

AK Cruise Ship Registration

Passenger 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 passengers for the AK Season, when:

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

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

Passenger 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) = 2022 Cruise Ship (CS) Registration # (e.g., 2022CS0001, 2022CS0052, etc.)
 - Click on the “Copy to New” button at the bottom of the page.
 - Then click ‘Create New Submittal’
- Note:** “Copy to New” creates a new registration (e.g. new #) using information from the original registration.

Step 2. Edit Passenger #:

- Edit the “Total Passenger Capacity based on lower berths” field in STEP 1.
- OASys will not auto update the ‘Vessel Size Range’. UPDATE if needed.
- Click ‘Save & Continue’

Step 3. Complete New Registration

- Click ‘Save & Continue’ for STEP 2 through STEP 5.
- **NOTE: STEP 3 will require you re-answer questions related to DISCHARGE STATUS**
- The new registration will remain incomplete until you answer and click ‘Save and Continue’
- STEP 6 (Note: you can print registration for your records). Click ‘Home’
- The new registration should say ‘Completed and Not Signed, Not Paid’ in the Status section.
- You **DO NOT** have to print out / sign the new registration signature page. Your original Signature Page is still valid.

Step 4. 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)

Contact CPVEC for questions:

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

Cruise Ship Season (year):	
Vessel Name / IMO Number:	
Original** Registration #:	
Original Passenger #	
NEW Registration #:	
Updated Passenger #:	

** 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 passengers for this 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: _____