

MERCHANT MARINERS DOCUMENT

Entry Level

REFERENCE GUIDE

MSO San Francisco Bay (REC)
Oakland Federal Building, North Tower
1301 Clay Street, Room 180N
Oakland, CA 94612-5200
(510) 637-1124 FAX: (510) 637-1126

OFFICE HOURS

OPEN: Monday through Thursday 8:00 am - 11:30 am, 12:30 pm - 3:30 pm
Fridays 09:00 am – 12:00 pm **Only**

CLOSED: The second and last Friday of every month & Saturdays, Sundays, Federal Holidays.

OR VISIT US AT OUR WEBSITE: <http://uscg.mil/d11/msosf>
OR, the Coast Guard's Licensing home page: www.uscg.mil/stcw

All information and forms required to complete the application are enclosed. Please review this entire handout before submitting your application. Following the directions in this handout will help to avoid delays in the renewal process which are typically caused by incomplete applications.

Applications may be submitted in person or mailed to any Regional Examination Center (REC), **HOWEVER ALL** original applicants must sign the Coast Guard oath on the application in person. Transactions are completed on a first come/first served basis and may take more than one day to complete.

DIRECTIONS TO THE COAST GUARD REGIONAL EXAM CENTER

On BART:

Take BART to the Oakland City Center-12th Street station. Take the Plaza Exit and walk west through the Plaza, then cross Clay Street to the Federal Building.

By car:

From Sacramento, take I-80 west to I-580, take I-980 west. Take 18th/14th St. exit and turn left on 17th St., turning right on Clay Street to 1301 Clay Street

From San Francisco, take I-80 east to I-980. Take 12th St. exit and precede to 11th St., turning left over overpass. Drive three blocks to Clay Street and turn left. Drive one block. The Federal Building is one the left.

From San Jose, take I-880 north, take Broadway exit, turn right on Broadway and drive six blocks. Turn left on 12th St., drive one block and turn right on Clay St. The Federal Building is on the left.

From Concord, take I-680 south to Highway 24, and then south on I-980. Take 12th St. exit and precede to 11th St, turning left over overpass. Drive three blocks to Clay St., turn left and drive one block. The Federal Building is on the left.

REQUIREMENTS

Submission of application: The REC'S backlog of application submittals varies from week to week. As such, the processing time for completion of your application also varies.

Physical Examination: All persons must submit a physical current within twelve months of the application. If you **do not** submit a physical examination your document will be limited to "Vessels of not more than 200 gross tons upon inland waters only."

Report of Chemical Drug Test: All persons must submit report of chemical drug test or company letter of membership in random drug testing program within 180 days of application.

Citizenship/Social Security: All persons must submit proof of nationality, i.e. original passport, birth certificate or baptismal certificate. Non-citizens who possess an alien registration card can apply for a Merchant Mariner's Document. All original transactions must provide a social security card.

Fingerprint Cards: If you are applying for an original Merchant Mariner's Document fingerprint cards must be submitted. Fingerprints must be taken at a Regional Exam Center. The forms must be signed by the official taking the prints.

User Fee Chart

ORIGINAL MERCHANT MARINER'S DOCUMENTS

ORDINARY SEAMAN, WIPER, STEWARD'S DEPARTMENT (FH)

Evaluation	\$95.00	Issuance	\$45.00
Renewal Evaluation	\$50.00	Issuance	\$45.00
Duplicate	\$0	Issuance	\$45.00

Payment Information

Payment will be accepted in the form of Personal Check, Money Order or visa / master card (with name, address and social security number). Please make check or money order payable to U.S. Coast Guard. NO CASH IS ACCEPTED

APPLICATION CHECKLIST

ORIGINAL DOCUMENT APPLICATIONS:

- ❑ CG-719B Application – enclosure 1
- ❑ Proof of citizenship or nationality
- ❑ Original Social Security Card
- ❑ CG-719K/E Physical Examination Report – enclosure 2 (completed within the past 12 months)
- ❑ Report of Chemical Drug Test – enclosure 3, or company letter – enclosure 3 (completed within the past six months)
- ❑ Merchant Mariner's Document Set Up Form – enclosure 4
- ❑ Two recent passport-style photographs
- ❑ FD-258 Fingerprint Card
- ❑ Appropriate payment – see user fee's
- ❑ Two forms of government issued ID, one of which must contain a photo.

ADDITIONAL GUIDANCE

Read all forms carefully. If a block or section does not apply to you, place "N/A" in it.

CG-719B Application Form – 2 pages (Encl. 1): This is required for ALL documents transactions. The oath sections for original documents must be signed in front/witnessed by a Coast Guard official. This will help speed the issuance process. Refusal to sign page 2, National Drivers Registration (NDR) authorization, could preclude you from receiving a document. The signature for the Mariner's Tracking System is purely voluntary.

Physical Forms (Encl. 2)

a. CG-719K/E Physical Examination Report – 1 page (Encl. 2): This is required for all originals and renewal of documents. Ensure the physician provides his/her license number, address and telephone number. The physical must be dated within one year of the application date. If you **do not** submit a physical examination your document will be limited to "Vessels of not more than 200 gross tons upon inland waters only."

Drug Testing (Encl. 3) : This is required for all originals and renewals.

- a. Chemical testing for dangerous drugs form or**
- b. Random drug testing letter from a maritime employer**

Merchant Mariner's Document Set Up Form (Encl. 4) : This is required for all document applicants, original and renewal. Your signature goes in the signature box and must be in a black felt tip marker. A recent passport style photo goes in box.

“ TOP REASONS APPLICATIONS ARE DELAYED ”

1. Drug screen. Drug screens are often rejected because they do not contain the Medical Review Officer’s signature or a copy is received instead of the original.
2. National Driver Registry. National Driver Registry is Section V. If the National Driver Registry is not signed the application will be returned for correction.
3. Current Document. If a document is being **renewed**, a copy (front and back) of the current license or document must be provided with the application
4. Written Statement. If an application is initialed “YES” for any question in Section III, a written statement is required. Simply stating “on file” will not suffice. If the statement includes a DUI or DWI, proof that a state driver’s license has been reinstated must be provided with the statement

**** THIS OFFICE ONLY ACCEPTS ORIGINAL COPIES OF ALL FORMS LISTED PHOTOCOPIES OR FAXES WILL “NOT” BE ACCEPTED. ****