



MARITIME INSTITUTE

INCORPORATED

ORIGINAL CREDENTIAL CHECK OFF SHEET/ What to submit (as of April 2016)

These instructions are for the forms with an expiration date of 1/31/2016

Note: All mariners MUST APPLY for a Transportation Worker Identification Credential (TWIC)

We recommend you pre-enroll online at <https://www.tsa.gov/for-industry/twic> and then schedule an appointment at the TSA/TWIC location of your choice. **The website has a list a of identification documents you MUST bring with you to apply. Make sure you tell TSA you are applying for your MERCHANT MARINER CREDENTIAL.**

Once your packet is complete, you can mail it, hand carry it, or scan it and email it to the closest Regional Exam Center (REC). The mailing address and email address can be found at WWW.USCG.MIL/NMC. If you mail it, we recommend using certified mail. **The REC/NMC will accept copies of all the required documents; make sure you keep the originals in a safe place.**

_____ **PAYMENT: the Evaluation and Issuance Fee is \$145.00 THEY WILL ACCEPT A CREDIT CARD, CHECK OR MONEY ORDER** if paying by check or money order, make it payable to The United States Coast Guard. **To pay these fees with a credit card you have to either visit the REC or pay online at www.Pay.gov be sure and make a copy of the payment receipt to include in your paperwork.**

_____ **APPLICATION:** The application is available in a fillable format at www.USCG.mil/NMC. If you are doing it by hand use black ink and make it legible. Complete Section I and II with your personal information and your request. In Section III check any boxes that apply.. **If you answered yes to any of the questions in Section III you can complete the USCG Conviction Statement Form (CG-719C).** In Section IV check any boxes that apply to you and **sign #6**. The oath IS REQUIRED may be administered by any USCG designated official or a Notary licensed in your state.

_____ **MERCHANT MARINER OATH FORM:** If you are mailing or emailing your paperwork you can have the oath administered by a designated Coast Guard Individual or a **notary**. If you are appearing at the REC in person you will have it done there.

_____ **TWIC (Transportation Worker Identification Credential):** Enclose either a copy of your TWIC or a copy of the receipt that you receive after you apply at your local TSA/TWIC office

_____ **MEDICAL CERTIFICATE (PHYSICAL):** Make sure your medical practitioner has completed **ALL PARTS** of the form including the signature; this must be dated *within* 12 months of your application submission.

_____ **CHEMICAL TESTING REPORT:** this must be dated *within* 6 months of your application, it is a 5 Panel DOT drug urinalysis and must be completed by a SAMSHA approved lab.(Look under Drug Detection in the phone book) **OR** if you are in a random drug testing program you can submit a letter from your employer or the manager of the program, it should contain the following information: **“during the previous 185 days, Mr. Doe was subject to an approved random drug testing program as required by 46 CFR 16.230 for at least 60 days and did not fail or refuse to participate in a chemical test for dangerous drugs.**

_____ **SMALL VESSEL SEA SERVICE WORKSHEET(S) OR SEA TIME LETTER(S):** make sure they are signed and completed. If you are the owner of the vessel you **MUST** attach proof of ownership of the vessel. Time on other people's boats **MUST BE SIGNED BY THE OWNER OR CAPTAIN.**

_____ **A Copy of your CPR and FIRST AID CARD:** This must be a USCG APPROVED COURSE. The CPR needs to be current and the First Aid **MUST** have been taken *within* 1 year of your application.

_____ **A Copy of MARITIME INSTITUTE'S CERTIFICATE OF COMPLETION:** if you submit the paperwork before you complete the class you will need to send them a copy of the certificate before they will issue your license.