

**U. S. COAST GUARD NATIONAL MARITIME CENTER
MERCHANT MARINER CREDENTIAL APPLICATION ACCEPTANCE CHECKLIST**

Below is a list of items that constitute an application for a U. S. Coast Guard Merchant Mariner Credential (MMC). The MMC application package *must* be submitted to your local Regional Examination Center and may be delivered via mail. In person visits are no longer required. ***DO NOT*** submit your MMC application package directly to the National Maritime Center (NMC) as this will result in significant delays.

"READY TO BE EVALUATED" CRITICAL ITEMS:

- Transportation Workers Identification Card (TWIC):** *(For all transactions)* - Provide evidence that you either hold a valid TWIC (photocopy of TWIC) or have applied for a TWIC (TWIC application receipt). **IMPORTANT - FAILURE TO PROVIDE THE ABOVE WILL RESULT IN YOUR MMC APPLICATION BEING RETURNED TO YOU.**
- Evaluation User Fee:** Pay via credit card or bank account using <https://www.pay.gov>. **IMPORTANT – PRINT AND INCLUDE YOUR PAYMENT RECEIPT AS PROOF OF PAYMENT.**
- CG Form 719B Application:** Be sure to read & accurately complete this entire form. Double check your mailing address & contact info. **IMPORTANT – EVERY PERSON WHO RECEIVES AN ORIGINAL CREDENTIAL MUST FIRST TAKE AN OATH. THE OATH MAY BE ADMINISTERED BY A DESIGNATED COAST GUARD INDIVIDUAL OR ANY PERSON LEGALLY PERMITTED TO ADMINISTER OATHS IN THE JURISDICTION WHERE THE PERSON TAKING THE OATH RESIDES (E.G. NOTARY).**
- Signed Conviction Statement:** At the time of application, each applicant must provide written disclosure of all convictions not previously disclosed to the Coast Guard on an application.
- Three (3) Character References:** This only applies to applications for *original* officer or STCW endorsements. Please see Title 46, Code of Federal Regulations part 11.205(c) for complete details.
- CG Form 719K Physical Examination Report:** To be used for all *original, renewal, and raise of grade officer & qualified rating endorsement applications*. Applications for entry-level (ordinary seaman, wiper, stewards dept) endorsements should use the [CG Form 719K/E Entry-Level Physical Examination Report](#). Be sure that your medical practitioner completed **ALL PARTS** of the form, including signature, and that it is dated within 12 months of your application (*note: raise of grade transactions are 36 months).
- CG Form 719P Chemical Testing Report:** This applies to all *original, renewal and the following raise of grade* transactions (any officer endorsement or first qualified rating endorsement). The chemical test report must be dated with six (6) months of your application. A letter from your marine employer or chemical testing consortium group, on company letterhead, may be used in lieu of this form.
- Front and back photo-copy of license, merchant mariner's document and STCW endorsement** *(If Applicable)*
- Authorization: 3rd party info release or different correspondence/credential mailing address** *(If Applicable)*
- Evidence of appropriate sea service**
- Training course certificate(s)**

**** IMPORTANT ****

If any of the items displayed in the above box are missing at the time of application, you will be provided a "Notification of Incomplete Application" letter. From the date of this letter you will have 60-days to provide the missing information to the Regional Examination Center. If the missing information is not provided within the 60-day period, your application will be returned to you.

- For information regarding the merchant mariner credentialing program please visit: <http://www.uscg.mil/nmc>
- To check on the status of your application please visit: <http://homeport.uscg.mil/>
- For any questions or comments please call: 1-888-IASKNMC (1-888-427-5662) or e-mail: IASKNMC@uscg.mil