

MERCHANT MARINER DOCUMENT
ORIGINAL OR ENDORSEMENT WITH QUALIFIED
RATINGS

DECK: ABLE SEAMAN

ENGINEER: QMED, LIFEBOATMAN, AND TANKERMAN



Attached are all the forms and information you will need to apply for a Merchant Mariner Document (MMD) with qualified ratings. In most cases, 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 (for Able Seaman, you must be 18 years old).

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 Mariner Physical Examination Report (CG-719K)
- 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.
- Social Security Card (*Original Applicants Only*):** All **original** license and document transactions must provide an original social security card.
- 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.
- 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 **original** license and document transactions must provide an original social security card.
- Physical Fitness:** The **Physical Examination Report (CG-719K)** is required for all **original** applicants and those applying for their **first qualified rating**. Moving from one able seaman endorsement to another or adding additional qualified ratings in the engine department **DOES NOT** require a physical examination report. 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.
- 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.
- Camera Set-Up Form:** This form is required for **ALL** MMD applications (i.e., original, renewal, and endorsement). Include a recent (within 2months) 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 license, MMD, and/or STCW Certificate.
- 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.*

MMD with Qualified Ratings	Evaluation	Examination*	Issuance	Total with exam*
Original or Endorsement	\$95	\$140	\$45	\$280

* Examination fees are only required if exams need to be administered.

- **Verification of Sea Service:** Several options are available for the mariner to verify sea service. Original Certificates of Discharge, letter(s) from the employer(s) on company letterhead, and Sea Service Forms are acceptable forms of verification. The Small Vessel Sea Service Form will only be accepted for Operators of Uninspected Passenger Vessels or Masters less than 200 gross registered tons. If the operator/master is not the owner, the vessel's owner must sign the form and the owner's signature must be notarized. The following documentation may serve as evidence of sea service.
 - Name and official number of each vessel on which the service was obtained
 - Vessel's gross tonnage, shaft horsepower, and type of propulsion
 - Number of days underway on each vessel including the dates of service
 - Number of underway days spent on each route (i.e., Ocean-Near Coastal, Inland, Great Lakes, or Western Rivers)
 - Number of hours worked per day
 - A brief description of duties or work performed

In addition to the requirements below, the mariner may have to meet STCW 95 requirements; see the STCW 95 page, as well.

- **Able Seaman (46 CFR 12.05-7):** All service for Able Seaman (AB) endorsements must be "service on deck" defined as *service in the deck department in work related to the work usually performed on board vessels by Able Seamen*. Service requirements are as follows:
 - ◇ **AB-Unlimited:** 1080 days deck service on oceans or Great Lakes
 - ◇ **AB-Limited:** 540 days deck service on vessels of 100 GRT or more, not exclusively confined to the rivers and smaller inland lakes of the U.S.
 - ◇ **AB-Special:** 360 days deck service on oceans or navigable waters of the U.S. including the Great Lakes
 - ◇ **AB-OSV or AB Fishing:** 180 days deck service on oceans or navigable waters of the U.S. including the Great Lakes
 - ◇ **AB-Sail:** 180 days deck service on sailing school or equivalent sail vessels on oceans or navigable waters of the U.S.
- **Lifeboatman:** May qualify for Lifeboatman or Lifeboatman-Limited to non-lifeboat equipped vessels by presenting course completion certificates in lieu of some of the requirements listed below.
 - ◇ **Lifeboatman (46 CFR 12.10-3):** Provide:
 - 360 days deck service (720 days in any other department) on lifeboat-equipped vessels operating on ocean, near coastal, Great Lakes, lakes, bays, or sounds routes
 - Documentation of participation in 24 boat drills, eight of which include a boat being placed in the water and the applicant exercised at oars and mechanical propulsion
 - Checklist of practical demonstrations as proficient as Lifeboatman and assessments for launching and recovery of rescue boats
 - ◇ **Lifeboatman-Limited:** Provide:
 - 180 days deck service (360 days in any other department) on non-lifeboat equipped vessels operating on ocean, near coastal, Great Lakes, lakes, bays, or sounds routes.
 - Documentation of participation in 12 abandon ship drills in which the crew is instructed in abandon ship procedures including the launching, boarding, and handling of inflatable liferafts
 - Checklist of assessments of launching and recovery of rescue boats
 - Evidence of completion of a Coast Guard approved course in First Aid element of Basic Safety Training (BST)

