



NATIONAL MARITIME CENTER
'MARINER READY, MISSION STEADY'

U.S. COAST GUARD • NATIONAL MARITIME CENTER

Navita™ Mariner Portal

Mariner Training • Release 1.0

How to create your account, apply for a Merchant Mariner Credential or a Medical Certificate, and follow your application.

AUDIENCE

Mariners and authorized third parties

FORMAT

Self-paced, no system access needed

PUBLISHED

September 2026

Based on the Navita™ Mariner Portal User Guide, Release 1.0

How to use this deck

This is a self-paced walkthrough of the Navita™ Mariner Portal. Work through it in order the first time, then come back to the section you need.

1

Read it in order, or jump

Sections 3 and 4 are the two application walkthroughs. Read only the one that matches what you are applying for.

2

There is nothing to practice on

Navita™ has no training environment for mariners. Every screenshot here is the real portal, so read the screens rather than clicking through them.

3

Gather before you go

Each application section opens with a Before You Start checklist. Collect those items first and you can finish in one sitting.

4

Answer the knowledge checks

Six checks confirm you have the detail that keeps an application from being delayed. The answer key is near the end.



This deck covers Release 1.0. Navita™ finishes its part at submission; the NMC then reviews your application in its existing system.

What this deck covers

SECTION 1

Start Here

What Navita™ does, what Release 1.0 covers, and the six steps every application follows.

SECTION 2

Your Account

Create a Login.gov account, sign in, keep your details current, and find your applications.

SECTION 3

Apply for an MMC

The full CG-719B walkthrough, from transaction type through payment and submission.

SECTION 4

Medical Certificate

Which form you need, the online sections, and what your medical provider completes.

SECTION 5

Manage Your Application

Drafts, downloading your forms, and withdrawing an application.

SECTION 6

Get Help

FAQs, announcements, contacting the NMC, and following a case.

SECTION 7

Acting as a Third Party

How a proxy accepts an assignment, what a proxy sees, and what a proxy may do.

SECTION A

Reference

The terms you will see in Navita™, common problems, and the answer key.

What the symbols mean



Something that will delay or block your application if you miss it.



Before You Start: what to gather before a task.

SECTION 1

Start Here

What Navita™ is, what it does today, and what every application has in common.

About the Navita™ Mariner Portal

What Navita™ is

Navita™ is the U.S. Coast Guard platform for merchant mariner credentialing. The Mariner Portal is its public face: the site where you apply for a Merchant Mariner Credential (MMC) or a Medical Certificate, upload your supporting documents, pay your fee, and follow what happens next.

Who reviews your application

The National Maritime Center (NMC), part of the U.S. Coast Guard, reviews applications and issues the credentials that authorize you to work aboard U.S. vessels. Navita™ replaces a paper-heavy process that often ran through several rounds of mail and follow-up. The aim is a complete, accurate application the first time.

What you need to use it

- An internet connection and a current browser: Chrome, Edge, Safari, or Firefox.
- Nothing to install. The Mariner Portal is an official U.S. government website.
- Your information is visible only to you, to anyone you authorize, and to the NMC staff reviewing your application.



Protect your personal information. Enter your Social Security Number and other sensitive details only on the official Navita™ Mariner Portal. Check the address bar for a .mil address and a padlock before you type.

What Release 1.0 covers

Knowing where Navita™ stops saves you looking for something that is not there yet.

IN NAVITA™ TODAY

- Create your account and sign in.
- Complete and submit an application.
- Upload your supporting documents.
- Calculate and pay your fee, then upload the receipt.
- Confirm your submission and save a copy of your forms.

AFTER YOU SUBMIT

Submission is where Navita™ finishes its part. The NMC takes your application and its documents into its existing processing system. Your application is reviewed and the outcome reaches you exactly as it does today.

Nothing further happens for you inside Navita™ on this release. More Navita™ features will follow in later releases.

 **Do not start a second application for the same request.** You cannot have more than one active MMC application or Medical Certificate application at a time. Continue the existing draft instead.

The six steps every application follows

An MMC application and a Medical Certificate application follow the same shape. Each step is covered later in this deck.

1 Create your account

Registering is a one-time setup through Login.gov. After that you sign in with the same credentials every time.

Section 2

2 Start your application

From the home page, select Merchant Mariner Credential (MMC) (719B) or Medical Certificate (719K/719KE).

Sections 3 and 4

3 Fill in the form

Work through each section, saving a draft and returning whenever you need to. Progress saves each time you select Next.

Sections 3 and 4

4 Pay your fee

If a fee applies, you pay it through Pay.gov and upload the receipt as a PDF.

Section 3.11

5 Upload your documents

The requirements checklist lists every document the NMC needs and what each one is for.

Section 3.12

6 Submit

Navita™ gives you an application reference number and lets you save a copy of your completed forms.

Section 3.13



BEFORE YOU START 1

Gather these before you open an application

☐

Your legal name, date of birth, place of birth, and citizenship.

☐

Your Social Security Number, or your Alien Registration Number if you are not a U.S. citizen.

☐

Your Mariner Reference Number, if the U.S. Coast Guard has credentialed you before.

☐

Current contact details, and a next of kin or emergency contact.

☐

Details of any conviction or driving offense you need to disclose.

☐

Your supporting documents saved on your device as PDFs.

☐

A payment method for your fee, which you pay through Pay.gov.

You are ready when: every item above is at hand and every document is already a PDF.

Five habits of a complete application

Most delays come from the same handful of misses. These five prevent them.

- 1 Fill in every required field** Navita™ marks required fields with a red asterisk. You cannot move on until they are complete.
- 2 Continue a draft, never duplicate** You cannot have more than one active MMC or Medical Certificate application at a time.
- 3 Check your numbers** Your name, dates, Social Security Number, Alien Registration Number, and Mariner Reference Number are the fields typos hurt most.
- 4 Make every document clear, complete, and a PDF** A photo or a screenshot will not upload, whatever it shows.
- 5 Read the on-screen messages** Navita™ tells you when something needs fixing before you can continue.



Navita™ accepts PDF files only. That includes your Pay.gov receipt and anything saved from your phone. Convert every document before you begin, or you will have to stop part way through.

KNOWLEDGE CHECK 1

Answer before you move on. The key is near the end of this deck.

1. Where does Navita™ finish its part of the process in Release 1.0?

- A.** When you submit
- B.** When the NMC approves you
- C.** When your credential prints
- D.** When your fee clears

2. Which file type does Navita™ accept for uploads?

- A.** PDF only
- B.** PDF or JPG
- C.** Any image
- D.** Whatever your phone saves

3. You already have a draft MMC application. What should you do?

- A.** Continue the existing draft
- B.** Start a second application
- C.** Call the NMC to reset it
- D.** Withdraw and reapply

SECTION 2

Your Account

Create a Login.gov account, sign in, keep your details current, and find your applications.

Create your account and sign in

Navita™ uses Login.gov to verify who you are. The U.S. Coast Guard does not issue separate usernames and passwords for Navita™, so you need a Login.gov account before you can register. A single Login.gov account works across federal services: if you already use one for the IRS or the VA, sign in with it rather than creating a second.

1

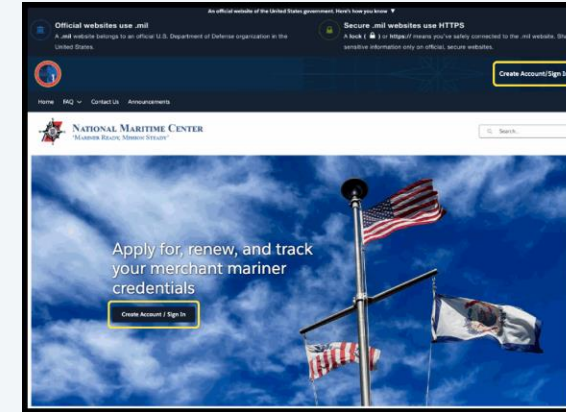
Go to the Mariner Portal. Select Create Account / Sign In, in the top-right corner or on the banner. Both redirect you to Login.gov.

2

Create a Login.gov account. Select Create an account, enter your email address, choose your language, accept the Rules of Use, and select Submit. Open the verification link Login.gov emails you.



Login.gov is a separate service. For help creating an account, use login.gov/help/create-account/overview. The NMC cannot reset a Login.gov password for you.



Step 1 · Create Account / Sign In on the Mariner Portal

LOGIN.GOV

Sign in

Create an account

Create an account for new users

Enter your email address

Step 2 · The Login.gov account page

Finish setting up your account

3 Set up a second way to sign in

Login.gov requires a second authentication method on top of your password, and you choose which one: a text message or phone call, an authentication application, a security key, a face or touch unlock, or printed backup codes.

If you are often at sea or away from cellular coverage, an authentication application or backup codes will serve you better than a text message. Add more than one method: if you lose access to your only one, you have to recover the account through Login.gov, and the NMC cannot do it for you.

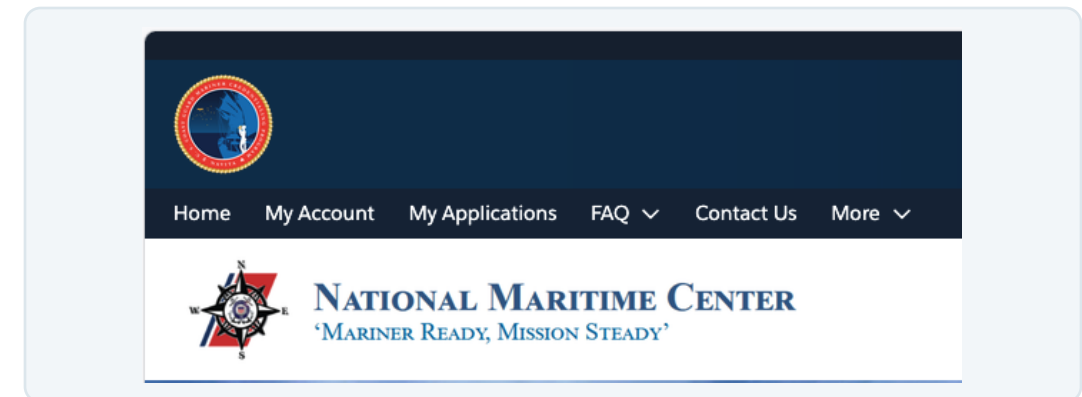
4 Acknowledge the warning statement

Login.gov returns you to Navita™, where the Department of Defense warning statement explains the conditions of using a U.S. Government information system. Read it, select the I Acknowledge checkbox, then select Next.

5 Finish setting up your account

Select My Account in the top navigation bar and complete your details. What you save there flows automatically into every application you start, so filling it in once now saves you retyping it later.

Step 4 · The DoD warning statement



Step 5 · My Account in the top navigation bar

If you cannot sign in

Three situations account for nearly every sign-in problem, and only one of them is ours.

IF THIS HAPPENS	DO THIS	WHO HELPS
You have forgotten your password	Use the Login.gov account recovery options.	Login.gov
You have lost access to your authentication method	Use the Login.gov account recovery options. Do not create a second account: a duplicate will not be linked to your existing applications.	Login.gov
You want general sign-in help	See login.gov/help/trouble-signing-in/overview .	Login.gov
Login.gov signs you in but Navita™ does not recognize you	Contact the NMC. See section 6.3.	The NMC

 **Never create a second Login.gov account.** A duplicate account is not linked to the applications you have already started, and the NMC cannot merge them for you.

