1. E-mail your request to: NVDCRENEWALS2@USCG.MIL;
2. Fax your request to: (304) 271-2541;
3. Annotate change of address on the CG-1280 Certificate of Documentation renewal notice (at the time of renewal) before returning it via fax or mail;

Include your Official Number, both the old and new address, and contact information (your name and phone number).

*46 CFR 67.113(e): "Whenever the address of the managing owner changes, the managing owner shall notify the Director, National Vessel Documentation Center within 10 days."

No third party requests for address changes can be acknowledged or honored.

Questions? Call (800) 799-8362 or (304) 271-2400 or send an e-mail to: nvdc.w.webmaster@uscg.mil

Sincerely,

/C.G. Washburn/

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