- Evidence of completion of a Coast Guard approved course in Personal Survival Techniques element of BST
- **QMED (46 CFR 12.15-7):**
 - ◇ **Service for watchstanding QMED:** Complete the requirements for ratings forming part of an engineering watch (RFPEW) at the end of this package
 - ◇ **Service for non-watchstanding QMED ratings and watchstanding QMED not serving on seagoing vessels:** 180 days in the engine department in a rating at least equal to that of wiper
- **Tankerman Endorsement Applications:**
 - ◇ **Basic or Tank Barge Firefighting:** Successful completion of a Coast Guard approved course within five years of the date of application (unless previously submitted)
 - ◇ **DL or LG Cargo Course (for Tankerman):** Successful completion of a Coast Guard approved course within five years of the date of application and show the required service. This course is not required for Tankerman-Assistant, but may be substituted for service.
- **Tankerman-PIC (46 CFR 13.203):**
 - ◇ Firefighting and Cargo Courses (completed within the last five years), **and**
 - ◇ 90 days service on tankships, **and**
 - ◇ Proof of participation, under the supervision of a Tankerman-PIC, in at least ten (total) transfers of cargo, including at least five loadings and five discharges, two commencements and two completions of loading and two commencements and two completions of discharge.
- **Tankerman-PIC (Barge) (46 CFR 13.303):**
 - ◇ Firefighting and Cargo Courses (completed within the last five years) **and**
 - ◇ 60 days service on shore-based or vessel based on tank vessels **OR** 6 months of closely related service, **and**
 - ◇ Proof of participation, under the supervision of a Tankerman-PIC, in at least ten transfers of cargo, including at least five loadings and five discharges, two commencements and two completions of loading and two commencements and two completions of discharge.
- **Tankerman-Engineer (46 CFR 13.503):**
 - ◇ Firefighting and Cargo Courses (completed within the last five years) **and**
 - ◇ 90 days of service in the engine department on tankships
- **Tankerman-Assistant (46 CFR 13.403):**
 - ◇ Firefighting Course (completed within the last five years) **and**
 - ◇ Either the Cargo Course (completed within the last five years) **or**
 - ◇ 90 days on deck of tankships.

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

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

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

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).

INTERNATIONAL CONVENTION ON STANDARDS OF TRAINING, CERTIFICATION AND WATCHKEEPING OF SEAFARERS (STCW)

AFTER JANUARY 31, 2002 (IF APPLICABLE)

STCW applies only to mariners employed on vessels operating seaward of the boundary line specified in 46 CFR Part 7.

- Masters and mates licensed for service on vessels on ocean or near coastal routes, regardless of any tonnage limitation
- Engineer officers licensed for service on vessels of 1000 horsepower or more
- Able seaman on vessels of 500 or more gross tons
- Tankerman PIC, Engineer and Assistant (DL and/or LG)
- Lifeboatman
- Any rating forming part of a watch in a manned engine room or designated to perform duties in a periodically unmanned engine room of a vessel of more than 1000 horsepower
- Every person qualified to perform radio duties or serve as an at-sea maintainer on a ship required to participate in the Global Maritime Distress and Safety System (GMDSS)

All other mariners must meet the following requirements:

- Basic Safety Training (BST) (*all applicants*): Includes the following four elements:
 - Personal Survival Techniques
 - Fire Prevention and Firefighting
 - Elementary First Aid
 - Personal Safety and Social Responsibilities

STCW-95 Certificate: To obtain an STCW Certificate, provide the following (original training certificates or notarized copies are required, original certificates will be returned to the applicant):

- Photo:** One recent (within one year) passport-size photograph
- Basic Safety Training Certificates:** Personal Survival Techniques, Firefighting/Fire Prevention, First Aid, Personal Safety and Social Responsibilities

AFTER JANUARY 31, 2002 (IF APPLICABLE)

To obtain an original endorsement as Able Seaman or watchstanding QMED (i.e., Junior Engineer, Oiler, or Fireman/Watertender) after January 31, 2002, an applicant must first qualify as Rating Forming Part of a Navigational Watch (i.e., Able Seaman) or Rating Forming Part of an Engineering Watch (i.e., QMED), as appropriate. Application packets must include records of practical skills (i.e., competency assessments) and documentation of service under training. Appropriate assessment lists service documentation forms are available by accessing the Merchant Mariner Licensing website at <http://www.uscg.mil/stcw/m-pers.htm>, "Policy and Guidance," NMC Policy Letter 04-01. You may also request a copy of the Assessment Checklists by calling your local REC.

