

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 **must** be submitted to your local Regional Examination Center. Please visit the NMC website at www.uscg.mil/nmc for the most current forms and application submittal methods; in-person visits to the REC are no longer required. **Do not** submit your MMC application package directly to the National Maritime Center (NMC) as this will result in significant delays.

CRITICAL ITEMS FOR EVALUATION

- Transportation Workers Identification Card (TWIC) or Exemption:**
Make sure to identify your occupation to TSA/UES as a Merchant Mariner.
(For original transactions) - Provide evidence that you either hold (or have held) a valid TWIC by submitting a photocopy of TWIC OR evidence that you have applied for a TWIC and are awaiting the results by submitting a copy of the TWIC Application Receipt.
(For all other transactions)- Unless you are specifically exempted under the provisions of Coast Guard Policy Letter 11-15, the Coast Guard must have evidence that you hold a valid TWIC. Provide evidence that you either hold (or have held) a valid TWIC by submitting a photocopy of TWIC OR evidence that you have applied for a TWIC and are awaiting the results by submitting a copy of the TWIC Application Receipt OR if you qualify for an exemption, complete Section III.1. on the CG form 719B Application.
(For Document of Continuity)- No TWIC is required. Complete Section III. 1. on the CG from 719B Application.
For additional guidance refer to <http://www.uscg.mil/nmc/twic/default.asp>.
IMPORTANT: Failure to provide proof of the appropriate option above will result in your MMC application being returned to you.
- Form I-551 Alien Registration Card:** A front and back photocopy of your form I-551 Alien Registration Card.
IMPORTANT: This applies to foreign nationals applying for rating endorsements. You must show lawful admittance to the United States for permanent residence (Form I-551).
- Evaluation User Fee:** At a minimum you must submit the evaluation fee payment. All other fees such as exam fee and issuance fee that may be applicable can be paid later. Pay via credit card or bank account using [https:// www.pay.gov](https://www.pay.gov) .
For additional guidance refer to <http://www.uscg.mil/nmc/fees/default.asp>.
IMPORTANT: Print and include your payment receipt from pay.gov as proof of payment.
- CG Form 719B Application:** Be sure to read and accurately complete this entire form. Double check your mailing address, contact information, and description of endorsement(s) desired. For a full list of the endorsements and their requirement visit <http://www.uscg.mil/nmc/checklists/default.asp>.
- CG Form 719C Disclosure Statement for Narcotics, DWI/DUI, and/or other convictions Application:** Original Merchant Mariner Credential (MMC) applicants are required to list all convictions including military court martial, driving related convictions other than minor traffic violations, and foreign court convictions. For renewals and endorsements, list all convictions not previously reported to the Coast Guard.
IMPORTANT: Failure to report convictions will delay your credential and may result in denial.

Medical Qualification:

Valid Medical Certificate: You must either hold a currently valid Medical Certificate OR provide an application for one as detailed below:

CG Form 719K Application for Merchant Mariner Medical Certificate: Submit this form if you are applying for an original Medical Certificate or renewal of your Medical Certificate.

If you need *Food Handler* endorsement your medical practitioner is required to complete Section VIII: Food Handler Certification.

If you are applying for an Entry Level credential (ordinary seaman, wiper, stewards department) you can use either the CG719K or the CG719K/E form.

CG Form 719K/E Application for Merchant Mariner Medical Certificate for Entry level Ratings: Submit this form if you are applying for an Entry-Level Medical Certificate only (*ordinary seamen, wiper, stewards department, food handler*).

If you need *Food Handler* endorsement your medical practitioner is required to complete Section V: Food Handler Certification.

IMPORTANT: Be sure that your medical practitioner completes **all parts** of the form (*including signature, name and date of birth at the bottom of each page*) and that physical is dated within 12 months of your application submission date.

- CG Form 719P DOT/USCG Periodic Drug Test:** Drug testing is required for all original and renewal applications, as well as raise of grade transactions (for any officer endorsement or the first qualified rating endorsement). Submit the result of a DOT 5 panel drug test or a letter from Mariner employer/Maritime drug testing Consortium dated within the past 185 days from date of your application submission. A letter from your marine employer or chemical testing consortium group on company letterhead may be used in lieu of this form if it contains the appropriate verbiage. For additional guidance refer to page 2 of CG 719P for drug testing requirements and options and http://www.uscg.mil/nmc/drug_testing/default.asp.

- Optional - Third Party Authorization:** This authorizes the U.S. Coast Guard National Maritime Center (NMC) to disclose information and/or records regarding your current credential application to/with the Third Party you authorized. If desired, complete Section IV.4. of the 719B form.

- Evidence of appropriate Sea Service:**(if applicable) If you are attesting to your own sea service you must provide vessel ownership that matches ID #'s on Sea Service form. For additional guidance on Crediting Sea Service refer to http://www.uscg.mil/nmc/professional_qualifications/default.asp.

- Photocopies the front and the back of all relevant Training Course Certificate(s) and Certifications:** (if applicable).

**** IMPORTANT ****

All documents provided are subject to verification with the issuing authority. If any of the items displayed in the above list are missing at the time of application, you will be provided a "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.