U. S. COAST GUARD NATIONAL MARITIME CENTER MERCHANT MARINER CREDENTIAL APPLICATION ACCEPTANCE CHECKLIST

Below is a list of items that constitute an application for a U. S. Coast Guard Merchant Mariner Credential (MMC). The MMC application package <u>must</u> be submitted to your local Regional Examination Center and may be delivered via mail. In person visits are no longer required. <u>DO NOT</u> submit your MMC application package directly to the National Maritime Center (NMC) as this will result in significant delays.

"READY TO BE EVALUATED" CRITICAL ITEMS:
☐ Transportation Workers Identification Card (TWIC): (For all transactions) - Provide evidence that you either hold a valid TWIC (photocopy of TWIC) or have applied for a TWIC (TWIC application receipt). IMPORTANT - FAILURE TO PROVIDE THE ABOVE WILL RESULT IN YOUR MMC APPLICATION BEING RETURNED TO YOU.
Evaluation User Fee: Pay via credit card or bank account using https://www.pay.gov . IMPORTANT - PRINT AND INCLUDE YOUR PAYMENT RECEIPT AS PROOF OF PAYMENT.
CG Form 719B Application: Be sure to read & accurately complete this entire form. Double check your mailing address & contact info. IMPORTANT – EVERY PERSON WHO RECEIVES AN ORIGINAL CREDENTIAL MUST FIRST TAKE AN OATH. THE OATH MAY BE ADMINISTERED BY A DESIGNATED COAST GUARD INDIVIDUAL OR ANY PERSON LEGALLY PERMITTED TO ADMINISTER OATHS IN THE JURISDICTION WHERE THE PERSON TAKING THE OATH RESIDES (E.G. NOTARY).
Signed Conviction Statement: At the time of application, each applicant must provide written disclosure of all convictions not previously disclosed to the Coast Guard on an application.
Three (3) Character References: This only applies to applications for <i>original</i> officer or STCW endorsements. Please see Title 46, Code of Federal Regulations part 11.205(c) for complete details.
CG Form 719K Physical Examination Report: To be used for all <i>original</i> , <i>renewal</i> , <i>and raise of grade officer</i> & <i>qualified rating endorsement applications</i> . Applications for entry-level (ordinary seaman, wiper, stewards dept) endorsements should use the CG Form 719K/E Entry-Level Physical Examination Report. Be sure that your medical practitioner completed <i>ALL PARTS</i> of the form, including signature, and that it is dated within 12 months of your application (*note: raise of grade transactions are 36 months).
☐ CG Form 719P Chemical Testing Report: This applies to all <i>original</i> , <i>renewal</i> and the following raise of grade transactions (any officer endorsement or first qualified rating endorsement). The chemical test report must be dated with six (6) months of your application. A letter from your marine employer or chemical testing consortium group, on company letterhead, may be used in lieu of this form.
☐ Front and back photo-copy of license, merchant mariner's document and STCW endorsement (If Applicable)
☐ Authorization: 3 rd party info release or different correspondence/credential mailing address (<i>If Applicable</i>)
☐ Evidence of appropriate sea service
☐ <u>Training course certificate(s)</u>
** IMPORTANT ** If any of the items displayed in the above box are missing at the time of application, you will be provided a

For information regarding the merchant mariner credentialing program please visit: http://www.uscg.mil/nmc

"Notification of Incomplete Application" letter. From the date of this letter you will have 60-days to provide the missing information to the Regional Examination Center. If the missing information is not provided within the 60-day period, your application will be returned to you.

- To check on the status of your application please visit: http://homeport.uscg.mil/
- For any questions or comments please call: 1-888-IASKNMC (1-888-427-5662) or e-mail: IASKNMC@uscq.mil