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) 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 8 MB. Please split attachments larger than 8 MB into multiple e-mails. When sending multiple e-mails, ensure the subject of each e-mail indicates the order of the attachments.
- The system will not accept compressed (.ZIP) files, regardless of size.
- It is highly recommended that attachments are in PDF format.
E-mails that are larger than 8 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. The preferred method to pay user fees (if applicable) is by 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. Visit the REC webpage and select an REC to determine that location’s e-mail address.
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 medical certificate 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, the NMC does not have the capability to send an auto-reply indicating receipt.

If you mail your medical certificate application, you should allow a week for delivery and processing.

For confirmation of receipt, contact the NMC Customer Service Center via LiveChat, e-mail to IASKNMC@uscg.mil, or phone at 1-888-IASKNMC (427-5662).

SUBMISSION OF COURSE APPROVAL REQUESTS
Course or program approval requests including instructors, proctors, and assessors should be submitted to the NMC's Training & Assessment Division. This and more information can be found on the Training & Assessments page of the NMC website.

It is highly recommended that approval requests be submitted via e-mail to NMCCourses@uscg.mil. If e-mailed course submissions exceed 8 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:
   Commanding Officer (NMC-2)
   USCG National Maritime Center
   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. Visit the Training Providers tab of the Training & Assessments webpage 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. See How to Obtain a Homeport Account on the NMC website for information on obtaining a Homeport account or for first-time log-in.

**SUBMISSION OF DESIGNATED EXAMINER OR QUALIFIED ASSESSOR APPROVAL REQUESTS**

Requests for approvals of Designated Examiners (DE), TOAR requests, and Qualified Assessors (QA) should be submitted to the NMC’s Training & Assessment Division via e-mail at NMCCourses@uscg.mil.

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

Mail to:
   Commanding Officer (NMC-2)
   USCG National Maritime Center
   100 Forbes Drive
   Martinsburg, WV 25404

*NOTE: DEs and QAs 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 and/or the Qualified Assessor Request Guide is not required but will help ensure that all of the required information is included with your submission. Also, consider including a Designated Examiner Information Release Guide or Qualified Assessor Information Release Guide as appropriate to list or remove personal information from the published DE and QA Lists on the NMC website.

To locate the appropriate TOAR, visit the MMC Evaluation page of the NMC website or see NVIC 03-16.