National Maritime Center

Keep 'em Safe, Keep 'em Sailing

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Site Approval Submittal Checklist

This checklist is provided to assist you in documenting the requirements of 46 CFR Subpart D, 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 NMCSiteApprovals@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 (206) 815-6893.

I. General Information	✔
1. School Name	
2. Primary Phone Number	
3. POC Name	
4. POC E-mail Address	
5. Date of Submittal	
II. Request Type	✔
1. Primary: School owns or leases a facility and student records are maintained at this location	
2. Alternate: A temporary location that the school plans to use to conduct lecture or assessment courses in a classroom environment (i.e., hotels, Coast Guard Stations, yacht clubs)	
3. Practical: Schools conduct hands-on assessment training (i.e., fire field YMCA swimming pool, vessels)	
III. Site Information	✔
1. Facility Name	
2. Facility Address	
3. Facility Classroom Name	

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III. **Site Information** (continued)	✔
4. PDF drawing with measurements (L x W) and layout of the classroom, including a floor plan of table/chair setup, as well as table/desk dimensions. If a pool is included, note the L x W and depth. **Drawings are not required for military locations.**	
5. 4-5 photographs (JPEG): 1 photo of the front of building, 2 photos of the classroom (front and rear views), 1 photo of the exterior, and 1 photo of the pool (if applicable). Pool photo should be of the deepest depth. **Photos are not required for military locations.**	
6. Course Name(s) and Course Code(s) being taught at facility	
7. Start and End dates of Course(s) being taught at facility	
8. Instructor(s) Name(s) of Course(s) being taught at facility	
9. Number of Students in each course	
10. Any additional comments or instructions	