Keep your account information current

What you save on your account page populates automatically into every MMC and Medical Certificate application you start, so it is worth getting right once.

1

Go to your account

Select My Account in the top navigation bar to open it.

2

Edit and save your details

Select the pencil icon beside any field to make it editable. Fields you have changed are highlighted in yellow until you save. Scroll to the bottom of the page and select Save.

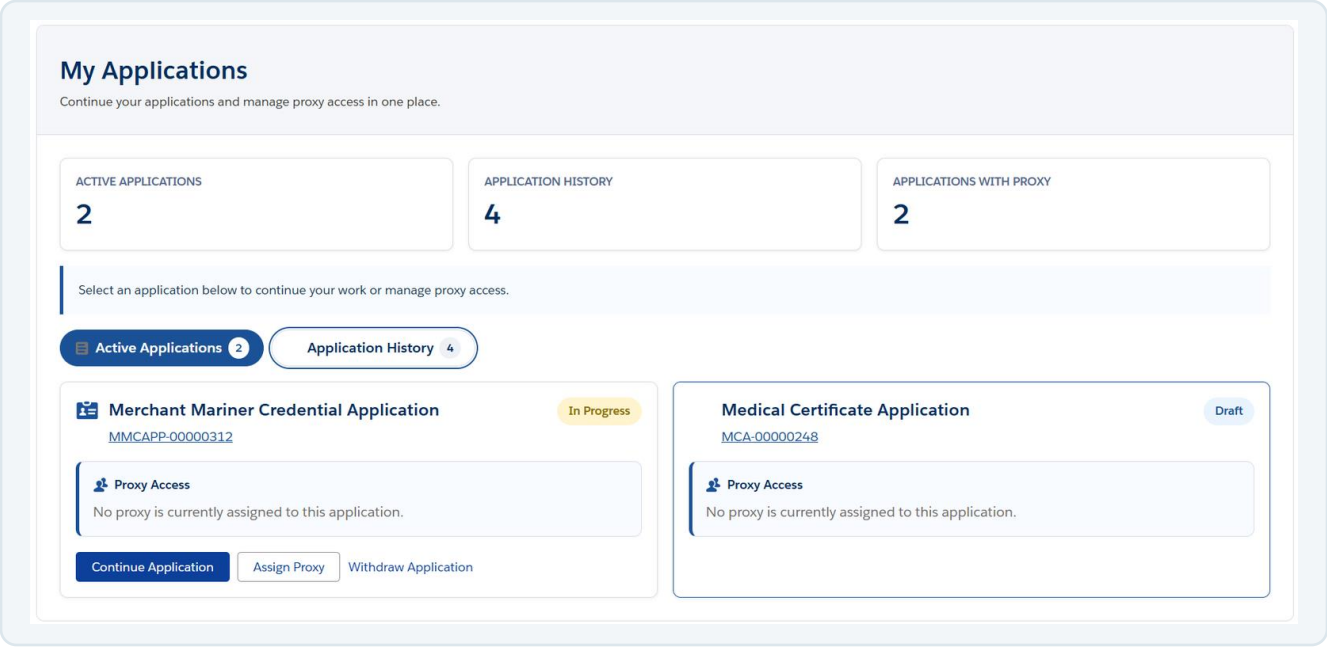
- Your account holds mariner information, physical attributes, address and contact information, and next of kin.
- Collapse a section using the caret beside its title to scroll through the page faster.
- Scroll all the way down before saving. Sections lower on the page are easy to miss.

The screenshot shows the 'My Account' page for Mario Michael Mariner. The page has a header with the user's name and a navigation bar with tabs: Details, Applications, Cases, Files, and History. The 'Details' tab is active. Below the navigation bar, there's a section titled 'Mariner Information' with fields for Mariner Reference Number (817391221), Social Security Number (600-60-6060), and Birthdate (5/12/1988). Below this is a section titled 'Physical Attributes' and another titled 'Address and Contact Information'. The 'Next of Kin/Emergency Contact' section is expanded, showing a list of contacts. The first contact, Molly Mariner, is highlighted in yellow. To the right of the list are fields for Emergency Contact Address, including a search bar, a dropdown for Country/Territory (United States), and input fields for Street, City, State/Province, and ZIP/Postal Code. At the bottom of the page are 'Cancel' and 'Save' buttons.

The My Account page, with a field open for editing

Find your applications

The My Applications dashboard is your central view: review active applications, open your history, continue an application in progress, and manage proxy access.



From here you can continue an application, assign or change a proxy, or withdraw an application.

Active Applications

How many applications are currently active and require action or processing.

Application History

Applications no longer active, such as completed or withdrawn ones.

Applications with Proxy

Active applications for which a proxy has been assigned.

Each application card shows the type, the reference number, the current status, and whether a proxy has access.

KNOWLEDGE CHECK 2

Answer before you move on. The key is near the end of this deck.

1. Which service verifies who you are before you can use Navita™?

- A.** Login.gov
- B.** Pay.gov
- C.** A Navita™ username
- D.** Your TWIC

2. Why is it worth completing My Account before you start an application?

- A.** It populates your applications
- B.** It speeds up NMC review
- C.** It waives your fee
- D.** It is required to sign in

3. Where do you go to continue an application you started earlier?

- A.** My Applications
- B.** Contact Us
- C.** Announcements
- D.** The Files tab

SECTION 3

Apply for a Merchant Mariner Credential

The CG-719B application, from choosing a transaction type through payment and submission.



BEFORE YOU START 2

Before you start your MMC application

☐

Everything on the Section 1 checklist: identity, numbers, contacts, documents, payment method.

☐

The endorsements you are asking for, and the tonnage, route, or vessel limits that apply to each.

☐

Your current credential, if you are renewing or adding to one.

☐

If you are naming a third party, that person's name, address, phone number, and email address.

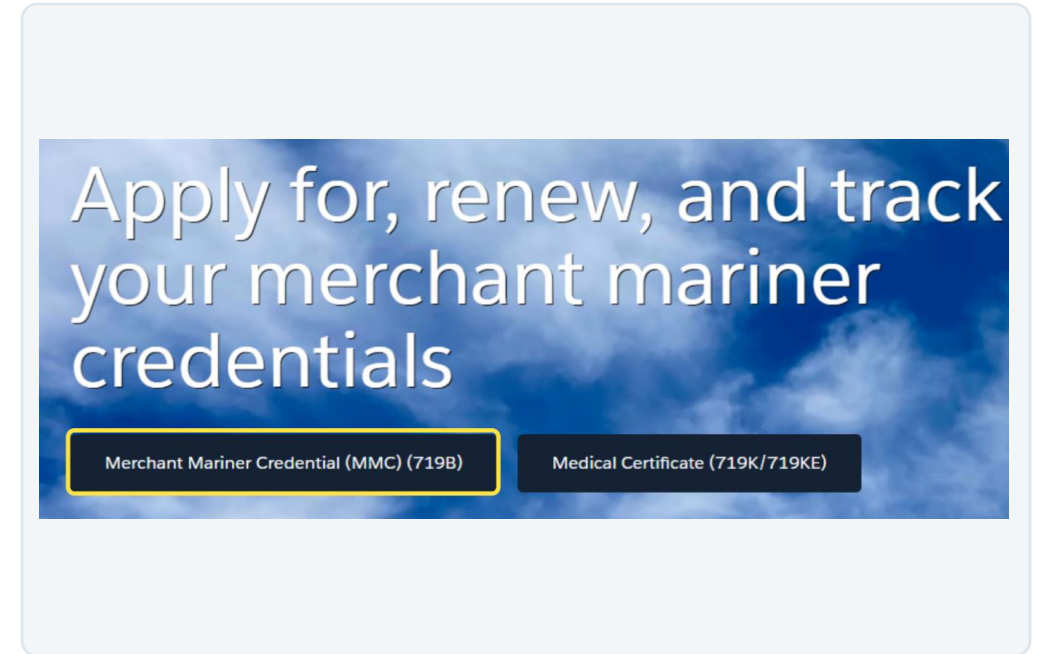
You are ready when: you can name every endorsement you want and the limits that apply to it.

Start your application

The Merchant Mariner Credential is the credential the U.S. Coast Guard issues to authorize you to work aboard U.S.-flagged commercial vessels. The application verifies your qualifications, your suitability, and your medical fitness.

- 1 Sign in and check your name appears in the top-right corner.
- 2 Select **Merchant Mariner Credential (MMC) (719B)** on the home page.
- 3 Read the Privacy Act Statement, select the acknowledgment checkbox, and select Next.
- 4 Read the form instruction pages and select Next again.

Next moves you forward; Previous returns to an earlier section without losing what you entered. That pattern holds on every page.



The MMC (719B) tile on the Navita™ home page

Your information

This page has three parts. Every field marked with a red asterisk is required.

PART	WHAT IT ASKS FOR
Section I: Applicant Information	Your legal name, any alias or maiden name, Social Security Number, Mariner Reference Number and Alien Registration Number where they apply, date of birth, citizenship, place of birth, and physical description.
Applicant Address and Contact Information	Where you live and how you prefer to be contacted. A PO Box is not acceptable as a home address, though it is acceptable as a mailing address.
Next of Kin / Emergency Contact	Optional. A name, relationship, address, and contact details.

Universally required fields are marked with a red asterisk. Complete every field relevant to you: missing data can delay your application.

An official website of the United States government. Here's how you know

HomeMy AccountMy ApplicationsFAQContact UsAnnouncements

NATIONAL MARITIME CENTER

MARINER READY, MISSION STEADY

Applicant Information

DEPARTMENT OF HOMELAND SECURITY
U.S. Coast Guard
APPLICATION FOR MERCHANT MARINER CREDENTIAL(FORM CG-719B)

OMB No. 1625-0040
Exp. Date: 09/30/2028

Section I: Applicant Information

*1. Legal Name: Last
Jensen

*First Name
Michael

Middle Name
David

Suffix(Jr., Sr., III)

Alias(es) or Maiden Name(s) if applicable
Mike, Jensen

2a. SSN
123-45-6789

2b. Reference Number (if applicable)
1721819

2c. Alien Registration Number (ARN) (if applicable)

*3. Date of Birth (MM/DD/YYYY)
08/14/1982

*4. Citizenship
United States

*5a. Place of Birth (Country)
United States

5b. State

*5c. City
Great Falls

*5d. Color of Eyes
MULTICOLORED

*5e. Color of Hair
GRAY/Partially Gray

Applicant Address and Contact Information (Please indicate best method(s) of contact by checking the appropriate box(es)).

Section I of the CG-719B

⚠

Check your numbers before you move on. A mistyped Social Security Number, Alien Registration Number, or Mariner Reference Number could delay your application being processed.

Choose your transaction type

Requested Credentials is where you tell the NMC what you are asking for. Your choice changes the fields that follow, so choose it before you go further.

