

**SAMPLE LETTER WORDING FOR
MILITARY - USCG MMC APPLICATION FEE WAIVER REQUEST**

THE LETTER MUST BE ON COMMAND LETTERHEAD

NOTE: This sample letter is for applicant's applying for a USCG Merchant Mariner Credential, and is based off the US Coast Guard (USCG) National Maritime Center (NMC) CG-MMC Policy Letter 02-20 for application evaluation and issuance fees waiver for active duty members of the uniformed services.

COMMAND LETTERHEAD

Date:

To: USCG National Maritime Center

Subject: USCG MMC Credential - Active Duty Status Verification for Application Fee Waiver

Please be advised that (APPLICANT'S LEGAL FULL NAME, RATE/RANK, Social Security Number or Merchant Mariner Credential Number), is applying for a USCG Merchant Mariner Credential and is providing the below information to confirm their eligibility for the USCG Merchant Mariner Credential evaluation and issuance fees waiver for active duty service members per CG-MMC Policy Letter 02-20.

RATE/RANK APPLICANT'S LAST NAME, is currently on active duty with the US Navy. The service member has been stationed at _____ from MM/DD/YYYY to MM/DD/YYYY (IF APPLICABLE, USE "MM/DD/YYYY to PRESENT"). RATE/RANK APPLICANT'S LAST NAME, original enlistments began on MM/DD/YYYY and their current enlistment ends on MM/DD/YYYY. The service member has served _____ years in the uniformed services.

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)

Name

Position

Telephone

Email

Command/Address