

# COAST GUARD LICENSES

## Originals

### 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](http://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 18<sup>th</sup>/14<sup>th</sup> 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.

## USEFUL INFORMATION

**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.

**Verification of Sea Service:** Sea service may be documented in various forms, including original certificates of discharge, or official documents from marine companies on original company letterhead signed by appropriate officials or licensed masters. In all cases, the evidence produced by the applicant must be original documents containing the amount and nature of the applicant's experience. At a minimum, the contents of the letter **MUST INCLUDE:**

- ◆ Name and documentation/official number of each vessel on which the service was obtained
- ◆ Vessels gross tonnage, shaft horsepower and type of propulsion
- ◆ Number of days underway on each vessel including the dates the service was obtained
- ◆ Number of days spent in each type of route (Ocean, Near Coastal, Inland, specific river or lake, etc.)
- ◆ Average number of hours worked per day
- ◆ A brief description of duties or work performed

For service on vessels of under 200 gross tons, owners of vessels may attest to their own service as long as proof of vessel ownership is provided.

**RECENCY:** The applicant for any original license, endorsement, or raise of grade of a license must have at least three months qualifying service on vessels of appropriate tonnage or horsepower within the three years immediately preceding the date of application.

**Citizenship/Social Security:** Almost all licenses require the applicant to be a U. S. citizen. Non-citizens who possess an alien registration card can apply for an Operator of Uninspected Passenger Vessel (OUPV) license limited to undocumented vessels less than 5 net tons. All original license transactions must provide a ORIGINAL social security card and proof of nationality, i.e. original passport, birth certificate or baptismal certificate.

**First Aid/CPR:** All applicants for an original license must provide proof of having completed a U. S. Coast Guard approved first aid and CPR course within 12 months of the application date.

**FireFighting:** The following persons applying for an original license must provide proof of having completed a U. S. Coast Guard approved fire fighting course within five years from the application date: master 200 GRT or less on ocean service, master and mate over 200 GRT, all engineer license's, all OUTV on Ocean Domestic Trade and all MODUs.

**Fingerprint Cards:** If you are applying for an original license fingerprint cards must be submitted. Fingerprints can be taken here at this office. The forms must be signed by the official taking the prints.

**Radar Certificate:** In order to obtain a master or mate license with a tonnage limitation greater than 200 gross tons, or a license endorsed with an ocean route, the applicant must successfully complete the following training and examination requirements:

- ◆ Coast Guard approved radar observer course (within the last five years), and
- ◆ Meet all qualifications as able seaman, and
- ◆ Coast Guard approved firefighting course (within the last five years)

**Note: Able Seaman Special or Offshore Supply Vessels only satisfy the able seaman requirement for licenses on vessels of 1600 gross tons or less.**

**CHARACTER REFERENCES:** For original applicants, three written recommendations attesting to the suitability of the applicant for a Coast Guard License must be submitted. For an upper level deck license, the recommendations must be from a master and two other licensed officers of vessels on which the applicant has served. For an upper level license as engineer or licensed pilot, at least one of the recommendations must be from a chief engineer or licensed pilot, respectively, of a vessel on which the applicant has served. For a license as master of towing vessels, the recommendations may be from recent marine employers with at least one recommendation from a master, operator, or person in charge of a vessel upon which the applicant has served.

For a license for which no commercial experience may be required, such as: master or mate 25-200 gross tons, operator of uninspected passenger vessels, radio officer or certificate of registry, the applicant may have written recommendations from three persons who have knowledge of the applicant's suitability for duty.

When an applicant qualifies for a license through an approved training school such as a Maritime Academy, one of the character references must be from an official of that school.

## **User Fee Chart**

### ORIGINAL LICENSES

	<b>Evaluation Fee</b>	<b>Examination Fee</b>	<b>Issuance Fee</b>	<b><u>Total</u></b>
Upper Level	\$100.00	\$110.00	\$45.00	<b>\$255.00</b>
Lower Level	\$100.00	\$95.00	\$45.00	<b>\$240.00</b>
Radio Officer	\$50.00	0	\$45.00	<b>\$95.00</b>
Endorsement	\$50.00	\$45.00	\$45.00	<b>\$140.00</b>
Raise of Grade	\$100.00	\$45.00	\$45.00	<b>\$190.00</b>

\*\*\* **Examination fee only required if exams need to be administered**\*\*\*

### **OTHER FEES**

Duplicate License	0	0	\$45.00	<b>\$45.00</b>
Duplicate Discharges	0	0	\$10	<b>\$10.00</b>

*Upper Level:* Master, Chief Mate, Second Mate, Third Mate deck Licenses (NC or Ocean)  
Chief Engineer, First, Second, and Third Engineer.

*Lower Level:* All Licenses other than upper level

### **Payment Information**

Payment will be accepted in the form of Credit Card, Personal Check, or Money Order (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**

## **ALL APPLICATIONS**

- \_\_\_\_\_ CG-719B Application – Encl.1
- \_\_\_\_\_ CG-719K/E Physical Examination Report – Encl. 2 (completed within the past 12 months)
- \_\_\_\_\_ Report of Chemical Drug Test – Encl. 3 (completed within the past 180 days)
- \_\_\_\_\_ Sea Service – letters of discharge, sea service forms (enclosure 4). Letter of sea service from company/owner on official letterhead which must include address and telephone.
- \_\_\_\_\_ Merchant Mariner’s Document Set Up Form – Encl. 5 (if applying for a document also)
- \_\_\_\_\_ Two recent passport-style photographs – if applying for an document or STCW-95
- \_\_\_\_\_ Appropriate check or money order – see fee chart