CHOOSE THIS	WHEN IT APPLIES	WHAT YOU GET
First Credential	Your very first merchant mariner credential, such as Ordinary Seafarer, Wiper, or Steward's Department.	A new credential with a 5-year expiration date.
Renewal of Current Credential	You are renewing exactly what you hold, with no changes.	A new 5-year expiration date.
Add / Upgrade Endorsement(s)	You want a raise in grade, a change of scope, or a new endorsement, and you are not renewing.	Your current credential keeps its existing expiration date.
Renewal with Add / Upgrade / Remove Endorsement(s)	You are renewing and changing your endorsements at the same time.	A new 5-year expiration date. You must meet both the renewal requirements and the requirements for each change.
Replacement / Duplicate Credential	Your credential was lost, stolen, or damaged.	A replacement of your current credential.
Document of Continuity	You want to place a current national endorsement into continuity.	A Document of Continuity. STCW endorsements cannot be placed in continuity, and endorsements in continuity are not valid for use.



On a renewal with changes, list only what is changing. Enter only the endorsements you are adding, upgrading, modifying, removing, or placing in continuity. Everything you already hold renews unless you say otherwise.

Add your endorsements

Once you have chosen a transaction type, the page asks for the credential type and then for each endorsement you want. Work through one endorsement at a time and select Add Endorsement after each.

1

Choose an endorsement

Select an Endorsement Category and a Capacity, or search by name in Search Endorsements. Complete the limits that apply: Tonnage, Route, Propulsion, or Vessel. Use Endorsement Details to note any restriction the fields above do not cover.

Transaction Details

*Transaction Type

First Credential

*Credential Type

National Only

Select Endorsement

*Endorsement Category

Pilot

*Capacity

First Class Pilot

Search Endorsements

Search endorsement or capacity

National First Class Pilot | First Class Pilot

*Tonnage

Select an Option

*Vessel

Select an Option

Endorsement Details

Enter restrictions or other details if needed

Add Endorsement

Clear Selection

2

Say what you are asking for

On a transaction that changes an existing credential, each endorsement also asks what you want done with it: add, upgrade, modify, remove, place in continuity, or renew.

Transaction Details

*Transaction Type

Add / Upgrade Endorsement(s)

*Credential Type

National and STCW

Select Endorsement

*Endorsement Category

Deck Officer

*Capacity

ABPA

Search Endorsements

Search endorsement or capacity

ABPA | ABPA

Endorsement Details

Enter restrictions or other details if needed

*What are you requesting for this endorsement?

Add endorsement

Upgrade endorsement

Modification

Remove endorsement

Place endorsement in continuity

Renew endorsement

Add Endorsement

Clear Selection

3

Review what you have added

Endorsements appear in the Added Endorsements table. Select Yes under “Are you adding another endorsement?” to add another, or use the trash icon to remove one. Start Over clears every selection in the section.

Added Endorsements

Endor...

Action

Post-D...

Capac...

Route

Propu...

Tonna...

Horse...

Vessel

Details

STCW - Able

Seafarer

Deck

Add

Able

Seafarer -

Deck

*Are you adding another endorsement?

Yes

Yes

Need to make changes?

Selecting Start Over will remove all selections and endorsements entered in this section and allow you to begin again.

Start Over

If you go back before selecting Next, any changes in this section may be lost.

Safety and suitability

Section III asks three things: whether you hold or are exempt from a Transportation Worker Identification Credential (TWIC), whether you have a criminal or drug-related record to disclose, and whether you consent to a National Driver Registry check.

1

Answer the questions

Answer every question. The National Driver Registry consent is mandatory for an original credential, a renewal, or a new officer endorsement. It is not required for a Document of Continuity.

2

Complete the criminal history disclosure, if it applies

If you answered Yes to any Criminal Record question, you must provide additional details in one of three ways:

- Complete Form CG-719C in Navita™. It launches automatically at the end of the application.
- Upload the applicable supporting documents.
- Do both: complete CG-719C and upload supporting documents.

Section III questions

The criminal history disclosure

Consent and signature

Section IV covers four things before you can move on.

- 1

Mariner Outreach System
Optional participation in the MARAD program that records your availability for sealift service.
- 2

Continuity acknowledgment
An acknowledgment that applies if you are renewing into continuity.
- 3

Parental consent
Required if you are under 18.
- 4

Your certification
Your statement that everything you have entered is true and complete.

**Your electronic signature is a legal certification.** You are attesting that the information is true and correct. An application found to be fraudulent may be denied for one year from the date of submission, and may be referred for prosecution.

Mariner's Consent

Section IV: Mariner's Consent/Certification

1. Mariner Outreach System (Optional): I consent to voluntary participation in the Mariner Outreach System to be used by the Maritime Administration (MARAD) in the event of a national emergency or sealift crisis. In such an emergency, MARAD would disseminate my contact information to an appropriate maritime employment office to determine my availability for possible employment on a sealift vessel. Once consent is given, it remains effective until revoked either by subsequent application or by sending a signed notice of revocation to the U.S. Coast Guard National Maritime Center, 100 Forbes Dr., Martinsburg, WV 25404. For more information, please visit: <https://mos.marad.dot.gov/>

* Mariner Outreach Participation

☒ Yes, I would like to participate. ☐ No thanks, I do not wish to participate at this time.

2. FOR CONTINUITY RENEWAL ONLY
I understand that a Document of Continuity is not valid for use in accordance with 46 CFR 10.227 and aware of the requirements to obtain an MMC. STCW endorsements may not be placed in continuity per 46 CFR 10.227.

☒ 3. CONSENT: I am under 18 years of age and a notarized statement of parental/guardian consent is attached.

* Please upload a notarized parental/guardian consent document to continue

Upload Files

Or drop files

sample-pdf-5mb (1).pdf

4. Certification
My signature below attests that:

- All information on this application is true and correct to the best of my knowledge.
- I understand an application determined to be fraudulent may result in the denial of my application for one year from the date of submission, even if the fraudulent information was not itself cause for denial or prosecution.
- I do solemnly swear or affirm that I will faithfully and honestly, according to my best skill and judgment, and without concealment and reservation, perform all the duties required of me by the laws of the United States. I will faithfully and honestly carry out the lawful orders of my superior officers aboard a vessel.

5. Applicant's Signature

☒ I certify and electronically sign this application.

Date(MM/DD/YYYY)

08/12/2026

Previous

Next

Section IV of the CG-719B

Authorize a third party

The Authorize a Third-Party section lets you designate someone to act on your behalf during the credentialing process. In Navita™ that person is called a proxy.

- For Release 1.0, only individuals can be designated. Organizations and businesses cannot.
- You can select 6d. Sections 6a to 6c are not available for selection.
- After choosing the authorization option, enter the third party's name, point of contact, address, phone number, and email address.
- Certify and electronically sign the authorization before you continue.
- A person who is registered as a Mariner User in Navita™ cannot serve as a proxy.



Organizations and businesses cannot be added as proxies. For Release 1.0, only individuals can be selected as proxies for section 6d.

The proxy's side of this process is covered in Section 7.

Section IV: Mariner's Consent/Certification (continued)

6. Third Party Authorization (Optional)

• I understand that by checking boxes 6a - 6d in Section IV, I authorize release of information, MMC, or authority to act on my behalf to the third party indicated until issuance of an MMC or until Agency final action is made.

☐ 6a. Safety and Suitability

☐ 6b. Professional qualifications, certification records, training records, or Sea Service

☐ 6c. Merchant Mariner Credential Delivery

☒ 6d. Act on my behalf in all matters pertaining to the processing of my current USCG credential application (All of the above)

Name of Organization or Third Party

John Smith

Organization Point of Contact (if applicable)

Street Address

456 Main Street

City

Springfield

State

Virginia

Zip Code

01234

Phone Number

(703) 555-0123

Email Address

john.smith@example.com

☒ I certify and electronically sign this application.

Date(MM/DD/YYYY)

09/08/2026

Previous

Next

The Authorize a Third-Party section

Remove or reassign a proxy

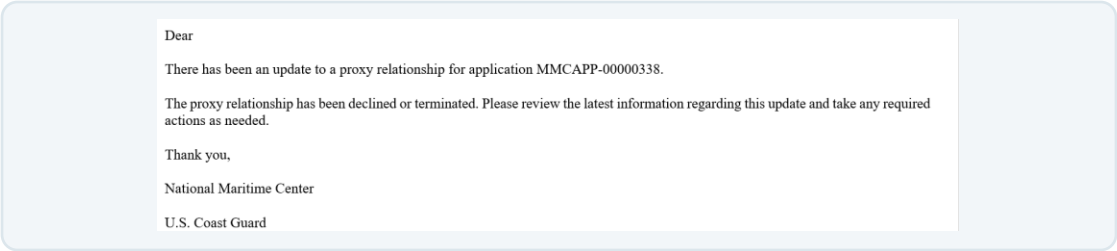
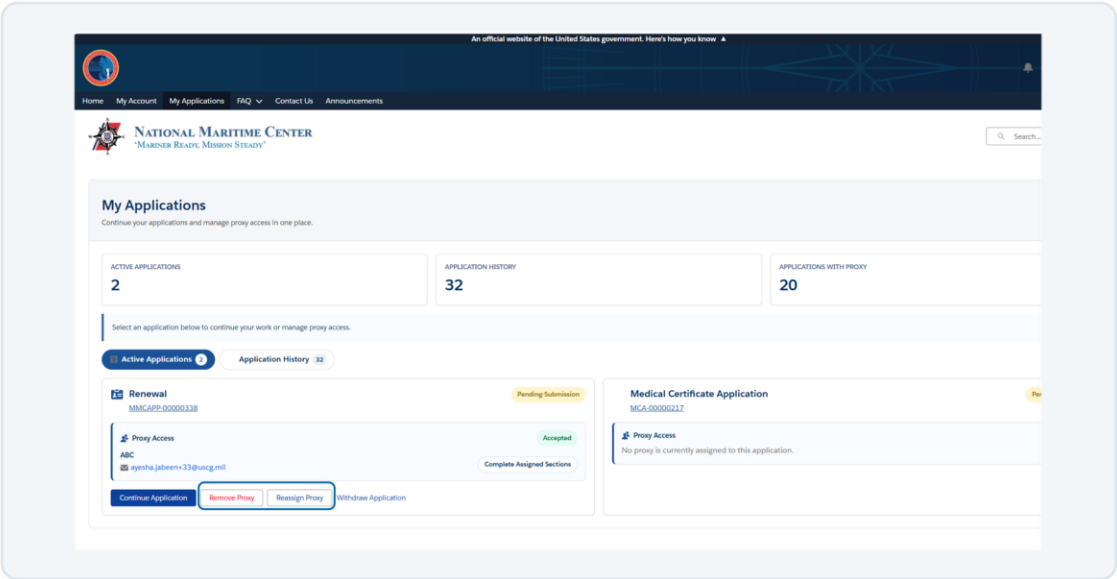
The My Applications dashboard is where you manage proxy access. Only you, the mariner, can remove or reassign a proxy.

Removing a proxy

Go to the relevant application and select Remove Proxy. This triggers the proxy removal workflow and notifies the proxy that their services are no longer required for the application.

Reassigning a proxy

You can reassign an application to a different proxy without removing the existing one first. Select Reassign Proxy, enter the details of the new proxy, and confirm. The new proxy replaces the existing one.



