

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. Medical Certificate Application
 - a. CG-719K
 - b. CG-719K/E
 - c. DD-2707 and DD-2808 (MSC-DME/USCGA)
3. Any additional medical information provided by the mariner:
 - a. Food Handler Statement
 - b. Medications list
 - c. Supporting documentation for a specific condition
4. Copy of previous Medical Certificate²

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. 3rd Party Authorization Form/Power of Attorney¹
2. Mailing Address Change¹
3. Immediate Issuance request¹
4. Local Checklist for: First Class Pilot, Local Limited, Restricted Routes, etc..
5. **Ready to be Evaluated Checklist (RTBE)**
6. **Tabbed (RED)** CG-719B Application
7. Oath¹
8. Parental Consent Form¹
9. Continuity Consent Form¹
10. Duplicate Statement
11. CG-719C or equivalent signed Conviction Statement and supporting documentation
12. Copy of current MMC, past Credentials held, or foreign issued credentials²
13. **Tabbed (BLUE)** CG-719S or equivalent
 - a. Tankerman Transfers,
 - b. Training and Drills statement(s),
 - d. Resume and/or Job offer letter(s),
 - e. Certificate of Discharge(s), and/or
 - f. Proof of Ownership
14. Copies of Course Certificates
15. Assessment Records(s)
 - a. TOAR,
 - b. OICN/EW, and/or RFPN/EW
16. CG-719P or equivalent Drug Testing Letter
17. Copy of TWIC or TWIC Enrollment Receipt²
18. Copies of other identification provided by mariner²
 - a. Birth Certificate, Passport and/or ARC
 - b. Driver's License,
 - c. Social Security Card
19. User Fee Receipt (Pay.Gov)
20. All Correspondence to include: Awaiting Information, emails, notes, etc.
21. Legacy File¹

¹ If separate from the CG-719B

² Only if provided by Mariner.