

SAMPLE WORDING FOR SEA SERVICE LETTER

(Multiple Vessels-Summary Format)

Letter format can be used if a mariner earned sea time from a maritime employer

THE LETTER MUST BE ON COMPANY LETTERHEAD

NOTE: This sample sea time letter is based off the US Coast Guard National Maritime Center sea time letter requirements. This format can ONLY be used for sea time earned from a maritime employer. All sea time earned on vessels 200TN and below can also be documents on the USCG Small Vessel Sea Service Form CG-719S. Please make sure your sea time letter includes all the requirements provided below.

(Maritime Company Letterhead Required)

Date:

Attn: USCG National Maritime Center

Re: USCG Credential Requirement, Sea Time Letter

Please be advised that (**MARINER'S LEGAL FIRST AND LAST NAME**, Social Security Number/or Merchant Mariner Credential Number), has accumulated the following sea time on the below listed vessel(s) between MM/DD/YYYY TO MM/DD/YYYY (If applicable, use "MM/DD/YYYY to present").

(Example: Power-Driven Vessels) MARINER'S FULL NAME was a(n) (Choose One – for first time applicants use only **Operator or Deckhand**, if mariner holds a Master credential use the word **Master**) of various power-driven vessels from ____ GT and up to ____ GT. (List the names, document numbers and gross tonnage of each vessel)

(Example: Auxiliary Sail Vessels) MARINER'S FULL NAME was a(n) (Choose One – for first time applicants use only **Operator or Deckhand**, if mariner holds a Master credential use the word **Master**) of various auxiliary sail vessels from ____ GT and up to ____ GT. (List the names, document numbers and gross tonnage of each vessel)

The total sea time on these vessels were ____ days with an average of at least ____ hours underway per day (**MINIMUM OF 4 HOURS**). Of these days ____ were within the last 3 years (**A MINIMUM OF 90 DAYS**).

The area in which these vessels were underway was the _____ (**Example: Pacific Ocean off the coast of San Diego to Catalina Island**). Of the total days, ____ days were on Inland waters and ____ days were on Near Coastal waters.

I am aware of the fact that whoever, in any matter within the jurisdiction of any department or agency of the U.S. knowingly and willingly falsifies, conceals or covers up by any trick, scheme, or device, a material fact, or makes any false, fictitious or fraudulent writing or document knowing the same to contain false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than 5 years, or both. (18 USC 1001).

I certify that this statement is true and correct to the best of my knowledge and is in accordance with the warning notice listed above (18 USC 1001).

Sincerely,

(SIGNATURE)

Full name of person attesting to the sea time

Position

Company Name

Phone

Email

Address