Remove Proxy and Reassign Proxy on an application card

Withdraw an application and notify the proxy

1

Go to the My Applications tab on your dashboard.

2

Select the application you want to withdraw, then select Withdraw Application.

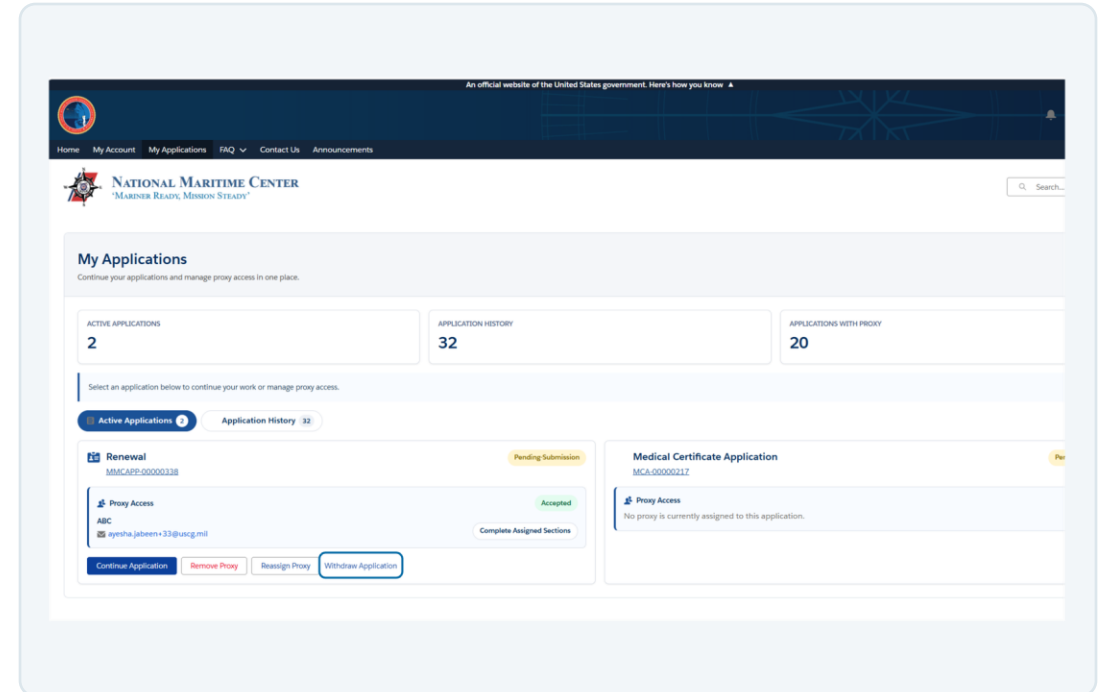
3

Confirm the withdrawal on the pop-up confirmation screen. The withdrawal process begins.

4

If a proxy is assigned, Navita™ notifies them that you are withdrawing, and the proxy assignment is removed.

A withdrawn application is no longer actionable by the proxy. It does not appear on their Proxy Access Dashboard, so they cannot complete or manage it.



Withdraw Application on the My Applications dashboard



Withdrawing is final. It stops all processing. To pursue the request later you must submit a new application, which is processed from the beginning.

Review, then pay your fee

3.10 Review before you submit

The Final Review page offers a Review button that walks you back through the completed form so you can check every entry and correct anything wrong. Work through it to the end, then select Next to continue to the fees.

3.11 Do you qualify for a fee waiver?

The Fees page asks whether a waiver applies. It does if you are:

- A volunteer or employee of a charitable, non-profit, or youth-oriented organization.
- On active duty in a U.S. uniformed service.
- In the Selected Reserve of a military reserve component, or the Public Health Service Ready Reserve Corps.

- 1

Review your fee. The application shows a breakdown of the fees you owe and the total due.
- 2

Go to Pay.gov. Select Pay Fees. Navita™ directs you to the right Pay.gov page. Follow the instructions there to complete the payment.

Fees

Evaluation Fee	\$50
Examination Fee	\$45
Issuance Fee	\$45
Total Due	\$140

Payment Status: Pending

Pay Fees

Upload Receipt

Upload Files

Or drop files

Pay.gov

USCG Merchant Mariner User Fee Payment

1

2

3

4

5

Before You Begin

Complete Agency Form

Enter Payment Info

Review & Submit

Confirmation

About this form

Use this FORM to pay your US Coast Guard Merchant Mariner License and Documentation (MMLD) Program User Fees for the evaluation of applications, taking of examinations, and issuance of licenses, certificates of registry and/or merchant mariner documents.

Notice: The Pay.gov payment confirmation with tracking ID must be submitted with your CG MMC application. Please retain a copy for your records.

Please remember to attach your pay.gov confirmation to your application upon your submission. Our agency site is unable to process the submission without this information.

Accepted Payment Methods:

• Bank account (ACH)

• Debit or credit card

Preview Form

Cancel

Continue to the Form

This is a secure service provided by United States Department of the Treasury. The information you will enter will remain private. [Learn more](#)

[Go to Pay.gov](#)

The Fees page and the Pay Fees hand-off to Pay.gov

Navita™ Mariner Portal | Release 1.0 Training

Section 3: Apply for an MMC

29

Save and upload your receipt

3

Save and upload your receipt

Download your payment receipt from Pay.gov and save it somewhere easy to find. Return to the Fees page in Navita™ and select Upload Files, in the same section where you started the payment. Your receipt must be a PDF.

Pay.gov processes the payment

Not Navita™. If your fee page still shows Pending after you paid, confirm you uploaded the receipt.

The receipt is part of the application

The NMC no longer accepts cash, check, credit card, or money order payments with an application.

PDF only

A screenshot of the Pay.gov confirmation will not upload. Download the receipt itself.



Without the Pay.gov receipt, your submission is incomplete. The Submit Application button does not appear until the fee is paid and every required checklist item is satisfied.

Upload your documents

The application checklist is an overview of every requirement on your application and a running record of what is done and what is still needed.

General Requirements						
Requirement Details	Requirement Name	Requirement Type	Required Indicator	Status	Uploaded File Name	Upload
You must be a U.S. Citizen or have a valid permanent residence card (PRC).	U.S. Citizenship	Document	Required	Requested		Upload Files Or drop files
You must be at least 18 years old.	Minimum Age	Document	Required	Requested		Upload Files Or drop files
You must have a valid medical certificate or apply and be approved for one.	Medical Certificate	Document	Optional	Requested		Upload Files Or drop files

How the checklist is organized

- Requirements are grouped into General, Sea Service, and Other Requirements.
- Each row names the requirement, says whether it is required or optional, shows its status, and gives the place to attach the document.
- The checklist updates as requirements are completed, so outstanding items are easy to spot.

 **PDF files only.** If an upload fails, check the file type and that the file is within the size limit shown on the page.

Work the checklist to zero outstanding items. The Submit Application button appears only when every required item is satisfied and your fee is paid.

Submit your application

- 1

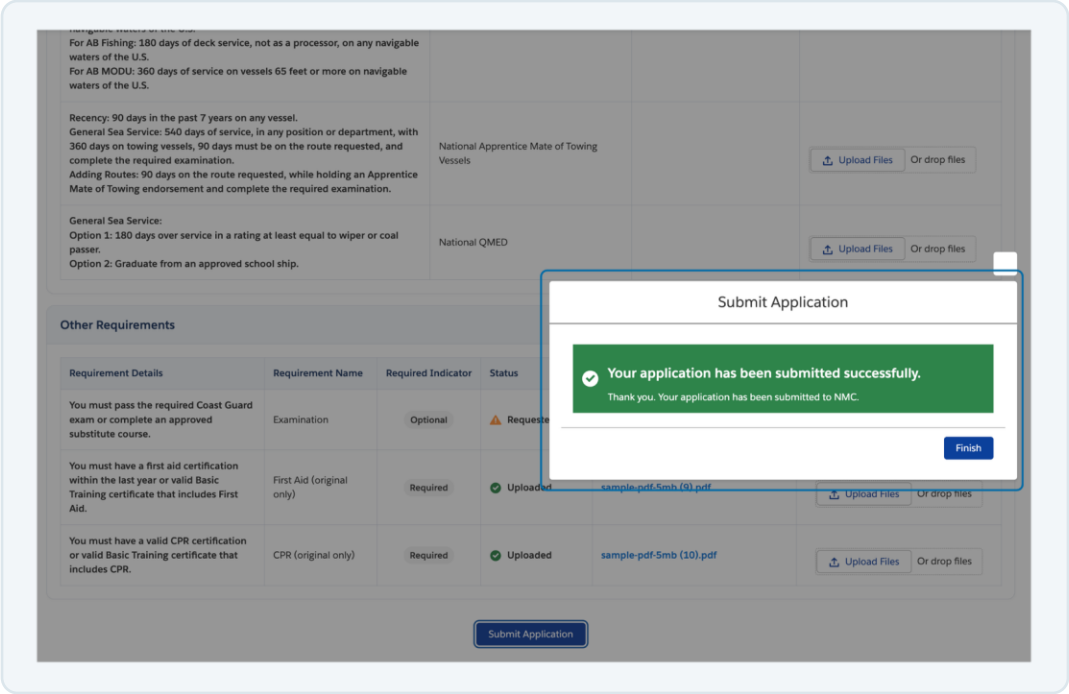
Satisfy every required checklist item and pay your fee. The Submit Application button then appears.
- 2

Select Submit Application. Navita™ confirms on screen that the application was submitted successfully.
- 3

Select Finish, then save a copy of your completed forms using the Download button. See section 5.2.

Keep for your records

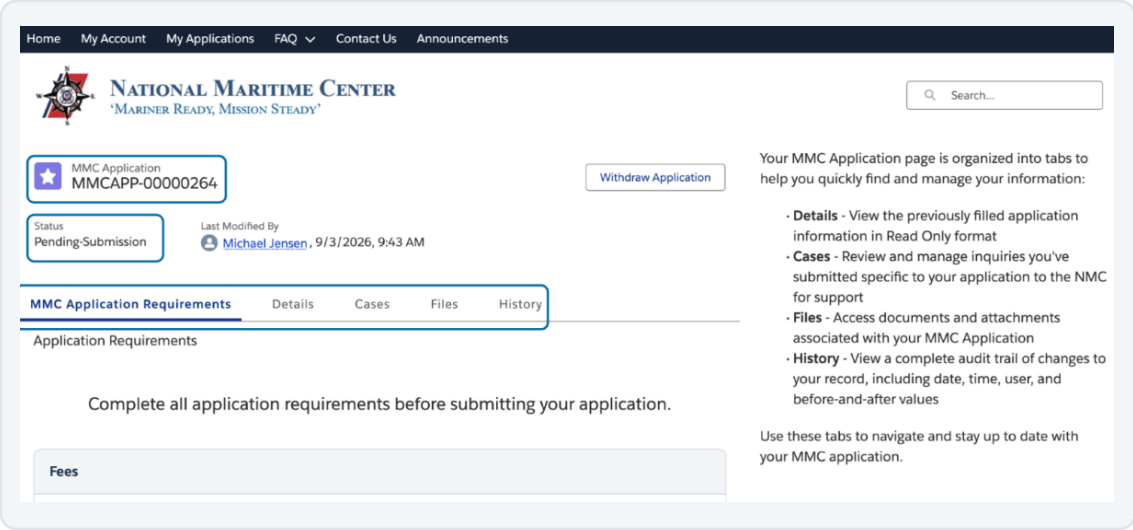
A copy of every completed form, and your Pay.gov receipt. Navita™ gives you an application reference number at submission; note it down.



