

U.S. Department of
Homeland Security

United States
Coast Guard



Director
United States Coast Guard
National Vessel Documentation Center

792 T. J. Jackson Drive
Falling Waters, WV 25419
Staff Symbol: NVDC
Phone: 304-271-2400
<http://www.uscg.mil/nvdc>

NVDCINST 16713
Revised 03/2025

FILING OF INSTRUMENTS

As per [46 CFR Part 67](#) instruments eligible for filing and recording may be submitted electronically or via mail.

All instruments must be in 8 1/2" X 11" format and no smaller than 10 point type.

ELECTRONIC SUBMISSION

Submit each document (mortgage, bill of sale, etc.) as a separate .pdf at [eStorefront](#) using the 'I need to File an Instrument' button OR as a supporting document when submitting a CG-1258 for documentation on eStorefront.

The size of each attachment cannot exceed 20 MB.

SUBMISSION VIA MAIL

USCG/National Vessel Documentation Center
792 TJ Jackson Drive
Falling Waters, WV 25419