

COFR Enrollment / Processing Checklist

To proceed with COFR enrollment, please provide the following:

- **Vessel Application** - to be completed and returned. Once received we will issue the quotation.

If multiple vessels are being added at the same time, we can provide a spreadsheet to be completed with each vessel's details instead of individual vessel applications.

- Signed Quotation
- **P&I Club Letters** - three (3) standard club letters.

Note: Britannia provides one P&I letter.

- o **Letter of Undertaking** - addressed to **Maritime Insurance Solutions Ltd.**
- o **Letter of Indemnity** - addressed to the **operator**.
- o **Confirmation of Entry** - addressed to the **operator**.

- Signed Letter of Authority - required for each new operator.
- **Payment** - payment is required prior to binding.

If the matter is urgent and payment cannot be received in time, evidence of payment is acceptable.

Once all required documents and payment are received, we will bind cover, issue our Confirmation of Guarantee, and submit the necessary documents to the USCG. A copy of the submitted application will be provided for your records.

Please be advised that, effective March 30th, the USCG will no longer process urgent COFR requests. All applications will now require 21 days for processing. Please see the circular for details.

[ShorelineHudson Circular - USCG COFR Processing Times](#)