The submission confirmation Submission is where Navita™ finishes its part. The NMC reviews your application in its existing system and the outcome reaches you as it does today.

Your application record

Every application has a record page. The status appears beneath the application name in the top-left corner, and the tabs across the page hold everything associated with it.



The record page is where you go after submission to check status, answer an NMC request, or download a copy of your forms.

TAB	WHAT IT HOLDS
Application Requirements	The checklist of documents the NMC needs, with the status of each. See section 3.12.
Details	Your submitted application in read-only form.
Cases	Any inquiry you have raised with the NMC about this application. See section 6.4.
Files	Every document and attachment, with its owner, size, and the date it was last modified.
History	An audit trail: what changed, when, who changed it, and the value before and after.

KNOWLEDGE CHECK 3

Answer before you move on. The key is near the end of this deck.

1. You are renewing and adding one endorsement. Which endorsements do you list?

- A.** Only the ones changing
- B.** Every endorsement you hold
- C.** None: renewal is automatic
- D.** Only STCW endorsements

2. What must you upload before your MMC submission is complete?

- A.** Your Pay.gov receipt
- B.** A photo of your credential
- C.** A check image
- D.** Nothing: payment is automatic

3. Who can be named as a proxy in Release 1.0?

- A.** An individual only
- B.** A company
- C.** A union hall
- D.** Any of these

SECTION 4

Apply for a Medical Certificate

Which form you need, the sections you complete online, and what your medical provider completes.



BEFORE YOU START 3

Before you start your Medical Certificate application

☐

The endorsement or rating you are applying for, which determines the form you need.

☐

A copy of any medical waiver you hold.

☐

A list of the prescription and nonprescription medications you take, with the dates you took them.

☐

A medical provider licensed in a U.S. state, possession, or territory: a physician, physician assistant, or nurse practitioner. A chiropractor is not an authorized provider.

You are ready when: you have an appointment booked and know which form your credential requires.

Which form you need

A Medical Certificate application cannot be finished in one sitting. You start it online, take a printed form to a medical provider for examination and signature, then return to Navita™ to upload the completed form and finish.

FORM	WHO USES IT	WHAT IT COVERS
CG-719K	Any endorsement above entry level, and entry level with lookout duties. Officers, tankermen, and STCW vessel service.	The standard Medical Certificate application: personal information, medical history, medications, vision and hearing, the physical examination, and the provider's evaluation and certification.
CG-719K/E	Entry level with no lookout duties. Seafarer, wiper, steward's department, and food handler with no STCW endorsement.	A shorter form asking for similar applicant information, with requirements specific to entry-level applicants.



A Medical Certificate may not be required at all. If you select the entry-level option, Navita™ tells you a Medical Certificate may not be required for that credential. If you meant to apply for an officer, tankerman, or STCW vessel service credential, select Previous and change your selection.

Start the application

1

From the home page, select **Medical Certificate (719K/719KE)**.

2

Answer which credential you are applying for: “Officer, Tankerman, or STCW Vessel Service” or “Seaman, Wiper, Steward's Department, or Food Handler (no STCW)”.

3

If a Medical Certificate applies, choose between form CG-719K and CG-719K/E, then select Continue.

What each answer does

Selecting the entry-level option may display a message saying a Medical Certificate is not required at this time. Selecting Officer, Tankerman, or STCW Vessel Service takes you on to the choice between CG-719K and CG-719K/E.



The Medical Certificate tile on the home page

Choosing your form

Complete the online sections

The CG-719K and the CG-719K/E follow the same path. The steps on the right of each page show where you are. Sections a practitioner must complete are skipped online and appear on the printable form instead.

PAGE	WHAT YOU DO	FORM
Privacy Notice	Read the Privacy Act Statement and select I Acknowledge.	Both
Instructions	Read who should complete the form and how each section works. The CG-719K has two instruction pages.	Both
Applicant Information	Enter your name, address, and contact details. On the CG-719K, also record the endorsement you hold or are seeking.	Both
Medical Conditions	Answer each Yes or No question about your medical history, and say whether you hold a medical waiver.	CG-719K only
Medications	Say whether you take any medication, then either report your medications yourself or authorize your provider to verify them.	CG-719K only
Applicant Signature	Read the certification, then select the checkbox to sign electronically. Navita™ fills in the date.	Both
Applicant Consent	Either give consent for your provider to discuss your medical condition with U.S. Coast Guard personnel, or select Decline.	Both
Final Review	Select Review to walk back through the form and check every entry before you continue.	Both

Medical conditions and medications

Medical conditions (CG-719K)

Mark Yes or No for each condition. If you hold a medical waiver, answer Yes and give a copy of the waiver to the provider who completes your form.

Medications (CG-719K)

Enter every medication you have taken, following the requirements on the page. What you enter is printed on the form for your practitioner to review and verify.

Medical Conditions

Section III(a): Medical Conditions - To be completed by the Applicant and reviewed by the Medical Practitioner

*I have a medical waiver (MW):

☐ Yes ☒ No

If YES, provide a copy to the Medical Practitioner.

To the best of your knowledge, have you ever had, required treatment for, or do you presently have any of the following conditions?
If no, please mark the NO box below.
If yes, please mark the YES box below.

1. Blurry vision, poor night vision, eye disease or injury, eye surgery, abnormal color vision, cataracts or glaucoma

☐ YES ☒ NO

2. Hearing loss, hearing aid, ear surgery, facial deformities, open tracheostomy or frequent severe nose bleeds

☐ YES ☒ NO

3. High or low blood pressure

☐ YES ☒ NO

Steps

Privacy Notice

Instructions (1)

Instructions (2)

Applicant Information

Medical Conditions

Medications

Applicant Signature

Applicant Consent

Final Review

Medications

Section IV: Medications - To be completed by the Applicant and reviewed by the Medical Practitioner

*Do you currently use any medication (prescription or nonprescription)?

☒ Yes ☐ No

If YES, provide the information requested in the blocks below.

Applicants Must Report

1. All medications (Prescription or Nonprescription), dietary supplements, and vitamins; that were filed, or refilled, and/or taken within 30 days prior to the date the applicant signs the CG-719K; and

2. All medications (Prescription or Nonprescription), dietary supplements, and vitamins that were used for a period of 30 or more days within the last 90 days prior to the date the applicant signs the CG-719K.

Medical Practitioner

1. Medical Practitioner must verify applicants medications and information listed in the table below.

2. Medical Practitioner comments should include the approximate length of time the applicant has taken the medication and address the presence or absence of any side effects.

Additional guidance on medications, including those that may be considered disqualifying, can be found at [Merchant Mariner Medical Manual \(PDF\)](#).

Additional sheets may be attached by the Applicant and/or Medical Practitioner if needed to complete this section. (Include applicant name and date of birth on each additional sheet and check the box indicated on the right)

☐ ATTACHED

Previous

Next

Steps

Privacy Notice

Instructions (1)

Instructions (2)

Applicant Information

Medical Conditions

Medications

Applicant Signature

Applicant Consent

Final Review

 **Bring the paperwork behind your answers.** If additional medication documentation is required, include the appropriate supporting documentation with your application.

Both pages appear on the CG-719K only. The CG-719K/E does not ask for medical history or medications online.

Sign and give consent

Applicant Signature

The Applicant Signature section confirms that you have reviewed the information in your application and certify that it is complete and true. You must sign before you can continue.

Applicant Consent

Consent is voluntary. Decline means you give permission for none of the consent options. If you do not decline, you must consent to your practitioner releasing medical information to the U.S. Coast Guard by selecting the Signature of Applicant checkbox.

Applicant Signature

Section X: Application Certification - To be completed by the Applicant

My signature below attests, subject to prosecution under 18 USC § 1001, that all information provided by me on this form is complete and true to the best of my knowledge, and I agree that it is to be considered part of the basis for issuance of any medical certificate to me. I have not knowingly omitted any material information relevant to this form. I have also read and understand the Privacy Notice that accompanies this form.

☐ I certify and electronically sign this application.

Date(MM/DD/YYYY)

An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The United States Coast Guard estimates that the average burden for this form is 18 minutes. You may submit any comments concerning the accuracy of this burden or any suggestions for reducing the burden to the Chief, Office of Merchant Mariner Credentialing, 2703 Martin Luther King, Jr. Ave, S.E., STOP 7509, Washington, D.C., 20593-7509.

PreviousNext

Steps

✓ Privacy Notice

✓ Instructions (1)

✓ Instructions (2)

✓ Applicant Information

✓ Medical Conditions

✓ Medications

Applicant Signature

Applicant Consent

Final Review

Applicant Consent

Section VII: (Optional) Applicant Consent - To be completed by the Applicant

☐ Declined

a. CONSENT FOR MEDICAL PRACTITIONER TO RELEASE INFORMATION TO THE COAST GUARD:
My signature below authorizes the Medical Practitioner, who has signed the certification on page 4 of this form, to release to, or discuss with authorized Coast Guard personnel, any pertinent information in his/her possession regarding any physical or medical condition that may require review by the Coast Guard prior to determining whether the Coast Guard should issue a merchant mariner medical certificate.
I understand that this authorization is voluntary. I also understand that failure to provide authorization could affect the Coast Guard's ability to make a timely determination as to whether the Coast Guard should issue me a merchant mariner medical certificate. This authorization will remain in effect until the Coast Guard determines whether to issue me the requested merchant mariner medical certificate for maritime service, but no longer than one year.
I have read and understand the following statement about my rights:
► I may revoke this authorization at any time prior to its expiration date by notifying the verifying medical practitioner in writing, but the revocation will not have any effect on any actions taken before they received the notification.
► Upon request, I may see or copy the information described in this release.
► I am not required to sign this release to receive my medical evaluation.

☒ Signature of Applicant

Date(MM/DD/YYYY)

09-08-2026

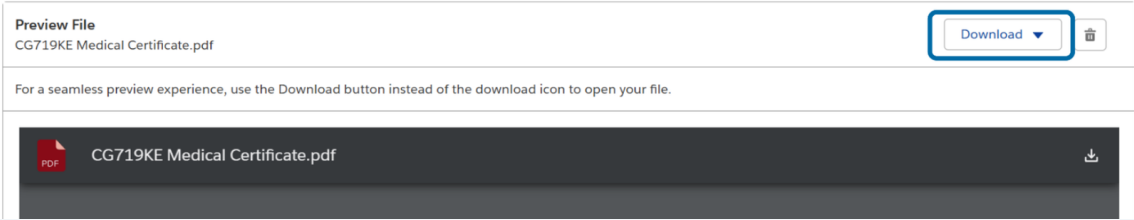
You may also authorize the U.S. Coast Guard to release medical information to a third party, or allow a third party to act on your behalf. Both are optional and require that person's details.

Navita™ Mariner Portal | Release 1.0 Training

Section 4: Medical Certificate 41

Download your form and see your provider

The Download Form page is the hand-off to your medical provider. It carries the instructions for the rest of the process.



