

## Information

### Effective date

May 30, 2014

### Use

The *Ship Mortgage Assignment* (Form 630150) is used to assign a ship mortgage with the U.S. Coast Guard. The form may be used:

- to assign a recorded mortgage or mortgages to SunTrust Bank, or
- to assign a recorded SunTrust mortgage or mortgages to a third party.

The assignment must be notarized and Addendum A – Assignment of Preferred Ship Mortgages (Form 630151) must be completed and recorded along with the Assignment.

### Distribution

One (1) original and one (1) copy of the Assignment and the Addendum should be sent to the Coast Guard. The original will be retained by the Coast Guard and the copy, with recordation information, will be returned to the assignee. The original of each form should be segregated or clearly labeled “original”.

### Where to file

The Vessel Documentation Service was centralized several years ago and all mortgages previously recorded in the local home ports have been transferred to the Central Filing Office. Do not file assignments with the home port shown on the mortgage. **File only with the Central Office at the following address:**

USCG/National Vessel Documentation Center  
792 T. J. Jackson Drive  
Falling Waters, WV 25419

### Fees

Fee for filing is \$4.00 per page (front and back are considered two (2) pages). Fee must be paid by check payable to “USCG”. The fee covers the original and one (1) copy.

Example: Fee for recording a standard package of the Assignment form with a one (1) page Addendum is \$12.00.

### For assistance

If you have specific questions, call the National Vessel Documentation Center Helpline at **1-800-799-8362**.

### Instructions

The table below shows section names and descriptions for the items required in the Ship Mortgage Assignment (Form 630150).

**Note:** The items in the upper right hand corner of the form are completed by the Documentation Center.

| Section               | Description   |
|-----------------------|---|
| <b>Page 1</b>         |   |
| <b>as of</b>          | <i>Date the Assignment is to be effective.</i>  |
| <b>Assignor</b>       | <i>Name of the Assignor (current mortgagee of record).</i><br><br><b>Note:</b> If SunTrust is the Assignor, and the mortgage indicates a mortgagee other than SunTrust Bank, reference the original mortgagee as appropriate.<br><br><u>Example:</u> "SunTrust Bank". |
| <b>Address</b>        | <i>Address of the Assignor.</i><br><br><b>Note:</b> If SunTrust is the Assignor, use the following address:<br><br>SunTrust Bank<br>Attn: Exceptions Department<br>211 Perimeter Center Parkway<br>Suite 100<br>Atlanta, GA 30346<br>.                                |
| <b>Assignee</b>       | <i>Name of the Assignee of the mortgage.</i>  |
| <b>Address</b>        | <i>Address of the Assignee.</i><br><br><b>Note:</b> If SunTrust is the Assignee, use the following address:<br><br>SunTrust Bank<br>Attn: Exceptions Department<br>211 Perimeter Center Parkway<br>Suite 100<br>Atlanta, GA 30346                                     |
| <b>Assignor</b>       | <i>Signature of the Assignor.</i>   |
| <b>ATTEST</b>         | <i>Signature of witness.</i>  |
| <b>Page 2</b>         |   |
| <b>Acknowledgment</b> | Signature of the Assignor must be notarized.  |