

AK Cruise Ship Registration –2020 Voyage Number – Notice of Change

Alaska Department of Environmental Conservation –
Commercial Passenger Vessel Compliance Program (CPVEC)

Purpose:

The DEC OASys (Online Application System) does not allow edits once the **Signature Page** is printed off. Use this form to adjust the number of voyages for the 2020 AK Season, when:

- ✓ Registration is locked preventing edits, and
- ✓ DEC has NOT received payment for fees.

**NOTE: This form is only for voyage# changes.
Changes to any information required under AS 46.03.461, requires a new notarized Signature Page.**

Voyage Change Instructions:

Step 1. In OASys, Copy information to new Registration #:

- Log into myAlaska (<https://dec.alaska.gov/water/oasys/>) and Open the Tracking # you want to modify.
NOTE: Tracking # (in OASys) = 2020 Cruise Ship (CS) Registration # (e.g. 2020CS0001, 2020CS0052, etc.)
- Click on the “Copy to New” button at the bottom of the page.
Note: “Copy to New” creates a new registration (e.g. new registration #) but facilitates the process by auto filling (copy/paste) all the information from the original registration.

Step 2. Edit Voyages:

- Click on the “Edit” button next to Facility Information and change the “Number of Voyages” field.

Step 3. Fill in this form:

- Fill in the required information in the Table below.
- Sign and Date this form and send to DEC Cruiseship Program (DEC.WQ.Cruise@alaska.gov) (Notarization is not required)

Step 4. VOID old registration:

- Your myAlaska account should now have two registration numbers with identical information (except for voyage #)
- Return to the Overview Page of the original registration # and click “VOID” at the bottom.
This will avoid double invoicing for the vessel.

Contact CPVEC for questions:

Johnny Zutz at (907) 465-5317, johnny.zutz@alaska.gov
Albert Faure, (907) 465-5279 or albert.faure@alaska.gov

Vessel:	
Vessel IMO Number:	
Original** 2020 Registration #:	
Original Voyage #	
NEW 2020 Registration #:	
Updated Voyage #:	
Start Date/AK Port:	
End Date/ AK Port:	

** Original: refers to registration# (i.e. OASys tracking#) associated with the notarized signature page on file with ADEC.

I certify,

The **new registration** number reflects the actual number of voyages for the 2020 Cruise Ship Season and DEC will use this number for billing and invoicing purposes.

The **Signed and Notarized Signature Page submitted to DEC** under the **original registration** number will remain the legal registration document as required under AS 46.03.461.

Printed Name: _____ Title: _____

Signature: _____ Date: _____