- **Rating Forming Part of a Navigational Watch (RFPNW)**, the applicant must provide either:
 - Completion of an approved course which includes at least 2 months (60 days) of approved sea service, **or**
 - Completed assessment checklist* and 6 months (180 days) of approved seagoing service under training.**
 - ◇ ***Assessed competencies** must be signed off by the Master, Chief Mate, or an Officer in Charge of a Navigational Watch who holds a license as 2nd Mate or higher.
 - ◇ ****Approved seagoing service under training must be:**
 - An 8-hour day, **under training**, carrying out duties associated with navigational watchkeeping functions, under the **direct** supervision of the Master, an Officer in Charge of a Navigational Watch (Mate) or a qualified rating (AB) who holds an STCW 95 Certificate.
 - At least 50% of the service **MUST BE** performed on a seagoing vessel of at least 200 GRT (500 ITC). The other 50% may be on **SEAGOING** vessels that meet 46 CFR 12.05.
 - **ALL** steering and helm assessments must be on a vessel of at least 100 GRT.
- **Rating Forming Part of an Engineering Watch (RFPEW)**, applicant must provide either:
 - Completion of an approved course which includes a period of sea service (length of service will be specified in course approval), **or**
 - Completed assessment checklist* and 6 months (180 days) of approved seagoing service under training**.
 - ◇ ***Assessed competencies** must be signed off by the Chief Engineer, First Assistant Engineer, or Officer in Charge of the Engineering Watch holding a license of at least Second Assistant Engineer, and serving on a vessel of more than 1000 horsepower.
 - ◇ ****Approved seagoing service under training must be:**
 - An 8-hour day, **under training**, carrying out duties associated with engine room watchkeeping functions, under the **direct** supervision of a qualified engineering officer or a qualified rating (watchstanding QMED) who has held that rating for at least one year.
 - All service **MUST BE** performed on a vessel of at least 1000 horsepower.
 - At least two-thirds of service must be on steam vessels or STCW will be limited to motor vessels **ONLY**.

ABLE SEAMAN AND STCW

The AB qualification is not a capacity listed in the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended in 1995 (STCW). STCW contains two capacities that are related to qualification as an AB, they are Proficient in Survival Craft (PSC) and Rating Forming Part of a Navigational Watch (RFPNW). In STCW, they are separate and can be obtained independently of each other.

AB is not the same as either RFPNW or PSC. Lifeboatman, not PSC, is an inherent qualification of AB, hence, all ABs will have met some level of qualification as a Lifeboatman. Lifeboatman and PSC requirements are summarized in Table 1 below, taken from National Maritime Center (NMC) Policy Letter 8-01 and can be found on the internet at <http://www.uscg.mil/STCW/m-policy.htm>.

The requirements for RFPNW may be found in NMC Policy Letter 14-02 at <http://www.uscg.mil/STCW/m-policy.htm>. Neither RFPNW nor PSC is inherent in qualification as an AB. A mariner can qualify for AB without qualifying for PSC or RFPNW. A mariner cannot qualify for AB without qualifying for some level of Lifeboatman. If an AB qualifies without meeting PSC and RFPNW they will be limited in the ships they can serve on. Table 2, on the following page, provides a general guide to what ratings and capacities a mariner may qualify for and what vessels they are allowed to serve on. ***This is a guide only and an applicant should check with their employer to ensure there are no special requirements or exemptions applicable to them.***

Additionally, if a mariner completes the requirements listed in NMC Policy Letter 14-02 and BST, but does not qualify for AB, PSC, or Lifeboatman, the mariner may still qualify for an STCW certificate as RFPNW.

In addition to the requirements listed in Tables 1 and 2, an applicant must meet the following common requirements:

1. Complete Application (CG-719B)
2. Proof of Citizenship
3. Social Security Card
4. Fingerprint Card
5. Physical Examination
6. Report of Chemical Drug Test
7. Camera Set-Up Form
8. Passport-sized Photos (no glasses or head covering)
9. User Fees

Table 1:

	Elements ¹	1	2	3	4	5	6	7
A	Lifeboatman/PSC ²	X		X	X	X	X	X
B	Lifeboatman Non-STCW and Inland ²	X		X	X	X	X	
C	Lifeboatman Limited ³ /PSC		X		X	X	X	X
D	Lifeboatman Limited ³ Non-STCW and Inland		X		X	X	X	

¹ The elements are:

1. Lifeboatman written exam
2. Survival craft written exam
3. Lifeboat demonstrations
4. Rescue craft demonstrations
5. First aid element of basic safety training (BST)
6. Personal survival techniques element of BST
7. All other BST training

² Sea service must have been on lifeboat-equipped vessels engaged on voyages on any of the following routes: oceans, near coastal, Great Lakes, lakes, bays, or sounds. During the sea service, the mariner must participate in 24 boat drills, of which 8 of those boat drills include a boat being placed in the water and the mariner being exercised at oars and, if the boat is so equipped, also with the mechanical propulsion or motor propulsion.

³ Limited means limited to service on vessels not equipped with lifeboats. An applicant for a lifeboatman qualification limited to service on non-lifeboat equipped vessels must complete sea service on vessels engaged on voyages on any of the following routes: oceans, near coastal, Great Lakes, lakes, bays, or sounds. During the sea service, the mariner must participate in 12 abandon ship drills in which the crew is instructed in abandon ship procedures and the launching, boarding, and handling of inflatable liferafts.

Table 2:

