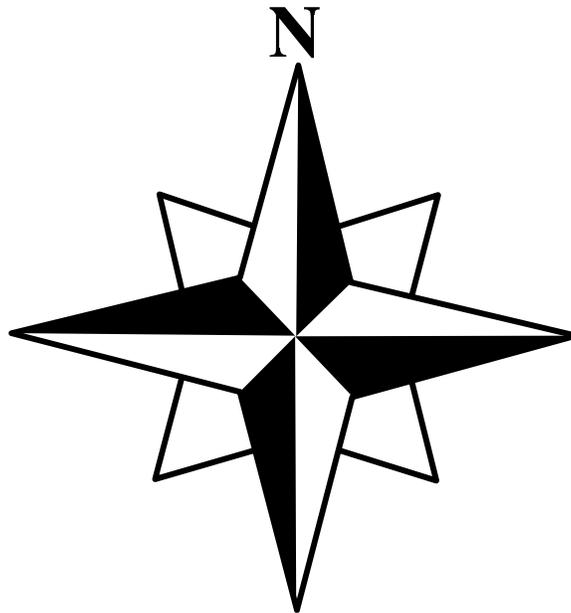


MERCHANT MARINER DOCUMENT
ORIGINAL OR RENEWAL
**ENTRY LEVEL RATINGS (ORDINARY SEAMAN,
WIPER, STEWARD'S DEPARTMENT)**



Attached are all the forms and information you will need to apply for an original or renewal of a Merchant Mariner Document (MMD). You must be at least 16 years of age and able to speak and understand the English language. Applicants under 18 must present written parental consent.

This information package has been designed to assist you in the process of applying for merchant mariner credentials and may not answer all of your questions. More comprehensive information may be obtained by visiting <http://www.uscg.mil/STCW/l-home.htm> or contacting your local REC.

INSERT LOCAL REC INFO SHEET HERE

Enclose with packet:

- Application for License as an Officer, Staff Officer, or Operator and for Merchant Mariner's Document (CG-719B)
- Merchant Marine Certification for Entry Level Ratings (CG-719K/E)
- DOT/USCG Periodic Drug Testing Form (CG-719P)
- Camera Set-Up Form
- Authorization for Credit Card Transactions

CHECKLIST FOR MMD

- Submission of Application:** The backlog of applications submitted to each REC varies from week to week. As such, the processing time for completion of your application also varies. To ensure uninterrupted employment, please be proactive and send your package in to the REC 8-10 weeks prior to expiration or employment dates. Applicants with past criminal convictions or those with medical conditions that may require further Coast Guard review are advised to submit their package 14-18 weeks early. You will be required to physically visit the REC at least once during this application process.
- Proof of Identity:** To obtain a Merchant Mariner Document, two current forms of identification are required. One of these forms of identification must contain a photo of the applicant. The OCMI may require other identification to verify the identity of an applicant as deemed necessary. The acceptable photo and non-photo identifications are listed in this packet.
- Physical Fitness:** To obtain a license or an MMD endorsed for a rating (such as Able Seaman, Qualified Member of the Engine Department (QMED), Tankerman, etc.), you must submit a report of a physical examination. If you are applying for an MMD (or Z-card) as an Ordinary Seaman, Wiper, and Steward's Department, a full physical is not required and may be reported on the Merchant Marine Certification for Entry Level Ratings (CG-719K/E) (*completed within the past 12 months*).
- Report of Chemical Drug Test:** Letter from company, Certification From Medical Review Officer, or optional *DOT/USCG Periodic Drug Testing Form (CG-719P)*. See *DOT/USCG Periodic Drug Testing Form (CG-719P)* for further information.
- Social Security Card :** All license and document transactions must provide an original social security card.
- Proof of Citizenship and Any Legal Name Change:** To obtain a Merchant Mariner's Document (MMD), you must be a U.S. citizen or an alien "lawfully admitted to the U.S. for permanent residence." To obtain a license, you must be a U.S. citizen except non-citizens may apply for an Operator of Uninspected Passenger Vessels (OUPV) license limited to undocumented vessels less than 5 net tons. All **original** license and document transactions must provide acceptable proof of nationality (i.e., original passport, birth certificate, or baptismal certificate). All subsequent applications by non-U.S. citizens (i.e., renewal, upgrade, duplicate) must provide proof of nationality and immigration status. All license and document transactions must provide an original social security card.
- Camera Set-Up Form:** This form is required for **ALL** MMD applications (i.e., original, renewal, and endorsement). Include a recent (within one year) passport-sized photo and sign your name in the center of the signature box using a medium to wide point black ink pen.
- Fingerprint Card :** When applying for any credentials you must be fingerprinted. Your fingerprints will be submitted for processing to verify the information you provided with your application. Fingerprints can only be accomplished at the REC.
- Renewal Applicants Only:** Provide a copy of the front and back of your present MMD. Additionally, the old MMD must be surrender to the REC prior to receiving new document.
- User Fees:** Checks, money orders, credit cards, and cash are accepted methods of payment. Checks or money orders must be payable to the U.S. Coast Guard with the Social Security Number printed on the front of the document.

