



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.

Requests may be sent by the mariner or on behalf of the mariner by his/her employer via e-mail 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. <u>Designated Examiner Information Release to NMC Website</u>	
If you wish to have any or all of the following published on the National Maritime Center (NMC) website, please attach a statement expressing consent: DE ID, First and Last Name, Qualifications, City, State, Primary Phone and/or E-mail Address.	

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 evidence of instruction in effective assessment in the last 5 years	