

## E-mail Submission of Merchant Mariner Credential Applications to Regional Examination Centers

Beginning January 4, 2010, the Coast Guard began accepting Merchant Mariner Credential (MMC) applications at the 17 Regional Examination Centers (REC) via e-mail. This bulletin provides basic information on how mariners can submit credential application packages using e-mail.

### Instructions for E-mailing Applications to an REC:

1. [Select an REC](#), and completely fill out all necessary application forms, using the Coast Guard's [Application Acceptance Checklist](#) as a guide for required documents.
2. The e-mail attachment(s) must include a copy of your TWIC or TWIC application receipt.
3. User fees (if applicable) must be paid using [www.pay.gov](http://www.pay.gov). The e-mail attachment(s) must include a copy of your pay.gov user fee receipt.
4. Completed applications must be scanned at a resolution not exceeding **300 dpi**, saved in **PDF format**, and not exceeding **8 megabytes (MB)** in size. If e-mail size (including attachments) exceeds 8 MB, send documents in multiple e-mails.
5. Look for the **Email Application** button at the bottom of the REC's webpage.
6. The subject line of your e-mail must be: (Last name, first name, middle name, mariner reference #). Example: (Mariner, Johnny, L, #####).

*Note: New applicants will not have reference numbers.*

7. Ensure all attachments are included, then send.

**Please use the minimum number of e-mails to send your application and attachments.**

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.

Sincerely,

Jeffrey Novotny  
Captain, U.S. Coast Guard  
Commanding Officer