Note: Checks, money orders, credit cards, and cash are accepted methods of payment for user fees. However, you are encouraged to avoid cash payments. It is safer to carry credit cards, checks, and money orders and faster REC staffs to process. Checks or money orders must be payable to the U.S. Coast Guard with the Social Security Number printed on the front of the document. ***Cash payments should never be sent through the mail.***

□ **User Fees (continued)**

MMD with Entry Level Ratings	Evaluation	Issuance	Total
Original	\$95	\$45	\$140
Renewal	\$45	\$45	\$90

□ **Acceptable Documents for Identification/Citizenship:**

	DOCUMENT	Identification	Nationality	Citizenship	Description / Comment
PHOTO	U.S. Driver's License or ID card issued by state or outlying U.S. Possession	X			Must contain a photograph and information such as name, date of birth, gender, address
	U.S. Passport	X		X	
	Foreign Passport	X	X		
	Merchant Mariner's Document	X		X	Only MMDs issued after February 03, 2003
	ID Badge for Federal Employee (i.e., DHS, DOT, DOD, FBI, etc.)	X			Must contain a photograph and identifying information
	ID Card issued by Federal, State, or local government (including Port Authorities)	X			Must contain a photograph and identifying information
	U.S. Military Identification Card (current and unexpired only)	X			U.S. Military Only
	Law Enforcement Credential	X			Must contain a photograph and identifying information
NON-PHOTO	Birth Certificate or Birth Registration, issued by state, county, municipality or outlying possession of the U.S.	X	X	X	Certified copy acceptable
	Certificate of U.S. Citizenship			X	INS Form N-560 or N-570
	Certificate of Naturalization			X	INS Form N-550 or N-570
	Baptismal Certificate			X	Must be recorded within 1 year of birth. Certified copy acceptable.
	Parish Record			X	Must be recorded within 1 year of birth. Certified copy acceptable.
	Statement of practicing physician certifying attendance at the birth and who possesses a record showing the date and location at which it occurred.			X	Certified copy acceptable
	Delayed certificate of birth issued under a state seal in the absence of any collateral facts indicating fraud in its procurement.			X	Certified copy acceptable
	Native American Tribal Document	X		X	
	Certificate issued by the consular representative of the country of citizenship		X		
	Declaration of intent to become a citizen of the United States.		X		Made by alien after 1929 and issued by a naturalization court.

Two forms of identification are now required to process Merchant Mariner Documents (all MMDs). Above is a list of acceptable identifications for proof of identity and citizenship. At least one of the documents provided must be from the upper portion 'Photo Id' Section. The application may be mailed in with copies of the above documents, however, you must come to an REC to be fingerprinted (fingerprints from other agencies will no longer be accepted). Original MMDs are additionally required to show to their original Social Security Card prior to issuance. ('Certified Copy' is not notarized, it is 'Certified' by the originating agency).

- Summary of Required Documentation:** The chart below summarizes the documentation that should be included in your package submitted to the REC.

	Original	Renewal
Application (CG-719B)	✓	✓
Physical Examination Report (CG-719K/E)	✓	✓
Report of Chemical Drug Test	✓	✓
Social Security Card	✓	✓
Proof of Identity	✓	✓
Proof of Citizenship and Any Legal Name Change	✓	✓
Camera Set-Up Form	✓	✓
Fingerprint Cards	✓	✓
Copy of the Front and Back of Present MMD		✓
User Fees	✓	✓

Additional information and guidance on licensing may be obtained from the National Licensing Web Site: <http://www.uscg.mil/STCW/I-home.htm>.