



MARITIME INSTITUTE INC.

*Maritime Institute is accredited by the
Commission of the Council on Occupational Education*



PAY.GOV INSTRUCTIONS

Updated February 2016

Please use the following instructions to submit payment for your credential via Pay.Gov. When submitting your application, please ensure that you include a copy of your receipt.

YOU MUST HAVE AN EMAIL ADDRESS TO PAY ONLINE

1. Go to <http://www.pay.gov>.
2. Click on MAKE A PAYMENT.
3. Click on USCG Merchant Mariner User Fee Payment under UNITED STATES COAST GUARD.
4. Click on Continue to the Form.
5. Complete the form:

APPLICANT MARINER DETAILS:

- Enter in your personal details
- Select the REC that you will be sending your paperwork to

SELECT WHAT YOU ARE GOING FOR:

- **Credential category**
 - Officer Endorsement and Rating Endorsement
 - This is if you are going for a Captain's license and a deck rating such as AB in the same application.
 - Officer Endorsement Only
 - Captain's Licenses, Masters, Mates
 - Rating Endorsement Only
 - Able Seaman
 - Duplicate MMC
 - Radio Officer Endorsement
 - Staff Officer Endorsement
 - Misc. Fee \$5

PLEASE NOTE: OUPV, Master or Mates are officer endorsements. Able Seaman & Ordinary Seaman are deck ratings.



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- **Type Of Endorsement/Additional Endorsements**

If you selected Officer Endorsement or Deck Rating only, you will only need to fill in one endorsement box. If you have selected Officer and Deck Rating you will need to complete both endorsement boxes. The fee will appear on the left once all the require endorsements are checked.

<p>Please select what you need to pay for</p> <p>Credential Category Officer Endorsements only</p> <p>Type of Endorsement Original Officer Endorsement \$100.00 Officer Renewal and Raise of Grade (select if you need both) \$100.00 Officer Raise of Grade \$100.00 Officer Renewal \$50.00 Officer Modification or removal of limitation or scope \$50.00</p> <p>Issuance Fees</p>	<p>Questions? Click here to Chat</p>	<p>Evaluation Fee \$0.00</p> <p>Examination Fee \$0.00</p> <p>Issuance Fee \$0.00</p> <p>Total Fees \$0.00</p>
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No fees are required for the evaluation or issuance of STCW endorsements, Medical Certificates, or documents of continuity

PDF Preview

Continue

- **Examination Fee**

You only need to pay for examination fees, if you are not turning in a course certificate. You can pay for the examination fee at a later date. Choose the option that describes your situation.

- **Issuance Fee**

There is a \$45 issuance fee that must be paid. You can choose to pay this later; however, it will delay the license being issued until the fee is paid. We suggest any one submitting an application for evaluation that has concerns that they may not qualify due to health conditions or past convictions, not pay the issuance fee until they are approved for the license.

6. Click on payment method and then click on Next.
7. Enter in your payment information and then click on Review and Submit.
8. Verify all information is correct and authorize the charge.
9. Click on Print Receipt.