FILE ORDER

This document is posted at the request of industry. It is a work instruction for the National Maritime Center used to organize files for evaluation. This is not intended to direct or require applicants to organize documents before submission.

Application Order for Review (Left Side)

1. Mariner Jacket Tracking Sheet (MJTS)
2. Third Party Authorization Form/ Power of Attorney\(^3\)
3. Medical Certificate Application
   a. CG-719K
   b. CG-719K/E
4. Any additional medical information provided by the mariner\(^3\):
   a. Food Handler Statement
   b. Medications list
   c. Supporting documentation for a specific condition
5. Copy of previous Medical Certificate\(^2\)

Application Order for Review (Right Side)

If mariner provides a prepaid envelope, prepaid label, and/or expired MMC; CLIP to the top of below paperwork.

1. Pre-paid label\(^2\)
2. 3\(^{rd}\) Party Authorization Form/Power of Attorney\(^1\)
3. Mailing Address Change\(^1\)
4. Immediate Issuance/Harmonization request\(^1\)
5. Local Checklist for: First Class Pilot, Local Limited, Restricted, and/or e-mail to NMC
6. Ready to be Evaluated Checklist (RTBE)
7. CG-719B Application
8. Oath\(^1,2\)
9. Parental Consent Form\(^1\)
10. Continuity Consent Form\(^1\)
11. Explanation of Lost Credentials\(^2\)
12. CG-719C or equivalent signed Conviction Statement and supporting documentation\(^2\)
13. Copy of current MMC, past Credentials held, or foreign issued credentials\(^2\)
14. CG-719S or equivalent\(^2\)
   a. Tankerman Transfers,
   b. Training and Drills statement(s),
   c. Resume and/or Job offer letter(s),
   d. Certificate of Discharge(s), and/or
   e. Proof of Ownership
15. Copies of Course Certificates
16. Assessment(s)
   a. TOAR,
   b. OICN/EW, and/or
   c. RFPN/EW
17. CG-719P or equivalent Drug Testing Letter
18. Copy of TWIC or TWIC Enrollment Receipt\(^2\)
19. Copies of other identification provided by mariner\(^2\):
   a. Birth Certificate,
   b. Passport, and/or
   c. Social Security Card
   d. PRC/Alien Registration Card
20. User Fee Receipt (Pay.Gov)
21. All Correspondence to include: Awaiting Information, e-mails, notes, etc.

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\(^1\) If separate from the CG-719B
\(^2\) Only if provided by Mariner
\(^3\) If separate from the CG-719K/KE