



# TRAINING RESOURCES MARITIME INSTITUTE

## HOW TO SUBMIT YOUR USCG CREDENTIAL PACKET

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NOTE: This list of credential application submission procedures is based off the US Coast Guard, National Maritime Center (NMC) instructions. All application packets must be submitted to a Regional Exam Center (REC). The REC will then forward your submission to the NMC for evaluation and issuance. Once your paperwork has been logged, you will receive an email with your Merchant Mariner Credential (MMC) reference number and application tracking number. These numbers will allow you to track your application status through the NMC website. If you do not receive an email confirmation call the NMC directly at: 888-427-5662. Be sure to check the NMC website for all current submission procedures.

**There are 17 Regional Exam Centers in the US**, to select the REC nearest you visit: [www.dco.uscg.mil/nmc/recs](http://www.dco.uscg.mil/nmc/recs). REC location hours, address, email, and appointment scheduling is available on the website.

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### **BY EMAIL:**

- Scan all required forms and paperwork into **1 PDF FILE under 8MB**. Make sure all documents are readable and images are clear. Be sure to include with your packet a copy of your USCG evaluation and issuance fee receipt/email confirmation from [www.pay.gov](http://www.pay.gov).
- For FIRST TIME APPLICANTS, Make both the PDF file name and the subject line of your email the same. EXAMPLE: "Last name, First name Middle name, MMC Original Credential Application". Example: "Doe John Charles Original Credential Application."
- For ALL OTHER APPLICANTS, Include your MMC # and what you are submitting "Renewal, STCW..."
- Email packet to your local REC. A list of REC emails is located on the NMC website listed above.
- For California email either to Long Beach: [reclb@uscg.mil](mailto:reclb@uscg.mil) or Oakland: [recoakland@uscg.mil](mailto:recoakland@uscg.mil)

### **BY MAIL:**

- **Mail ONLY COPIES** of your packet to your local REC. The REC/NMC does not want original documents and will not return them.
- Be sure to include with your packet a copy of your USCG evaluation and issuance fee receipt/email confirmation from [www.pay.gov](http://www.pay.gov), or a check or money order made out to United States Coast Guard. On the check "Memo line" write your full name, and mariner reference # OR the last 4 digits of your social security number.

### **Addresses for the California REC's:**

#### **REC LONG BEACH**

USCG Regional Examination Center  
501 W. Ocean Blvd  
Suite 6200  
Long Beach, CA 90802

#### **REC OAKLAND**

USCG Regional Examination Center  
Oakland Federal Bldg. North Tower  
1301 Clay Street, Room 180N  
Oakland, CA 94612-5200

### **IN PERSON:**

- If you are planning to hand deliver your packet to a REC, it is advisable to make an appointment online.
- Visit: [www.dco.uscg.mil/nmc/recs](http://www.dco.uscg.mil/nmc/recs) for locations, hours, address, email and appointment scheduling.
- Have all forms and paperwork required by the NMC completed prior to appointment.
- The REC/NMC does not want original documents. Provide **COPIES ONLY**. Bring originals for reference.
- You can pay in-person the USCG evaluation and issuance fee by check, credit card, money order, or pre-pay online at [www.pay.gov](http://www.pay.gov). Be sure to include with your packet a copy of your [www.pay.gov](http://www.pay.gov) receipt/email confirmation.

### **NEED HELP SUBMITTING YOUR PAPERWORK?**

**TRLMI OFFERS CREDENTIAL & CONSULTING SERVICES:** For more details on services and fees contact the school or visit our website at: [www.TRLMI.com](http://www.TRLMI.com) – Resources Tab.