



MARINERS
LEARNING SYSTEM™

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

- Application form CG-719B (and accompanying CG-719C if necessary) with oath notarized.
- TWIC. Applicants must ensure they have applied for a TWIC. For more information and to begin the process, go to <https://www.tsa.gov/for-industry/twic> . Submit a photocopy of a valid TWIC or receipt that TWIC application is in review. Be sure to advise TSA that TWIC is for USCG Merchant Mariner Credential.
- \$145 Application fee. Mariners are **encouraged** to pay user fees on-line at <https://www.dco.uscg.mil/nmc/fees/>. Choose the Officer Endorsements only, Original Officer Endorsement (\$100), Course in lieu of exam (\$0), MMC issuance fee (\$45). Include a copy of the payment receipt with the application.
- Copies of CPR certificate (currently valid) and 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.
- DOT drug test results via form CG-719P or other approved document that is within 185 days of date of application. View the NMC Website, https://www.dco.uscg.mil/national_maritime_center/ for locations, drug testing requirements, FAQs and other information.
- Physical form CG-719K that has been completed within 12 months of the date applying for a license.

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- Sea service form CG-719S. 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).
- Mariners Learning System course completion certificate(s) that are less than 1 year old on the date applying for a license. Submit a photocopy with application.

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 possess all of 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 with regard to application submission.

V2.2021.09.23



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PREPARATION GUIDELINES AND INFORMATION

- Fillable forms and instructional videos can be found at https://www.dco.uscg.mil/national_maritime_center/ or in the Resources at 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 website https://www.dco.uscg.mil/national_maritime_center/
- Character Reference Letters are no longer required.

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

- E-mail only complete application packages.
- 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.
- Attach a complete application in .pdf format not to exceed 300 dpi, 35 MB or less
- The e-mail must include a copy of your TWIC or TWIC application receipt
- User fees (if applicable) must be paid using www.pay.gov. The e-mail attachment must include a copy or your pay.gov user fee receipt.
- Please use the minimum number of emails to send your application and attachments.
- E-mail your application to ONE of the RECs listed at: https://www.dco.uscg.mil/national_maritime_center/
- DO NOT submit the application to the NMC directly as this will cause significant delays in the processing of the application.

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/national_maritime_center/