



TRAINING RESOURCES MARITIME INSTITUTE

PAY.GOV INSTRUCTIONS

NOTE: These instructions are based off the US Coast Guard, National Maritime Center (NMC) instructions. Use the following instructions to guide you in paying the applicable NMC evaluation and issuance fees related to your Merchant Mariner Credential. The NMC preferred method of payment is via online pre-payment at: www.Pay.Gov. When submitting your application packet, please ensure that you include a copy the www.pay.gov receipt/email confirmation. Be sure to check the NMC website for all current instructions and fees.

INSTRUCTIONS:

1. Go to <http://www.pay.gov>.
2. Go to the box: "Pay a Merchant Mariner User Fee"
3. Click on "Pay it Right Here"
4. Click on "Continue to the Form"
5. Complete the form:
 - a. Enter in your personal contact information
 - b. Select the Regional Exam Center (REC) where you will be sending your application (Example: Long Beach - CA)
 - c. **SELECT WHAT CREDENTIAL YOU ARE APPLYING FOR:**
(Example below is for an original Captain's credential)

Please select what you need to pay for		Questions? Click here to Chat
Credential Category	Officer Endorsements only	Evaluation Fee
Type of Endorsement	Original Officer Endorsement \$100.00	\$100.00
Additional Endorsements		Examination Fee
Examination/Testing Fees	Course in Lieu of Exam: \$0.00	\$0.00
Issuance Fees	Pay MMC issuance fee now \$45.00	Issuance Fee
		\$45.00
		Total Fees
		\$145.00

No fees are required for the evaluation or issuance of **STCW endorsements**, **Medical Certificates**, or **documents of continuity**.

PDF Preview

Continue

Step-by-step instructions continued on next page...

PAY.GOV INSTRUCTIONS CONTINUES:

(Example below is for an original Captain's credential)

- **Credential Category SELECT ONE from the 1st drop down tab:**
 - (Example): Officer Endorsements only (For original and renewal Captain's credentials)
 - Captain's Licenses, Masters, Mates

- **Type of Endorsement SELECT ONE from the 2nd drop down tab:**
 - (Example): Original Officer Endorsement \$100 (For 1st time Captain's)

- **Additional Endorsements GREYED OUT 3rd drop down tab:**

- **Examination/Testing Fees SELECT ONE from the 4th drop down tab:**
 - (Example): Course in Lieu of Exam \$0 (If you attended an approved course and are not testing at a REC)
 - Or select the appropriate exam fee to test at a REC

- **Issuance Fee 5th drop down tab:**
 - Pay MMC issuance fee now \$45

6. Click "Continue"

7. Select payment method and then click on "Next"

8. Enter in your payment information and then click on "Review and Submit Payment"

9. The payment confirmation will be emailed to you.

10. Include a copy of the email in your application submission packet.

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 – Resources Tab.