

Designated Examiner Submittal Checklist

This checklist is provided to assist you in documenting the requirements of 46 CFR 10.405, and may help prevent processing delays caused by missing information.

Do NOT fill in the blocks below. Instead, attach a separate page to include the suggested documentation.

Requests may be sent by the mariner or on behalf of the mariner by his/her employer via e-mail in PDF format to NMCCourses@uscg.mil (**preferred method**), by fax to (304) 433-3408, or by mail to:

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

You will receive an e-mailed receipt once your request has been entered into our system. Please allow 7-10 business days to process your request. If you do not receive an e-mailed receipt within this time frame, please contact us at (304) 433-3720.

I. <u>General Information</u>	✓
1. Mariner Reference Number (if applicable)	
2. Name	
3. Address	
4. Primary Phone Number	
5. E-mail Address	
6. Company Name (if applicable)	
7. Company POC Name (if applicable)	
8. Company Address (if applicable)	
9. Company Phone Number (if applicable)	
10. Company POC E-mail Address (if applicable)	

II. Designated Examiner Information Release to NMC Website	
If you wish to have any or all of your applicable information published on the National Maritime Center (NMC) website, please complete and submit the Designated Examiner Information Release Guide .	
III. Request Type	✓
1. Original	
OR	
2. Renewal or Modification:	
a. Expiration date of original	
b. DE ID	
3. Route(s) Seeking:	
a. Near Coastal/Oceans	
b. Inland/Great Lakes	
c. Western Rivers	
d. Limited	
IV. Credential Held	✓
1. Attach a copy of MMC	
V. Documentary Evidence/Résumé 46 CFR 10.405(b-d) & NVIC 03-16	✓
1. Experience, training, or instruction in assessment techniques on tow vessels	
2. Qualifications on Towing vessels in the task for which the assessment is being conducted	
3. Possession of the level of endorsement on towing vessels or other professional credential as proof of equal or superior knowledge, skills and abilities described in training vessels.	
4. Renewals require either experience, training, or evidence of instruction in effective assessment within the past 5 years.	