

MERCHANT MARINERS DOCUMENT

Entry Level Renewal

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.

APPLICATION CHECKLIST

ALL APPLICATIONS:

- ❑ CG-719B Application – enclosure 1
- ❑ CG-719K/E Physical Examination Report – enclosure 2, (completed within the past 12 months)
- ❑ Report of Chemical Drug Test – enclosure 3 (completed within the past six months)
- ❑ Merchant Mariner's Document Set Up Form – enclosure 4
- ❑ Two recent passport-style photographs
- ❑ Front and back copy of current document
- ❑ Two valid government issue ID's, one must contain a photo. A MMD issued prior to 01 February 2003 cannot be accepted.
- ❑ Appropriate payment – **\$95.00**

“TOP REASONS”

CG MMD 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. Physical Exam. If the Merchant Marine Personnel Physical Examination Report is not complete it will be returned for correction.
4. User Fees. **Renewal is \$95.00**. If the check or money is not for the correct amount it will be returned and renewal process will be halted until correct amount is received
5. Current Document. If a document is being **renewed**, a copy (front and back) of the current document must be provided with the application
6. Written Statement. If an application is initialed “YES” in Section III, a written statement is required. Simply stating “on file” will not suffice.

Read all forms carefully. Print legibly or type all information on the forms with the exception of your signature. Enter all information in full; do not use abbreviations. If a block or section does not apply to you, place "N/A" in it.