1 Print the form

Print it once you have completed every online section. Take it to your appointment, along with copies of any prior medical waiver.

2 Your provider examines and signs

The provider performs the examination, completes the applicable sections, and signs and dates the form where indicated.

3 Upload the completed form

Return to Navita™, upload the completed and signed form, confirm the upload succeeded, and keep a copy for your records.

 **An incomplete or unsigned form will not be processed.** Check that your provider has signed and dated every place the form marks before you upload it.

Upload the completed form

- 1 Select Finish. The Pending Upload page offers Go to Application Page or Download Application.
- 2 Select Go to Application Page to reach the Application Record page, then open the Upload Document tab.
- 3 Select Upload Files and choose the completed PDF, plus any supporting documentation.
- 4 Select Next at the bottom right. An Upload Successful message appears.
- 5 Select Submit Application. The Document Status changes to Submitted.

View your read-only application on the Details tab, or everything uploaded to it under the Files tab.

Medical Certificate Application
MCA-00000225

Status: Pending Upload | Last Modified By: Michael Jensen | 9/2/2026, 10:34 AM

Detail **Upload Document** Cases Files History

Instructions:

- Upload completed medical form
- Only PDF uploads are allowed

Upload Files Or drop files

Next

Detail **Upload Document** Cases Files History

✓ Upload Successful

Your completed medical form has been successfully uploaded to your Medical Certificate application. Please click the Submit Application button to submit your application to NMC. Please note, once completed, you will not be able to upload any additional files.

Previous Submit Application

The Upload Document tab and the Upload Successful confirmation



Download Application gives you a PDF copy, not a submission. Only Submit Application sends the form to the NMC.

Third parties and your medical record

4.6 Third-party consent

The Third Party Consent section collects details for a medical proxy or another authorized person who may help with your Medical Certificate application.

 **Release 1.0 gives a medical third party no system access.** Entering their details does not send an invitation and does not give that person access to your application. The information is printed on the Medical Certificate form for the NMC's use. This differs from an MMC application, where a proxy may be granted access to Navita™.

4.7 Your medical application record

The status appears beneath the application name in the top-left corner.

TAB	WHAT IT HOLDS
Detail	Your submitted application in read-only form.
Upload Document	Where you upload documents from your medical practitioner and anything else related to the application.
Cases	Any inquiry you have raised with the NMC about this application. See section 6.4.
Files	Every document and attachment, with owner, size, and last modified date.
History	An audit trail of what changed, when, and by whom.



NATIONAL MARITIME CENTER

"MARINER READY, MISSION STEADY"

Medical Certificate Application

MCA-00000165

Withdraw Application

Status

Submitted

Last Modified By

 Michael Jensen

8/24/2026, 2:52 PM

Detail

Upload Document

Cases

Files

History

Applicant Information

DEPARTMENT OF HOMELAND SECURITY

U.S. Coast Guard

APPLICATION FOR MEDICAL CERTIFICATE

OMB No. 1625-0040

Exp. Date: 09/30/2028

KNOWLEDGE CHECK 4

Answer before you move on. The key is near the end of this deck.

1. Which form does an entry-level applicant with no lookout duties use?

- A.** CG-719K/E
- B.** CG-719K
- C.** CG-719B
- D.** CG-719C

2. Who completes the physical examination sections of the form?

- A.** Your medical provider
- B.** You, online
- C.** The NMC
- D.** Your proxy

3. What does entering a third party on a Medical Certificate do?

- A.** Prints them on the form only
- B.** Gives them portal access
- C.** Emails them an invitation
- D.** Assigns them the application

SECTION 5

Manage Your Application

Drafts, your application record, downloading your forms, and withdrawing.

Save and resume a draft

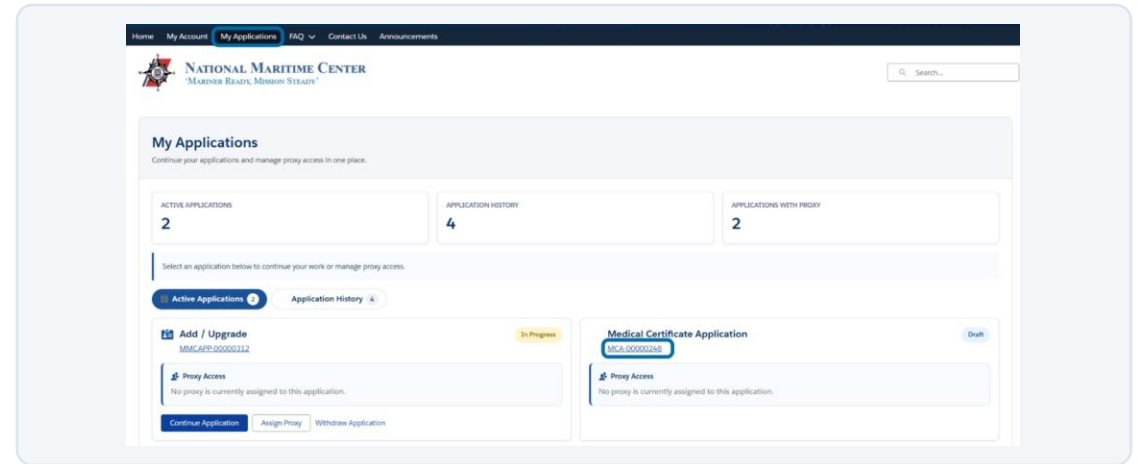
Your progress is saved automatically each time you select Next, so you can leave an application and return later without losing what you entered. To return, select My Applications from the home page.

Resuming a Medical Certificate application

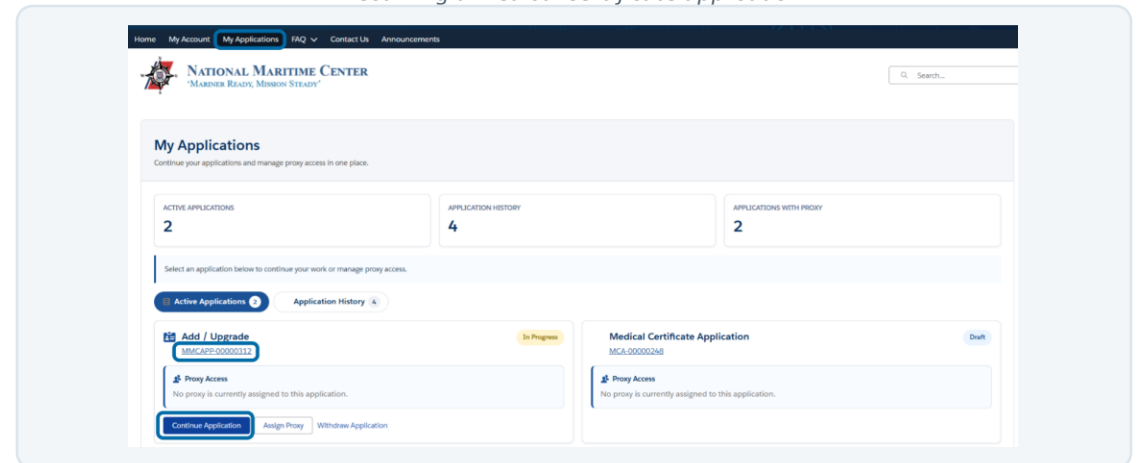
Select the Application ID link beneath the application name. Navita™ asks whether you want to continue the application you were working on. Select the option to continue.

Resuming an MMC application

Select either the Application ID link or the Continue Application button. Both take you to the Details tab of the Application Record page, where you pick up where you left off.



Resuming a Medical Certificate application

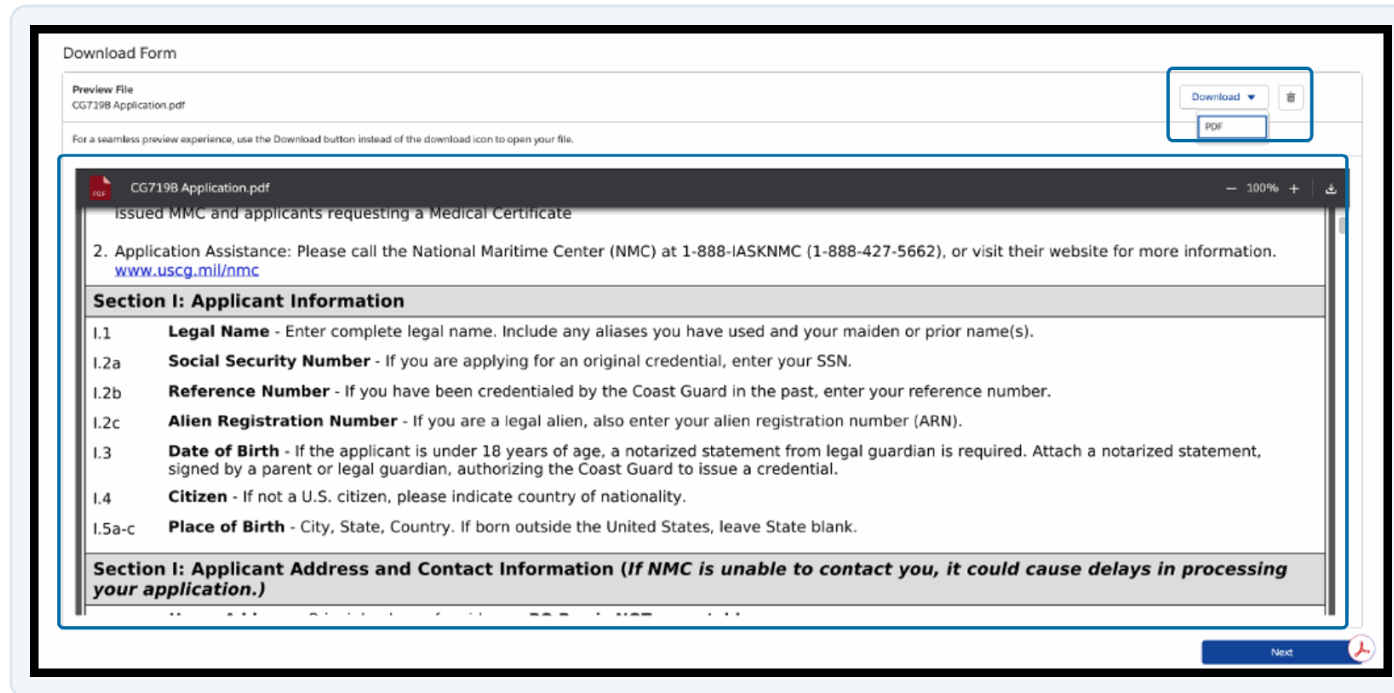


Resuming an MMC application

5.2

Download copies of your forms

After you review a completed form, select Download in the top-right corner of the screen and choose PDF. The form downloads to your device.



Keep a copy of

- Every completed form, downloaded as a PDF.
- Your Pay.gov receipt.
- Your application reference number from the submission confirmation.
- The completed and signed CG-719K or CG-719K/E, if you applied for a Medical Certificate.

Keeping your own copies means you can answer an NMC question without waiting to get back into the portal.

Withdraw an application

Withdrawing applies to both MMC and Medical Certificate applications, and it is final.