## **ORIGINAL LICENSE APPLICATIONS**

- \_\_\_\_\_ Proof of citizenship or nationality
- \_\_\_\_\_ Original Social Security Card
- \_\_\_\_\_ Three character references
- \_\_\_\_\_ FD-258 Fingerprint Card
- \_\_\_\_\_ First Aid/CPR certificates (within the last 12 months)
- \_\_\_\_\_ Radar Certificate (Deck officers over 200 gross tons and all ocean routes)
- \_\_\_\_\_ Fire Fighting Certificate (Deck officers over 200 gross tons, all ocean routes and licensed engineers)

**STCW-95 APPLICATIONS** – Contact your local Regional Examination Center as it varies for different licenses

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

The STCW applies only to mariners employed on vessels operating seaward of the boundary line specified in 46 CFR Part 7. Mariners on vessels that do not proceed seaward of the boundary line are not required to have the STCW certificate.

Under STCW-95, the following personnel are eligible for the international validation:

- 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

STCW-95 adds the following personnel to those listed above:

- 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)

Affected mariners, who *are already in possession of a license or document* and apply for a renewal, raise-in-grade or endorsement and hold an STCW-78 certificate, must meet appropriate policy and guidance to obtain an STCW-95 or a limitation will be placed on the license.

Affected mariners who *apply for an original license or document*, are required to meet the STCW-95 standard now. Different classes of licenses have varying requirements for STCW-95, contact your local Regional Examination Center for additional guidance.

# ***“TOP REASONS”***

## **CG LICENSING 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. School Certificates. Original training certificates are required, copies are not accepted. Original certificates will be returned when the REC mails the newly issued license to the applicant.
5. User Fees. If the check or money is not for the correct amount it will be returned and license process will be halted until correct amount is received. The fees are also published in the most recent Code of Federal Regulations, title 46, part 10, section 109.
6. Current License and/or Document. If a license or document is being **upgraded**, the current license or document must be provided with the application.
7. Sea time. Discharges, letters from marine employers, or small boat sea service forms are required. If a small boat sea service form is used, it must be certified and signed by the owner of the vessel. If the mariner is the owner of the vessel, proof of ownership is required.
8. Written Statement. If an application is marked “YES” for any answer 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
9. Medical Condition. Additional medical information is required whenever a serious medical condition is identified on the Merchant Marine Personnel Physical Examination Report. The additional medical information that may be required is explained on the following page.

# REQUIRED MEDICAL INFORMATION

A medical waiver from the Officer In Charge, Marine Inspection (OCMI) is required whenever a Merchant Marine Personnel Physical Examination Report (Form CG-719K) reveals a serious medical condition. Please provide a signed medical history statement from your doctor under his letterhead that includes the required information below.

**Medical Conditions:** severe speech impediment, thyroid dysfunction, epilepsy, seizures, paralysis, blood disorder, severe digestive disorder, chronic renal failure, communicable disease, asthma, lung disease, psychiatric disorder, depression, attempted suicide, loss of memory, dizziness, fainting, periods of unconsciousness, sleepwalking, recent or repetitive surgery, impaired range of motion, impaired balance or coordination

## Standard Information Required:

1. The date when the diagnosis was made
2. A complete list of medication (current and past), including dosage and possible side effects
3. Any limitations in the performance of your professional duties
4. A prognosis of the potential deterioration or correction of your condition

## Amplifying Information (only required for specific conditions):

Amputation	An explanation of what caused the amputation is required, e.g., an accident or illness. If an illness is the cause, the same standard information listed above is required regarding the specific illness.
Vision Problem	Results of a recent (within 1 year) vision exam is required that includes both uncorrected and corrected vision, field of vision, and color vision.
Hearing Problem	A recent (within 1 year) hearing test is required that includes unaided hearing threshold, aided threshold, and speech discrimination at 55db in each ear.
Use of Prescription Medication	The standard information listed above is required for the <u>condition</u> that requires the prescription medication.
Asthma	A recent (within 30 days) pulmonary function test is required.
Diabetes	The results of a recent (within 30 days) HgbA1c (diabetic) test. A prognosis regarding possible affects the diabetes may have on your vision.
High Blood Pressure	A recent (within 30 days) blood pressure reading. If prescribed medications require close monitoring in any form, the results of a treadmill exercise stress test taken within one year, including an interpretation of the result by either a doctor or cardiologist. If your condition does not require close monitoring of any form, <u>you must provide a statement</u> from your doctor or cardiologist explaining that “a treadmill exercise stress test is not necessary since your condition is (1) well controlled <b>and</b> , (2) does not require close monitoring.”
Heart Disease Vascular Disease Heart Surgery	A recent (within 30 days) blood pressure reading. The results of a treadmill exercise stress test taken within one year, including an interpretation of the result by either a doctor or cardiologist.

## ADDITIONAL GUIDANCE

*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.*

**CG-719B Application Form – 2 pages (Encl. 1):** This is required for ALL license, document and STCW transactions. The oath sections for original licenses and documents must be signed in front of/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 license/document. The signature for the Mariner's Tracking System is purely voluntary.

**CG-719K Physical Examination Report – 2 pages (Encl. 2):** This is required for all originals, renewals, raise-in-grades of licenses and 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.

**Drug Testing (Encl.3) :** This is required for all originals, renewals, raise-in-grades of licenses.

- a. **Chemical testing for dangerous drugs form** or
- b. **Sample random drug testing letter.**

**Sea Service Forms (Enclosed) :**

- a. **Self-certification form :** This is typically used for original and renewed licenses for masters and mates on vessels up to 1600 GRT.

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

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