



Client Circular

Circular Ref:2025/006

Subject: State COFR Application Support for California and Alaska Now Available

Date: June 10th, 2025

Dear Valued Clients and Brokers,

We are pleased to announce that, following our partnership with Hudson, ShorelineHudson is now able to act as Agent for Service of Process for California and can facilitate Alaska State COFR applications, covering *tank and non-tank vessels*. This development enables us to provide clients with a truly end-to-end compliance solution for U.S. port entry, federally and at the state level.

We view this as a positive differentiator between ShorelineHudson and our competitors, and a value-added service that enhances the broker's role in helping clients meet complex U.S. regulatory requirements.

What Is a State COFR?

A State Certificate of Financial Responsibility (COFR) is separate from the Federal COFR issued by the U.S. Coast Guard. Certain U.S. states, including California and Alaska require additional financial responsibility filings for vessels operating in their waters.

- California requires state COFRs for all tank and non-tank vessels calling to Californian ports.
- Alaska mandates a similar filing requirement.
- California requires an appointed U.S. based agent for service of process. ShorelineHudson now fulfills this role.

Why It Matters

State COFRs are mandatory and time sensitive. Failure to secure and maintain valid state-level COFRs may result in denied port entry, operational delays, or regulatory penalties.

Additionally, California's application and renewal process is highly specific:

- Certificates are valid for two years but require annual submission of an updated Certificate of Entry (CoE) from the vessel's P&I Club.



- California also mandates a firm ETA to be provided with each new or renewal application.
- For non-tank vessels, the application cannot be processed without payment in advance.

How the Application Process Works

We aim to make the application process easy and efficient for brokers and their clients. The process is as follows:

1. Broker submits request to ShorelineHudson with:
 - Vessel name and IMO number
 - Name, address, POC and Contact details of the vessel owner and operator
 - Copy of valid P&I Club Certificate of Entry
 - Capacity Plan
 - Point of Contact for addressing COFR application matters/clarification
 - Estimated Time of Arrival (ETA) at California/Alaska port
 - Whether application is for a new COFR or a renewal
 - Invoicing details for invoicing processing fee
2. ShorelineHudson prepares the state COFR application on the client's behalf.
3. ShorelineHudson returns draft application for review by the broker/client to:
 - Complete any missing details
 - Sign where required
 - Pay COFR fee directly to the State, if applicable
4. Upon completion of review and signature broker/client returns the COFR application to ShorelineHudson along with a copy of the bank SWIFT confirming payment has been submitted.
5. Final application is submitted by ShorelineHudson to the relevant state authority.
6. Client receives confirmation of approval and invoice for service.



State COFR Submittal Deadlines

Alaska (AK):

Non tank Vessels (NTVs) COFR applications must be submitted at least 15 days prior to operations in Alaska State waters.

For further clarification you may also refer to our State COFR FAQ on our website at [enter weblink here]

Kind regards,

A handwritten signature in black ink, appearing to read "T. Brown", with a stylized flourish at the end.

Captain Thomas Brown

Managing Partner – Insurance, ShorelineHudson

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