

Expedited Mailing Options

The National Maritime Center (NMC) ships completed credentials via standard USPS mail. This method does not include a means of tracking your credential and delivery can take up to 21 days. If you wish to receive your credential via a method that can be tracked and will reach you in fewer days, please consider the below options. Please note, if one of these options is chosen, the cost incurred is the responsibility of the mariner. **Also, please be mindful of current processing timelines when choosing an alternate shipping method, as shipping labels may expire before they can be used.**

If you will be sending a label for an open application, it is imperative that you contact us by phone (1-888-427-5662) or [Live Chat](#) to let us know once it has been sent. This way we can ensure it is noted on your application before the credential is processed and mailed. After it has been processed and mailed, we cannot change the method used for mailing.

When completing your label, keep the following in mind: The “**From**” address should be listed as: 100 Forbes Drive Martinsburg, WV 25404. The date selected can be the day the label is created and has no bearing on when the label can be used.

Option 1: USPS

To expedite mailing using USPS:

1. Open www.usps.com.
2. Click **Print a Shipping Label**, and choose **Sign In**.
 - a. First-time users will need to follow the instructions to set up a user account.
3. Once an account has been created, follow the directions to print a Flat Rate shipping label.
4. Include this label with your application with a note that states what should be sent using the submitted label.

NOTES:

- According to USPS shipping label policy, shipping labels **that are more than 30-days old cannot be used**. The NMC will not request replacement labels or delay issuance pending receipt of a new label. Credentials with expired shipping labels will be shipped using standard First-class USPS mail.

- If adding to an application already submitted, e-mail your USPS label to iasknmc@uscg.mil, and ensure your e-mail includes the following:
 - Mariner Reference Number (if applicable)
 - First Name and Last Name.
- The label must be received prior to the processing of your Merchant Mariner Credential.
- If you wish to send multiple items via USPS we will need a label for each item we are sending.

Option 2: FedEx

To expedite mailing using FedEx, you must create a FedEx account:

1. Open www.fedex.com.
2. Select **New Customer** and follow the directions to create an account.
3. Submit this account information with your application along with a note that states what should be sent using this account number.

NOTES:

- If adding to an application already submitted, e-mail your FedEx account information to iasknmc@uscg.mil, and ensure your e-mail includes the following:
 - Mariner Reference Number (if applicable)
 - First and Last Name.
- The account number must be received prior to the processing of your Merchant Mariner Credential.
- FedEx will not deliver to a P.O. Box.
- If you wish to send multiple items via FedEx, we will need to charge your FedEx account for each item we are sending.