



### Original License Credential Checklist (OUPV & Master 25/50/100 ton)

- 1) Application form CG-719B (and accompanying CG-719C if necessary).
- 2) Merchant Mariner Oath (46 CFR 10.225 (c)) completed in the presence of a notary.
- 3) TWIC. Applicants must ensure they have applied for a TWIC. For more information and to begin the process, go to [www.uscg.mil/nmc/twic/default.asp](http://www.uscg.mil/nmc/twic/default.asp) 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.
- 4) \$145 Application fee. Mariners are **encouraged** to pay user fees on-line using the fees tab at [www.uscg.mil/nmc](http://www.uscg.mil/nmc). Click the Pay.gov link. 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.
- 5) American Red Cross (or equivalent) Basic First Aid card that has been completed within 1 year of the date applying for a license. Submit a photocopy with application.
- 6) American Red Cross (or equivalent) Adult CPR card that is valid on the date applying for a license. Submit a photocopy with application.
- 7) DOT drug testing with form CG-719P that is less than six months old on the date applying for a license. For license applicants who are already subject to USCG-required random drug testing for a marine employer or who are currently enrolled in a USCG recognized drug consortium do not need a drug test less than six months old. Contact your marine employer or consortium for alternative requirements.
- 8) Physical form CG-719K that has been completed within 12 months of the date applying for a license.
- 9) Sea service form(s) 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 a copy of some sort of proof of ownership (a copy of a 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).
- 10) 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.

All expired forms dated 1/31/16 are still being used by the US Coast Guard. They have not yet updated them.

Copies of all items may be submitted. Hold onto originals. Fillable Forms can be found in the Resource Center at [www.MarinersLearningSystem.com](http://www.MarinersLearningSystem.com). Fillable forms and instructional videos can also be found at [www.uscg.mil/nmc](http://www.uscg.mil/nmc). Applications can be mailed/emailed(see attached)/hand-carried to one of the 17 RECs throughout the country. It is strongly suggested any mailings be sent via a trackable method. Please do not submit applications to the National Maritime Center (NMC) directly as this will cause significant delays in the processing of the application. Merchant mariner applicants submitting copies by mail/email are advised that application documentation may be subject to auditing and verification by the Coast Guard during the evaluation process. Should applicants wish to submit the application in person, contact the appropriate REC directly for further instruction. The NMC also has a toll free call line 888-IASKNMC (888-427-5662) or via email at: [http://www.uscg.mil/nmc/contact\\_iasknmc.asp](http://www.uscg.mil/nmc/contact_iasknmc.asp).

Note that 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 recommends making a copy of the application packet before submitting to the REC. It may be helpful if the REC has a question once the application has been submitted. Mariners Learning System is not responsible for changes or omissions with regard to application submission.



# Grossetti License Consulting

*Mark Grossetti A Premiere Maritime  
License Consultant Licensing Experience  
Since 1979*

**8 Vaillencourt Drive  
Framingham, MA 01701  
E-mail: [gro@cgllicense.com](mailto:gro@cgllicense.com)  
508-879-3910**

## **Why Is Mark Grossetti Qualified to Help You?**

A retired U.S. Coast Guard Lieutenant Commander with over 19 years of active duty marine safety experience, and then over 15 years in business as a maritime license consultant. Licensing experience ranging from before Regional Exam Centers were established in 1982 through today's complex requirements. One of an elite few nationally-recognized experts who has experienced all the numerous licensing changes over the past three decades. Has assisted with thousands of license transactions for clients all across the country including the territories of Guam, Puerto Rico, USVI, and 49 states (only missing North Dakota!).

## **What Can He Do To Assist You?**

- Review any level of license/document application (except MODUs) to verify if you are qualified and provide options.
- Review your entire license/document application package for completeness.
- Submit your application package to the USCG for approval by that agency.
- Give you peace of mind before you write out that check for evaluation fees to the USCG.
- No consulting service too big or too small.
- Flat-rate fees “per transaction”; not charged “per hour”. Fees vary depending on transaction type, complexity of your submittal, and level of license desired.

- |                        |                          |                            |
|------------------------|--------------------------|----------------------------|
| * STCW Requirements    | * Horsepower Limitations | * Sea Service Requirements |
| *Physical Issues       | *Tankerman Requirements  | *Recency                   |
| * Character Issues     | * Appeals                | * User Fees                |
| * Military Sea Service | * Drug Testing           | * USCG-Approved Courses    |
| * Tonnage Restrictions | * Sail Endorsements      | * Originals                |
| * OUIs/DWIs            | * Manning Equivalents    | * Renewals                 |
| * Pilotage             | * Manning Requirements   | * Upgrades                 |

**Mariners Learning System**  
800 Denow Rd., Suite C #330  
Pennington, NJ 08534  
Phone: (609)303-0664  
[www.MarinersLearningSystem.com](http://www.MarinersLearningSystem.com)



## SUBMISSION OF MERCHANT MARINER CREDENTIAL (MMC) APPLICATIONS TO REGIONAL EXAMINATION CENTERS (RECS) USING EMAIL

As of January 4, 2010, the Coast Guard has begun accepting credential applications at the 17 Regional Examination Centers using e-mail.

