



Transports Canada

Transport Canada

Vessel Registration (AMSED)
Marine Safety & Security
330 Sparks Street
Ottawa, Ontario K1A 0N8

Immatriculation des bâtiments AMSED)
Sécurité et sûreté maritime
330, rue Sparks
Ottawa (Ontario) K1A 0N8

Toll free: 1-877-242-8770
E-mail: vr-ib@tc.gc.ca

Sans frais: 1-877-242-8770
Email: vr-ib@tc.gc.ca

Renewal Reminder – Certificate of Registry

You are receiving this renewal reminder from Transport Canada as the certificate of registry for the following vessel(s) will be expiring at the end of next month:

Official Number *****

As the authorized representative for this vessel, you are responsible under the *Canada Shipping Act, 2001* for acting with respect to all matters relating to the vessel including the renewal of the vessel's certificate of registry. Valid certificates of registry must always be carried on board.

To renew your registration, you must first download one of the forms below. One form is required for each renewal request:

- [Form 20 - Application for the Registration, Transfer or Renewal of a Small Vessel](#) (Small Vessel Register) (non-pleasure)
- [Form 19 – Application for the Registration, Transfer or Renewal of a Government Owned Vessel](#) (For all Federal and Provincial government vessels)

Our forms are available online at <https://tc.canada.ca/en/marine-transportation/marine-safety/vessel-registration-forms>

When filling out the forms, please select the Renewal option under “Reason for application” and add the official number of your vessel. If there have been no changes to your vessel, you can select the first option under “Application for renewal only” and then proceed to fill out the Section - Details of Each Owner. Please ensure to fill out the full name & address of the owner or owning corporation, telephone number and provide an email address.

If there has been changes to the vessel, under “Application for renewal only”, select the second option then proceed to section B- Particulars of Vessel, where you only need to fill out the information that reflects the change. Once completed, please proceed to Section C – Details of Each Owner and fill it out as indicated above.

Please sign and date the form once it has been filled out.

Fees and Group Discount

There is a \$90 fee to renew the certificate of registry for each vessel.

You may qualify for a “group discount” with a flat fee of 90\$ for the whole group if:

- the owner renews 2 or more vessels sharing the same registration and expiry date
- all the vessels are owned by the same owners(s)
- each vessel has a gross tonnage of 5 or less
- hovercraft (air cushion vehicles) of 1,500 kg or less

The group discount does not apply to government-owned vessels (Federal and Provincial).



Payment Methods

- Credit card online at <https://wwwapps.tc.gc.ca/Comm/5/MVR/eng/small-vessel-register/order>
- Cheque or money order, payable to “Receiver General for Canada”
- **Federal government** must pay using the Interdepartmental Settlement (IS) process

How to Submit

Documents can be submitted to Transport Canada by using one of the following methods:

- Online while doing the payment by credit card
- Email at VR-IB@tc.gc.ca
- Mail at: Transport Canada, Vessel Registry AMSED
330 Sparks Street
Ottawa ON K1A 0N8

Processing Time and Validity Period

For faster processing, we recommend returning the documents online while using the payment by credit card method, as it will avoid the delays incurred by mail.

The renewal application will be processed within 30 business days of receiving the completed application and payment. The certificate of registry will be valid for five years from date of renewal.

Questions

If you have any questions, please call Vessel Registry toll free at **1-877-242-8770** or send an email to VR-IB@tc.gc.ca

Vessel Registry Team



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Renewal Reminder – Certificate of Registry

On April 01, 2024, Transport Canada introduced a new process to renew certificates of registry for vessels in the Canadian Register of Vessels.

Certificate of registry will no longer be automatically renewed every three years. Authorized representatives are required to submit a renewal application to obtain a new certificate of registry. These certificates will be valid for five years.

According to our records, the certificate of registry for the following vessel(s) will be expiring at the end of next month.

Official Number *****

As the authorized representative for this vessel, you are responsible under the *Canada Shipping Act, 2001* for acting with respect to all matters relating to the vessel including the renewal of the vessel's certificate of registry. Valid certificates of registry must always be carried on board.

To renew your registration, you must first download one of the forms below. One form is required for each renewal request:

- [Form 1 - Application for the Registration or Renewal of a Large Vessel](#) (Large Vessel Register) (pleasure & commercial)
- [Form 17 – Application for the Registration or Renewal of a Government Ship](#) (For all Federal and Provincial government vessels)

Our forms are available online at <https://tc.canada.ca/en/marine-transportation/marine-safety/vessel-registration-forms>

When filling out the forms, please select the Renewal option under “Reason for application” and add the official number of your vessel. If there have been no changes to your vessel, you can select the first option under “Application for renewal only” and then proceed to fill out the Section - Details of Each Owner. Please ensure to fill out the full name & address of the owner or owning corporation, telephone number and provide an email address.

If there has been changes to the vessel, under “Application for renewal only”, select the second option then proceed to section B- Particulars of Vessel, where you only need to fill out the information that reflects the change. Once completed, please proceed to Section C – Details of Each Owner and fill it out as indicated above.

Please sign and date the form once it has been filled out.



Fee

There is a \$90 fee to renew the certificate of registry for each vessel.

Payment Methods

- Credit card online at <https://wwwapps.tc.gc.ca/Comm/5/MVR/eng/canadian-register-vessel/order>
- Cheque or money order, payable to “Receiver General for Canada”
- **Federal government** must pay using the Interdepartmental Settlement (IS) process

How to Submit

Documents can be submitted to us by using one of the following methods:

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Questions

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Vessel Registry Team