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### ORIGINAL LICENSE CREDENTIAL CHECKLIST (OUPV & MASTER 25/50/100 TON)

- CG-719B Application Form** with oath notarized.
- CG-719S Small Vessel Sea Service Form**. Applicants can sign off on their own sea service on a boat that they own or have owned but will need to attach proof of ownership (copy of registration, bill of sale, insurance papers, etc.). If the service is on someone else's boat, then you cannot sign off on your own service on that boat. The owner or another party besides you who is associated with the boat must sign the bottom part of the form (and no proof of ownership is required).
- CG-719P DOT/USCG Periodic Drug Testing Form** or other approved document that is within 185 days of date of application. View the NMC website, [https://www.dco.uscg.mil/nmc/drug\\_testing/](https://www.dco.uscg.mil/nmc/drug_testing/) for locations, drug testing requirements, FAQs, and other information.
- CG-719K Medical Certificate** has been completed within 12 months of the date of applying for a license.
- CG-719C Convictions Disclosure Statement**. If necessary.
- TWIC**. Applicants must ensure they have applied for a TWIC card. Submit a photocopy of a valid TWIC or receipt that the TWIC application is in review. Be sure to advise TSA that TWIC is for a USCG Merchant Mariner Credential.
- Adult CPR and Basic First Aid**. Copies of CPR certificate (currently valid) and Basic First Aid certificate (less than 1-year-old). They must be American Red Cross classroom courses (Red Cross online courses are not accepted) or an equivalent like American Heart Association's combined Heartsaver First Aid course or any other USCG-approved CPR/First Aid courses.

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### ORIGINAL LICENSE CREDENTIAL CHECKLIST (OUPV & MASTER 25/50/100 TON)

- Mariners Learning System Course Completion Certificate(s)**. Must be less than 1 year old on the date applying for a license. Submit a photocopy with the application.
  
- \$145 Application Fee**. Mariners are encouraged to pay user fees online at <https://www.dco.uscg.mil/nmc/fees/>. Choose the Officer Endorsements only, Original Officer Endorsement (\$100), Course in Lieu of Exam (\$0), Pay MMC issuance fee now (\$45). Include a copy of the payment receipt with the application.

**Character Reference Letters are no longer required.**

**NOTE:** This list has been developed by Mariners Learning System staff from USCG regulations and official USCG policy promulgated by USCG headquarters. Individual RECs may have their own local policy for certain items that may be slightly different from this list. Also, note that USCG regulations at 46 CFR 10.201(a) place the burden on the license applicant to "...establish to the satisfaction of the Officer in Charge, Marine Inspection that he or she possesses all the qualifications necessary...before the Officer in Charge, Marine Inspection will issue a license..." Regulations may change at any time without prior notification. Mariners Learning System is not responsible for changes or omissions regarding application submission.

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## PREPARATION GUIDELINES AND INFORMATION

- Fillable forms and instructional videos can be found on the [National Maritime Center](#) or in the Resources at [www.MarinersLearningSystem.com](http://www.MarinersLearningSystem.com).
- Copies of all forms may be submitted. Keep originals for reference or if the Coast Guard requests to see an original document.
- If mailing the application packet, send via a trackable method.
- Merchant Mariner applications are subject to auditing and verification by the Coast Guard during the evaluation process.
- Questions regarding the submission process should be directed to the Customer Service Center at 1-888-IASKNMC (427-5662) or via the live chat option on the [National Maritime Center's](#) website.

## SUBMISSION OF MERCHANT MARINER CREDENTIAL (MMC) APPLICATIONS TO REGIONAL EXAMINATION CENTERS (RECS) OR MONITORING UNITS (MUS)

- Read over this helpful article about application packet submission: <https://help.marinerslearningsystem.com/en/knowledge/submission>.
- E-mail your application to **ONE** of the RECs listed at <https://www.dco.uscg.mil/nmc/recs/>.
- **MUST** be the one you selected when you paid the application fee.
- The subject line of your e-mail must be: (Last Name, First Name, Middle Initial, Mariner Reference Number).
- **Note:** New applicants will not have a Mariner Reference Number yet.
- E-mail only complete application packages.
- Completed applications must be scanned at a resolution not exceeding 300 dpi, saved in PDF format, and cannot exceed 35 MB in size. If e-mail size (including attachments) exceeds
- **DO NOT** submit the application to the NMC directly, as this will cause **significant** delays in the processing of the application.

Please use the minimum number of emails to send your application and attachments.  
APPLICATIONS CAN ALSO BE MAILED, HAND-CARRIED OR FAXED. FOR ADDRESSES, FAX NUMBERS AND SPECIFIC INSTRUCTIONS, VIEW THE REGIONAL EXAM CENTERS SECTION AT <https://www.dco.uscg.mil/nmc/recs/>