

Electronic Submission Instructions

The following applications can be submitted to the Coast Guard electronically:

- Merchant Mariner Credentials (MMCs) to Regional Examination Centers (RECs)
- Medical Certificate Applications (CG-719K or K/E) (med cert) to RECs or the National Maritime Center (NMC)
- Course Approval Requests to the NMC
- Designated Examiner (DE) Approval Requests to the NMC
- Qualified Assessor (QA) Approval Requests to the NMC

Applications for a Merchant Mariner Credential (CG-719B) cannot be submitted directly to the NMC. Any application for a medical certificate that is submitted with a CG-719B (MMC and medical certificate) must be submitted to an REC.

Please follow these important instructions when electronically submitting applications or approval requests to the NMC or an REC.

[SIZE AND FORMAT LIMITATIONS](#)

[SUBMISSION OF MMC AND/OR MED CERT APPLICATIONS TO RECS](#)

[SUBMISSION OF MED CERT APPLICATIONS TO NMC](#)

[SUBMISSION OF COURSE APPROVAL REQUESTS](#)

[SUBMISSION OF DESIGNATED EXAMINER OR QUALIFIED ASSESSOR APPROVAL REQUESTS](#)

SIZE AND FORMAT LIMITATIONS

E-mail is a critical way for mariners to communicate with the NMC. Please be advised of the following limitations in the Coast Guard's e-mail system regarding sending e-mails with attachments to the NMC:

- The system will not accept attachments larger than 10 MB. It is highly recommended that attachments larger than 8 MB be split into multiple e-mails. When sending multiple e-mails, please ensure the subject of each e-mail indicates the order of the attachments.
- The system will not accept compressed (.ZIP) files, regardless of size.

- **E-mails that are larger than 10 MB or that include compressed files as attachments will not be delivered. Furthermore, neither the sender nor intended recipient will be notified of the delivery failure.**

SUBMISSION OF MMC AND/OR MED CERT APPLICATIONS TO RECS

Both MMC and medical certificate applications can be submitted to an REC via e-mail using the following process:

1. [Select an REC](#), and complete all necessary application forms using the Coast Guard's [Application Acceptance Checklist](#) as a guide for required documents.
2. Include a copy of your TWIC, TWIC application receipt, or TWIC exemption statement in your e-mail attachment(s).
3. User fees (if applicable) must be paid using www.pay.gov. Include a copy of your pay.gov user fee receipt in your e-mail attachment(s).
4. Completed applications must be scanned at a resolution not exceeding 300 dpi, saved in PDF format, and cannot exceed 8 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 webpage](#).
6. The subject line of your e-mail must be: Last name, First name, Middle name, mariner reference number. For example: **Mariner, Johnny, L, 123456**.

NOTE: New applicants will not have a reference number.

7. Ensure all attachments are included, then send.

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

SUBMISSION OF MED CERT APPLICATIONS TO NMC

To continuously improve our services to mariners, the Coast Guard has established a new option for submission of medical certificate applications (CG-719K and CG-719KE). Beginning February 1, 2018, mariners may submit medical certificate only applications directly to the NMC. RECs will continue to accept medical certification application submissions as well.

Applications for an MMC (CG-719B) cannot be submitted directly to the NMC. Any application for a medical certificate that is submitted with a CG-719B (MMC and medical certificate) must be submitted to an REC.

Medical certificate applications can be submitted to the NMC via e-mail at: MEDAIP@uscg.mil.

Amplifying/additional information (AI) from a medical provider can also be submitted directly to the NMC via e-mail at: MarinerMedical@uscg.mil.

NOTE: This is a different e-mail than for the med cert application.

Medical certificate applications can also be submitted to the NMC via fax or mail, but the processing time will be longer because your documents must be scanned:

Fax to: (304) 433-3407. Please include your full name in the subject line.

Mail to:

National Maritime Center
Medical Evaluation Division
100 Forbes Drive
Martinsburg, WV 25404

If you e-mail your medical certificate application, you will receive a same-day response from the NMC indicating receipt.

If you mail your medical certificate application, you should allow a week for delivery and processing, then contact the NMC Customer Service Center at 1-888-IASKNMC (427-5662) for confirmation of receipt.

SUBMISSION OF COURSE APPROVAL REQUESTS

Course or program approval requests including for instructors, proctors and assessors should be submitted to the NMC's Training & Assessment Division. [46 CFR 10 Subpart D](#) contains the regulatory requirements for course approvals. Coast Guard policy is contained in [NVIC 03-14](#), Guidelines for Approval of Training Courses and Programs. Please review the top reasons why course/program approvals require additional information. This and more information can be found on the [Training Approvals](#) page of the NMC website. There are several methods available for submission of approval requests.

It is highly recommended that approval requests be submitted via e-mail to NMCCourses@uscg.mil. If e-mailed course submissions exceed 10 MB, requests must be submitted through the [Coast Guard Homeport](#) or follow the instructions in the [Size and Format Limitations](#) section above.

Alternatively, approval requests can be faxed or mailed.

Fax to: (304)-433-3408, ATTN: Training & Assessment Division (NMC-2)

Mail to:

National Maritime Center
Training & Assessment Division (NMC-2)
100 Forbes Drive
Martinsburg, WV 25404

Requests for new or alternative **site approvals** that are submitted outside the course approval process should be submitted via e-mail to NMCSiteApprovals@uscg.mil. Visiting [the Site Approval page](#) of the NMC website for more information. For questions regarding **training approvals**, please e-mail NMCCourses@uscg.mil.

Training providers should submit **course completion data** via [Homeport](#). To do this, you must have a Homeport account. If you do not have an account, please submit a request for an account to NMCCourses@uscg.mil.

SUBMISSION OF DESIGNATED EXAMINER OR QUALIFIED ASSESSOR APPROVAL REQUESTS

Requests for approvals of Designated Examiners (DE) and TOAR requests should be submitted to the NMC's Training & Assessment Division via e-mail at NMCCourses@uscg.mil. The fax or mail options noted in the course approval section above may also be used.

NOTE: DEs are not MMC endorsements and should not be submitted on CG-719B forms or sent to an REC.

Use of the [Designated Examiner Request Guide](#) is not required but will help ensure that all of the required information is included with your submission. To locate the appropriate TOAR, visit the [Merchant Mariner Credential page](#) of the NMC website or see [NVIC 03-16](#). Consider including a [DE Information Release Guide](#) to list or remove personal information from the DE List.

National Maritime Center

Providing Credentials to Mariners



Requests for approvals of Qualified Assessors (QA) should be submitted to the NMC's Training & Assessment Division via e-mail at NMCCOURSES@uscg.mil. The fax or mail options noted in the course approval section above may also be used.

NOTE: DEs are not MMC endorsements and should not be submitted on CG-719B forms or sent to an REC.

Use of the [Qualified Assessor Request Guide](#) is not required, but will help ensure that all of the required information is included with your submission. Consider including a [QA Information Release Guide](#) to list or remove personal information from the QA List.

Questions regarding any part of the submission process should be directed to the NMC Customer Service Center at 1-888-IASKNMC (427-5662).