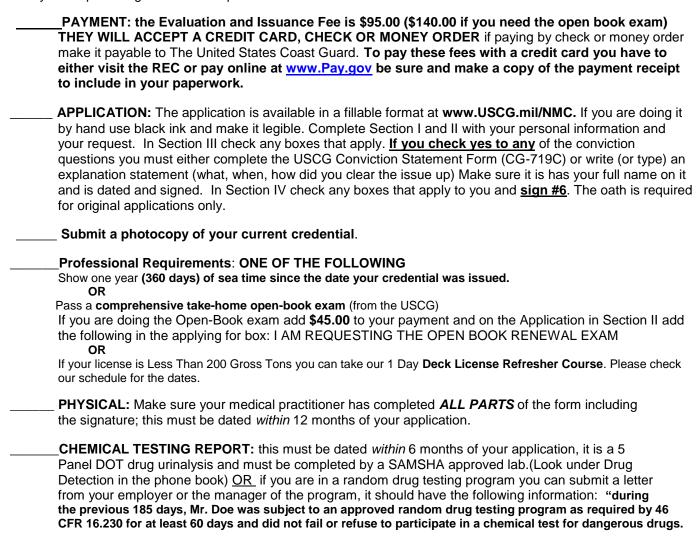
CREDENTIAL RENEWAL CHECKLIST - Feb 2016

NEW TWIC INFO: As of 12/19/2011 A VALID TWIC card is only required if you need admittance to a secure facility or serve on vessels that are required to have a vessel security plan. You must have completed the TWIC enrollment process at least once Please visit www.uscg.mil/nmc and read Policy Letter 11-15 for complete information.

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.



You may renew your license up to one year in advance. If you are renewing early NMC will delay the issuance of your MMC until right before your current one expires. If you prefer to receive your new credential NOW then check the issue my credential now box at the bottom of Section II. We recommend starting the procedure well in advance since the USCG evaluation can take as long as 6 months if there are any problems with your application. Your license also has a one year grace period after it expires but you cannot operate on it during this time. If you do not submit your paperwork to the USCG before the end of your one year grace period you must take a full exam or a USCG Approved Course.

Southern California Office:

U.S. Coast Guard Regional Exam Center 501 W. Ocean Blvd, Suite 6200 Long Beach, CA 90802 (562) 495-1480

Hours: Mon. - Fri. 7:00 am- 3:00pm

Northern California Office:

U.S. Coast Guard Regional Exam Center Oakland Federal Building, North Tower 1301 Clay Street, Room 180 N Oakland, CA 94612-5200

(510) 637- 1124

Hours: Mon. - Fri. 8 am- 4:00pm