- 1 Select Withdraw Application in the top-right corner of the Application Record Details page.
- 2 Enter your reason for withdrawing in the required text field.
- 3 On an MMC application only, select the acknowledgment checkbox. The Medical Certificate application does not have this checkbox.
- 4 Select the Withdraw Application button in the confirmation window.
- 5 You return to the Application Record Details page, and the status changes to Withdrawn.

The screenshot shows a web application interface with a dark header containing links for 'FAQ', 'Contact Us', and 'Announcements'. A modal window titled 'Withdraw Application' is centered on the screen. Inside the modal, the text asks 'Are you sure you want to withdraw this application?' and states 'A withdrawal reason is required to continue.' Below this is a text input field with the placeholder text 'I no longer need to apply for this credential.' and a red asterisk indicating it is required. Underneath the text field is a checkbox with a blue checkmark, followed by a note: 'Please note that withdrawing your application will stop all processing activities associated with that application. If you wish to continue pursuing this request in the future, a new application will need to be submitted and processed from the beginning.' At the bottom right of the modal is a blue button labeled 'Withdraw Application'. The background of the page is slightly blurred, showing parts of the 'Application Record Details' page.



Withdrawing stops all processing. If you want to pursue the request later, you will need to submit a new application, which is processed from the beginning. If a proxy is assigned, Navita™ notifies them and removes the assignment.

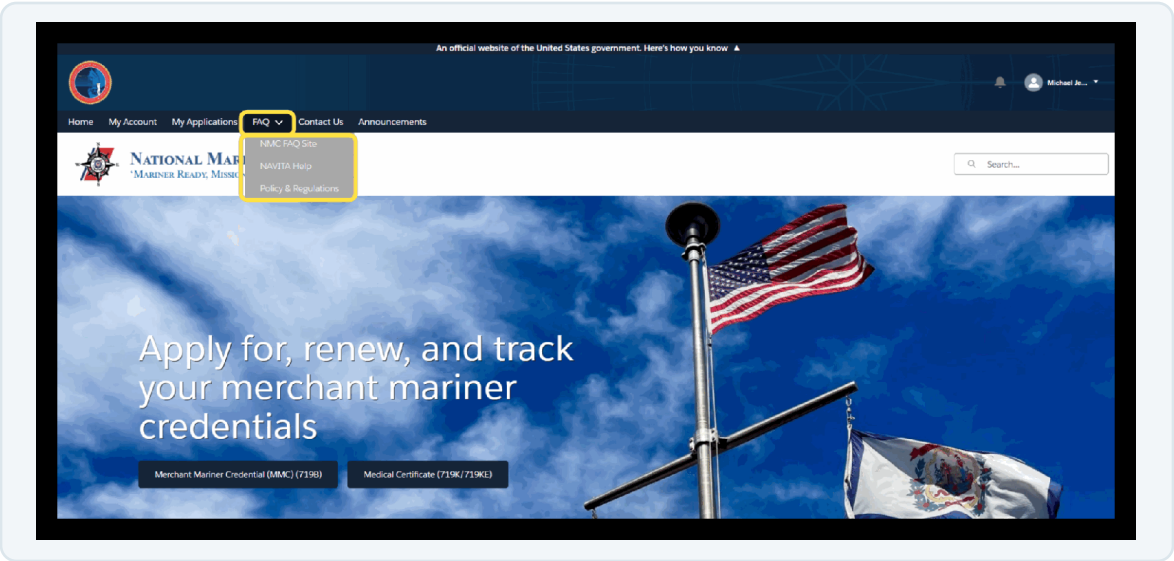
SECTION 6

Get Help

FAQs, announcements, contacting the NMC, and creating and following a case.

FAQ, Navita™ Help, and Policy & Regulations

The FAQ menu in the top navigation bar opens three separate resources. Which one you want depends on the kind of question you have.



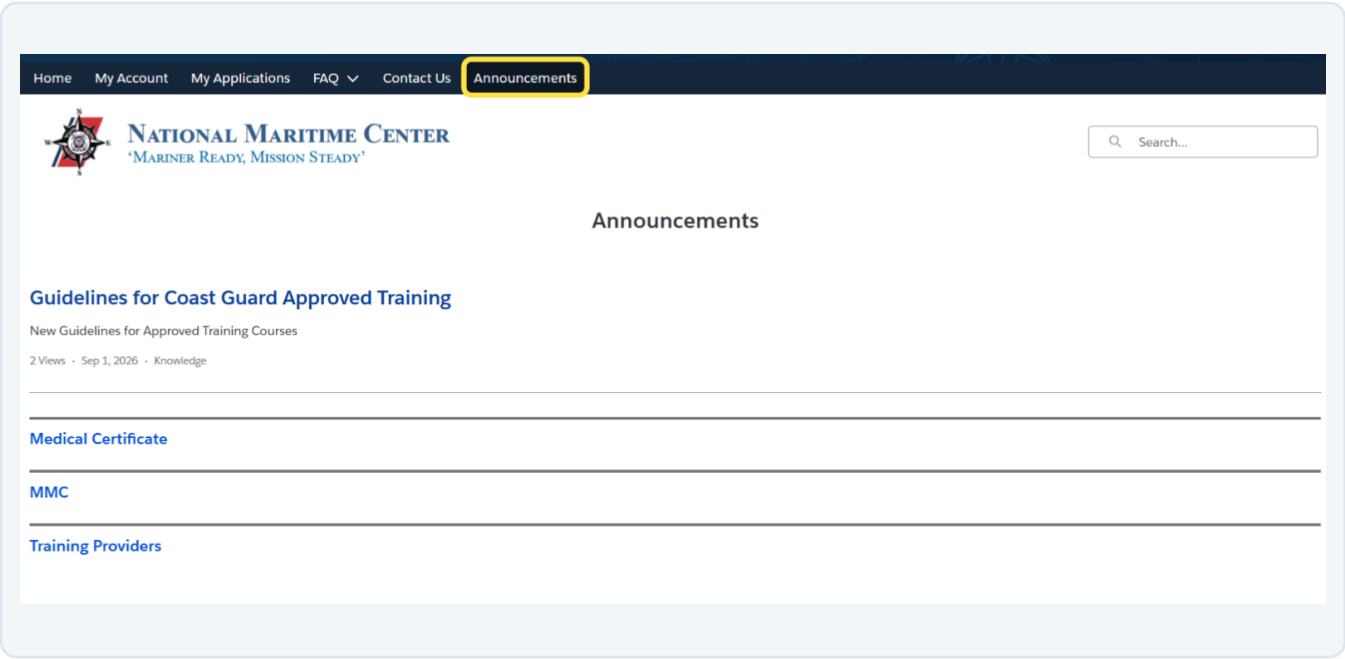
RESOURCE	USE IT FOR
Navita™ Help	How to use Navita™ : how-to articles for completing tasks and finding your way around.
NMC FAQ Site	U.S. Coast Guard requirements and processes: what the NMC needs and why.
Policy & Regulations	The official U.S. Coast Guard policies, regulations, and guidance behind those requirements.

Try these before you raise a case

The Contact Us page also carries Trending Articles and a Need Answers Fast? section, which suggests articles based on the subject you enter. Reading a relevant article is usually faster than waiting for a reply.

Announcements

The Announcements page, in the top navigation menu, carries the latest updates, notices, and important information about Navita™ and the mariner application process.



Latest first The most recently published announcements appear at the top of the page.

Keyword search Use the search box to find announcements by entering relevant keywords.

Categories Announcements are organized by category so you can find a specific topic.

Details Each announcement carries additional information, such as publication date and category.

Check Announcements before you raise a case. A known issue is often already posted there.

Contact the NMC

Contact Us is available whether or not you are signed in. Select it in the top navigation bar.

BY PHONE

1-888-IASKNMC (1-888-427-5662)

Monday to Friday, 8:00 a.m. to 5:30 p.m. Eastern Time.

ONLINE

Create a Case

Complete the form on the Contact Us page. NMC staff respond within 24 to 48 hours.

What Contact Us is for

Questions about an existing application, a message you have received, or general credentialing. You cannot apply or upload documents from this page.

Before you call, review the resources on the site, including Trending Articles, to see whether your issue is already addressed.

Customer Support

Phone: [1 \(888\) 427-5662](tel:18884275662)

Business hours: Monday–Friday, 8:00 a.m. to 5:30 p.m. Eastern Time.

Trending Articles

[Do I have to pay an evaluation fee with my application?](#)

[How long should I expect to wait for my application to be reviewed?](#)

[Where can I upload documents for my application?](#)

[I am applying for a credential. How do I know what amount to pay?](#)

[Where can I check my Medical Certificate status?](#)

The Contact Us page

Create and follow a case

Anyone can create a case, signed in or not. Signed in, you can also see your case number, review your cases, and add comments.

1

Create a case

Select Contact Us, complete the Create A Case form, and select Submit. Every field marked with an asterisk is required. A case that names the page, the message, and what you were trying to do gets a useful answer the first time.

2

Follow a case

- View case details, including your original inquiry.
- Add comments and read comments from NMC support agents.
- Upload supporting documents on the case record page's Files tab.
- View case history: previous activities and updates.



Sign in first. Files cannot be attached through the Create A Case form, and Navita™ never accepts files from unregistered guest users. If you create the case while signed out, you cannot attach anything to it afterward and you will have to start again.

If the NMC asks you for a document

Release 1.0 has no direct document request in the application itself. This two-step route is how you send in what the NMC asks for.

1

Sign in and create a case from the Contact Us tab. Say what the document is and which application it belongs to.

2

Attach the document on the case record page, under the Files tab.

3

NMC staff connect your case with your application. It then appears under the Cases tab on the application record.

This two-step route is how Release 1.0 works. A later release is expected to handle requested documents differently.

KNOWLEDGE CHECK 5

Answer before you move on. The key is near the end of this deck.

1. When is your work on an application saved?

- A. Each time you select Next
- B. Only when you submit
- C. Every 60 seconds
- D. When you select Download

2. The NMC asks you for a document. What do you do first?

- A. Sign in and create a case
- B. Email the NMC
- C. Start a new application
- D. Upload it on the Fees page

3. Which resource explains U.S. Coast Guard requirements rather than how to use the portal?

- A. NMC FAQ Site
- B. Navita™ Help
- C. Announcements
- D. Trending Articles

SECTION 7

Acting as a Third Party

How a proxy accepts an assignment, what a proxy sees, and what a proxy may do. Written for the third party.

