



Dear Coast Guard Credential Holder:

We have completed the processing of your license, document, and/or STCW credential(s) and have provided it/them in Enclosure (1). Please review the credential(s) for errors and notify us if any are discovered. To validate your license and/or STCW credential, please sign the back of the license at "Signature of Licensee" and the STCW at "Signature of Certificate Holder". Your signature should match your name as it appears on the credential. **To help eliminate any misunderstanding concerning your credential(s), you should carefully read and make sure you understand the following** (call this office if you have questions):

- a. Your **original** credential(s) must be in your personal control at all times and must be on board with you when operating under its authority. The credentials cannot be laminated and a photocopy may not be used as a substitute while operating under its authority.
- b. The expiration date is shown on your credential as a visual reminder to you.
- c. An endorsement added to a license **does not extend the license expiration date**.
- d. It is solely your responsibility to renew your license or document up to one year before it expires or within the one year grace period after its expiration. **No renewal reminder will be mailed to you.**
- e. Your credentials have no authority beyond the expiration date and you may not sail under the authority of an expired license, document or STCW certificate.
- f. There are **additional examination requirements** to reinstate any license or document that has expired by more than one year beyond its original expiration date.
- g. An STCW certificate expiration date will correspond to the license or document expiration date, whichever one occurs first. A new STCW certificate is required each time your license or document expiration date changes.
- h. Credential holders actively sailing under the authority of the credential are required to be enrolled in an established **Random Drug Testing Program** for dangerous drugs (46CFR 16.230). This includes operation on inspected or uninspected vessels. You can meet this requirement by enrolling in a program offered by a drug consortium that includes random testing.
- i. Deck officers serving on inspected vessels of 300 gross registered tons and greater or uninspected towing vessels of 8 meters (approximately 26 feet) or more in length **that are equipped with radar** are required to hold a radar endorsement on their licenses.
- j. If you provided information on your application that is found to be false, you will be ordered to surrender your credential(s). You also may be formally charged and tried under 18 USC 1001 for making fraudulent statements.

Enclosure: (1) Your Coast Guard Credential(s)

(2) _____

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