### INSTRUCTIONS FOR E-MAILING APPLICATIONS TO AN REC:

- E-mail only complete application packages.
- The subject line of your e-mail must be: (Last name, first name, middle initial, mariner's reference #, if known).  
Note: New applicants will not have a mariners reference #.
- Attach a complete application in .pdf format not to exceed 300 dpi, 8 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](http://www.pay.gov). The e-mail attachment must include a copy of your pay.gov user fee receipt.

### E-MAIL YOUR APPLICATION TO ONE OF THE FOLLOWING RECS:

Anchorage, AK	REC-ANC-AppSubmission@uscg.mil
Baltimore, MD	REC-BAL-AppSubmission@uscg.mil
Boston, MA	REC-BOS-AppSubmission@uscg.mil
Charleston, SC	REC-CHA-AppSubmission@uscg.mil
Honolulu, HI	REC-HON-AppSubmission@uscg.mil
Houston, TX	REC-HOU-AppSubmission@uscg.mil
Juneau, AK	REC-JUN-AppSubmission@uscg.mil
Long Beach, CA	REC-LOS-AppSubmission@uscg.mil
Memphis, TN	REC-MEM-AppSubmission@uscg.mil
Miami, FL	REC-MIA-AppSubmission@uscg.mil
New Orleans, LA	REC-NEW-AppSubmission@uscg.mil
New York, NY	REC-NYC-AppSubmission@uscg.mil
Oakland, CA	REC-OAK-AppSubmission@uscg.mil
Portland, OR	REC-POR-AppSubmission@uscg.mil
Seattle, WA	REC-SEA-AppSubmission@uscg.mil
St. Louis, MO	REC-SLM-AppSubmission@uscg.mil
Toledo, OH	REC-TOL-AppSubmission@uscg.mil

Questions regarding this submission process should be directed to the Customer Service Center at 1-888-IASKNMC (427-5662). We thank you for your continued support and patience as we continue to improve service to mariners.

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## Regional Exam Centers

**U.S. Coast Guard Marine  
Safety Office Regional  
Examination Center**  
222 W 7th Ave. Box 55 Rm 156  
Anchorage, AK 99515

**U.S. Coast Guard Regional Examination  
Center**  
9105 Mendenhall Mall Rd, Suite 170  
Mendenhall Mall  
Juneau, AK 99801-8545

**Coast Guard Regional  
Examination Center** Customs  
House  
40 South Gay Street Room 420  
Baltimore, MD 21202-4022

**U.S.Coast Guard Marine  
Safety Office Regional  
Examination Center**  
501 W.Ocean Blvd., Suite 6200  
Long Beach, CA 90802

**U.S.Coast Guard Marine  
Safety Office Regional  
Examination Center**  
455 Commercial Street  
Boston, MA 02109-1045

**U.S. Coast Guard Marine Safety  
Office Memphis Regional  
Examination Center**  
200 Jefferson Ave., Suite 1301  
Memphis, TN 38103

**U.S. Coast Guard Marine  
Safety Office Regional  
Examination Center**  
196 Tradd Street  
Charleston, SC 29401-1899

**U.S. Coast Guard Regional Examination  
Center**  
Claude Pepper Federal Building  
51 S.W. 1st Ave., 6th Floor  
Miami, FL 33130-1608

**U.S. Coast Guard Marine Safety  
Office Regional Examination  
Center**  
433 Ala Moana Blvd. Harbor Pier 4  
Honolulu, HI 96813-4909

**U. S. Coast Guard Regional Examination  
Center**  
4250 Hwy 22, Suite F  
Mandeville, LA 70471

**U.S. Coast Guard Regional  
Examination Center**  
8876 Gulf Freeway, Suite 200  
Houston, TX 77017-6595

**U.S. Coast Guard Activities  
New York Regional Examination  
Center** Battery Park Building  
1 South Street  
New York, NY 10004-1466

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## Regional Exam Centers

**U.S. Coast Guard Marine  
Safety Office Regional  
Examination Center**  
911 NE 11th Ave., Room #637  
Portland, OR 97232-4169

**U.S. Coast Guard Marine  
Safety Office Regional  
Examination Center**  
915 Second Ave., Room 194  
Seattle, WA 98174-1067

**U.S. Coast Guard Regional  
Examination Center**  
Oakland Federal Bldg., North Tower  
1301 Clay Street, Room 180N  
Oakland, CA 94612-5200 Phone:

**U.S. Coast Guard Marine  
Safety Office Regional  
Examination Center**  
1222 Spruce Street, Room 7.105 St.  
Louis, MO 63103-2835

**U.S. Coast Guard Regional  
Examination Center**  
420 Madison Ave., Suite 700  
Toledo, OH 43604

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