



MARITIME INSTITUTE INC

(Z CARD) MERCHANT MARINER CREDENTIAL CHECKLIST

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

You can pre-enroll online and then schedule an appointment at the TSA/TWIC location of your choice.

The cost is \$128.00.

Make sure you tell TSA you are applying for your MERCHANT MARINER CREDENTIAL. We recommend you take them a passport or certified copy of your birth certificate and a copy of your social security card. NOTE: It is no longer necessary for you to pick up the TWIC card UNLESS you will need it for where you plan on working. Complete information is available at <https://www.tsa.gov/for-industry/twic> .

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 WILL ACCEPT A COPY OF YOUR PAPERWORK; KEEP THE ORIGINALS IN A SAFE PLACE IN CASE THEY REQUEST TO SEE THEM.

PAYMENT: the Evaluation and Issuance Fee is 140.00 **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: COMPLETE IN BLACK INK OR TYPED, SIGN SECTION III, AND ON BOTH LINES IN SECTION V, AND ON THE CERTIFICATION STATEMENT IN SECTION VI. If you answered yes to any of the questions in Section III you must write (or type) an explanation statement (what, when, how did you clear the issue up) dated and signed.

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.

YOUR EVALUATION OF FITNESS IS SIGNED AND MEETS ALL OF THE NECESSARY REQUIREMENTS.(ENTRY LEVEL RATINGS CG-719K)

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 have 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.**

TWIC (Transportation Worker 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. When you apply for the TWIC make sure you tell TSA this is for your Merchant Mariner Credential.

PROOF OF CITIZENSHIP: Enclose either a copy of your passport or birth certificate.

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- 3:00 pm

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- 4:00 pm