How a proxy assignment begins

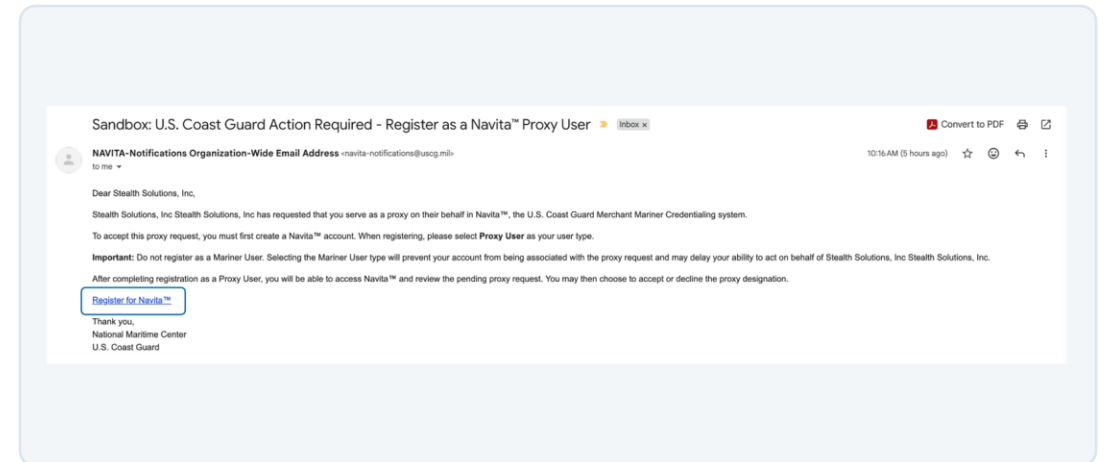
A proxy assignment always starts with the mariner. You cannot request access to an application yourself. If you are a mariner looking to authorize a third party, see sections 3.7 through 3.9 instead.

1

The mariner names you. On the Authorize a Third-Party section of the CG-719B, the mariner enters your name, point of contact, address, phone number, and email address, and signs the authorization.

2

Open the email invitation. Navita™ checks whether your email address is already tied to a proxy account and emails you an invitation. Select the link in the email to respond: accepting and declining are both done in Navita™, not by replying.



The proxy request email

 **Accept only if you recognize the mariner and agree to act on their behalf.**

Register, review, and respond

1

Sign in or create a proxy account

If you already have a Navita™ proxy account, select the link in the email and log in with your existing credentials.

If you do not, you are prompted to register for Navita™ first. Select Proxy User as your user type during registration. After logging in or registering you land on the Proxy Assignment dashboard.

2

Accept or decline

- Select Accept if you agree to serve as the mariner's proxy.
- Select Decline if you do not.
- Follow the on-screen instructions to complete your selection.
- On acceptance, the assignment moves from Pending to Accepted, and you may proceed with the authorized tasks.

3

Review the request

The dashboard groups your assignments into four categories:

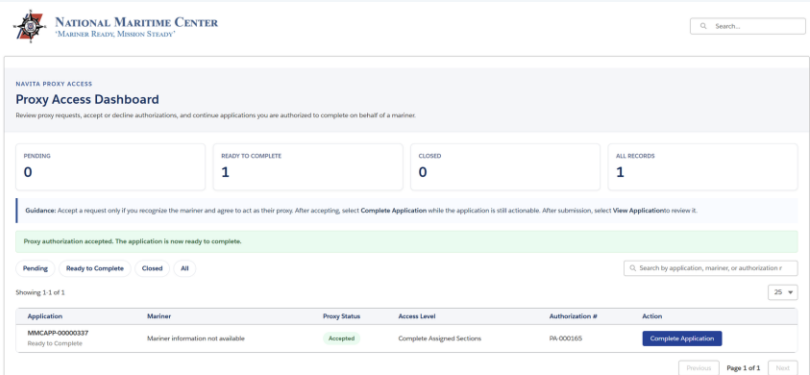
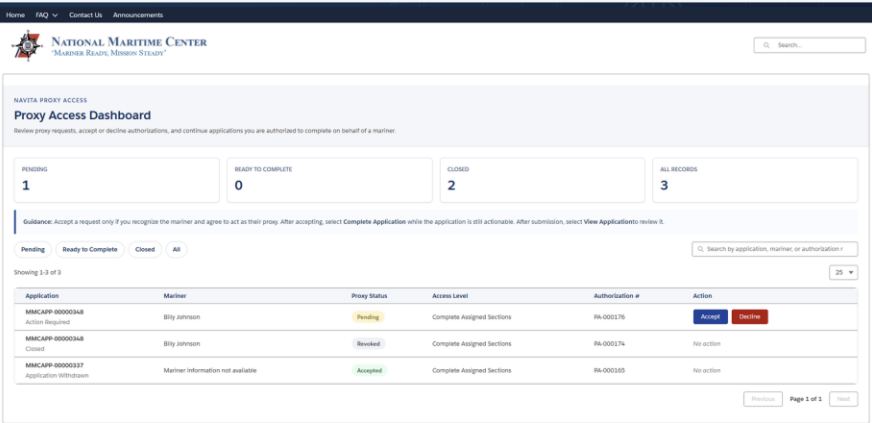
- Pending: requests that need your action.
- Ready to Complete: applications you have accepted and may work on.
- Closed: completed or closed assignments.
- All Records: every assignment on your account.

Who may serve as a proxy

- An individual person only. A business, organization, or other entity cannot serve as a proxy.
- No dual-role users: a person registered as a Mariner User in Navita™ cannot serve as a proxy.
- On the applicable MVCR section, only option 6d may be selected. Options 6a, 6b, and 6c are not available to proxies.

What the third party will see

After logging in or registering, a proxy lands on the Proxy Access Dashboard: an overview of every application and authorization associated with them.



Accepting a request makes Complete Application available

- 1 Review pending requests** The Pending section shows applications needing your action. Review the request and select Accept or Decline.
- 2 Complete assigned applications** Accepted applications appear under Ready to Complete. Select Complete Application to continue the sections assigned to you.
- 3 Review closed records** The Closed section shows completed, revoked, or otherwise closed authorizations. No action is available.
- 4 View all records** The All section shows every proxy-related application record, whatever its status.
- 5 Search for applications** The search field locates a specific record by application, mariner, or authorization number.

Manage applications assigned to you

Working an assigned application is the same process a mariner follows in Section 3, carried out from your own account. Open the assignment and select Complete Application to pick up where the mariner left off.

Upload documents

Use the requirements checklist to see what is outstanding and attach documents in the location shown on each requirement row.

Pay the fee and upload the receipt

Select Pay Fees to go to Pay.gov, complete the payment, then download the receipt and upload it in the same section of the Fees page.

Submit and follow

Submit once the checklist is complete and the receipt is uploaded. The status on the assignment card tracks the application from there.

If the mariner reassigns or removes you

The mariner controls the assignment. If they reassign the proxy role or remove you, your access ends and the assignment leaves your dashboard. If they withdraw the application, it moves to their history and can no longer be worked.



You cannot undo the mariner's own entries. Proxies cannot delete files uploaded by the mariner and cannot modify field values the mariner entered. Ask the mariner to make those corrections. On a Medical Certificate, third-party details are printed on the form only and carry no system access.

KNOWLEDGE CHECK 6

Answer before you move on. The key is near the end of this deck.

1. How does a proxy assignment start?

- A. The mariner names you
- B. You request access
- C. The NMC assigns you
- D. You search the application

2. Can a proxy delete a file the mariner uploaded?

- A. No, ask the mariner
- B. Yes, from the Files tab
- C. Yes, before submission
- D. Only with NMC approval

3. Which user type do you select when registering as a proxy?

- A. Proxy User
- B. Mariner User
- C. Either one
- D. NMC Staff

Terms you will see

The abbreviations that appear in Navita™ and on the forms.

TERM	WHAT IT MEANS	TERM	WHAT IT MEANS
ARN	Alien Registration Number. Used in place of a Social Security Number if you are not a U.S. citizen.	MOS	Mariner Outreach System. A voluntary MARAD program that records your availability for sealift service.
CG-719B	The application form for a Merchant Mariner Credential.	MRN	Mariner Reference Number. The number the U.S. Coast Guard uses to identify your mariner record.
CG-719C	The form used to disclose convictions and drug use.	NDR	National Driver Registry. The U.S. Coast Guard checks it for driving offenses with your consent.
CG-719K / K/E	The Medical Certificate application forms. The K/E is the short form for entry-level applicants.	NMC	National Maritime Center. The U.S. Coast Guard unit that reviews applications and issues credentials.
Continuity	A status that keeps a national endorsement alive without it being valid for use.	Proxy	A third party you authorize to act for you on an MMC application.
Endorsement	The specific authority on your credential: the capacity, route, tonnage, or vessel you are qualified for.	STCW	Standards of Training, Certification and Watchkeeping. STCW endorsements carry additional requirements.
MMC	Merchant Mariner Credential.	TWIC	Transportation Worker Identification Credential, issued by the TSA.

Common problems

What to try when Navita™ will not let you continue.

IF YOU SEE THIS	TRY THIS
You cannot move to the next section	Look for a required field marked with a red asterisk, or an on-screen message in the section you are on, and complete it.
A document will not upload	Navita™ accepts PDFs only. Check the file type and that the file is within the size limit shown on the page, then try again.
You are not sure whether you already applied	Open My Applications and look under Active Applications before you start a new one.
Login.gov signs you in but Navita™ does not recognize you	Do not create a second Login.gov account. Contact the NMC. See section 6.3.
You cannot remember which endorsements you hold	Check your current credential. On a renewal, everything you hold renews unless you say otherwise.
Your fee page still shows Pending after you paid	Confirm that you uploaded the Pay.gov receipt on the Fees page. Payment is processed by Pay.gov, not by Navita™.

Still stuck? Call 1-888-IASKNMC (1-888-427-5662), Monday to Friday, 8:00 a.m. to 5:30 p.m. Eastern Time, or create a case from Contact Us.

ANSWER KEY

Knowledge checks 1 to 6

CHECK 1 · Start Here

1. **A** When you submit. Navita™ finishes its part at submission. (1.2)
2. **A** PDF only, including your Pay.gov receipt. (1.3)
3. **A** Continue the existing draft. Only one active application at a time. (1.4)

CHECK 2 · Your Account

1. **A** Login.gov. Navita™ has no separate username and password. (2.1)
2. **A** It populates every application you start. (2.3)
3. **A** My Applications. (2.4)

CHECK 3 · Apply for an MMC

1. **A** Only the ones changing. Everything else renews unless you say otherwise. (3.3)
2. **A** Your Pay.gov receipt. (3.11)
3. **A** An individual only, for Release 1.0. (3.7)

CHECK 4 · Medical Certificate

1. **A** CG-719K/E, the short entry-level form. (4.1)
2. **A** Your medical provider, on the printed form. (4.4)
3. **A** Prints them on the form only. No system access. (4.6)

CHECK 5 · Manage and Get Help

1. **A** Each time you select Next. (5.1)
2. **A** Sign in and create a case, then attach the document. (6.4)
3. **A** The NMC FAQ Site. (6.1)

CHECK 6 · Acting as a Third Party

1. **A** The mariner names you. You cannot request access. (7.1)
2. **A** No. Ask the mariner to make the correction. (7.4)
3. **A** Proxy User. (7.1)

YOU ARE READY TO APPLY

Five things worth remembering

- 1 One Login.gov account, one Navita™ account, one active application at a time.
- 2 Complete My Account first. It fills in every application you start.
- 3 Every upload is a PDF, including the Pay.gov receipt.
- 4 Work the requirements checklist to zero. Submit appears only when it is clear and the fee is paid.
- 5 Save a copy of every form and your reference number before you close the browser.

Need help? Call 1-888-IASKNMC (1-888-427-5662), Monday to Friday, 8:00 a.m. to 5:30 p.m. Eastern Time, or select Contact Us in Navita™ to create a case. NMC staff respond within 24 to 48 hours.