

COAST GUARD LICENSES/DOCUMENTS
RENEWALS – NON-ENTRY LEVEL

<h2>REFERENCE GUIDE</h2>

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.

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.

Radar Observer (DECK OFFICERS): A radar observer endorsement may be renewed at any time. An applicant who desires to have their radar observer endorsement renewed must provide a current certificate of completion from an approved radar observer course. A license may be issued without a radar observer endorsement. However, a valid endorsement as radar observer is required for all holders of deck licenses operating on inspected vessels of 300 gross tons or over which are radar equipped. In addition, as of February 15, 1995, a license holder who operates a radar-equipped, uninspected towing vessel 8 meters (approx. 26 feet) or more in length must have completed an appropriate course in radar training.

User Fee Chart

ALL RENEWALS

Evaluation Fee	Examination Fee	Issuance Fee	<u>Total</u>
\$50.00	\$45.00***	\$45.00	\$95.00 or \$140.00

******The examination fee is required only if an open renewal exam is administered due to the applicant not having the required sea service******

NO CASH IS ACCEPTED. CHECK, MONEY ORDER OR CREDIT CARD

PROFESSIONAL REQUIREMENTS

LICENSES AND DOCUMENTS. An applicant for renewal of a Merchant Mariner's Document (MMD) endorsed with a qualified rating or an applicant for renewal of a license other than Radio Officer must present satisfactory evidence of one of the following:

- Documentation of at least 360 days of sea service within the past 5 years, through either:
 - 1) For service on vessels of over 200 gross tons, satisfactory evidence includes original certificates of discharge, seaman's books issued by the Military Sealift Command, or letters verifying service on company letterhead **or**
 - 2) For service on vessels of 200 gross tons or less, satisfactory evidence includes original letters from the vessel owner, self-certified letters of service accumulated on the applicant's own vessel together with proof of ownership of the vessel on which service is being documented (this may be a copy of the vessels document, state registration, or some other form of ownership verification), or letters on bona fide marine company letterhead signed by an authorized official. The Coast Guard's Sea Service form may also be used to record experience. Evidence submitted by the applicant must contain the dates of service and number of days underway, the capacity in which served, the waters served upon, and the vessel's name and specifications including the official number, length, gross tonnage, and shaft horsepower.
- Completion of an approved refresher course;
- Comprehensive open-book renewal examination. (Exam may be taken through mail by contacting our office);
- Three years of marine-related shoreside employment within the past five years. Satisfactory evidence of this requirement would be a letter from the employer of a bona fide marine company, which confirms dates and provides a job description. Such employment must have been in a position closely related to the operation, construction, or repair of vessels (for either deck or engineer licenses as appropriate).

Note: The open-book Rules of the Road portion of the comprehensive renewal examination will also be required for holders of a deck license renewing through the marine-related shoreside employment option.

RADIO OFFICER. An applicant for renewal of a Radio Officer's license shall present a currently valid license as first or second-class radiotelegraph operator issued by the Federal Communications Commission (FCC). Upon review, the FCC license will be returned to the applicant.

FIRST CLASS PILOT. As per 46 Code of Federal Regulations Part 10.713, if a first class pilot has not served over a particular route within the past 60 months, that person's license or endorsement is invalid for that route, and remains invalid until the individual has made one re-familiarization round trip over that route. Although the license or endorsement may be renewed with or without satisfying this requirement, proof of this requirement must be produced upon inquiry and prior to operating under the authority of the pilot license or endorsement.

MEDICAL DOCTOR OR PROFESSIONAL NURSE. An applicant for renewal of a Certificate of Registry (COR) as Medical Doctor or Professional Nurse shall present a currently valid appropriate license as physician, surgeon, or registered nurse issued under the authority of a state or territory of the United States, the District of Columbia, or the Commonwealth of Puerto Rico. Upon review, the license will be returned to the applicant.

REISSUANCE OF AN EXPIRED CREDENTIAL

If an applicant applies for reissuance of an expired Merchant Mariner's Document (MMD) endorsed with qualified ratings or a license more than 12 months after expiration (beyond the grace period), in lieu of the professional requirements, the applicant shall demonstrate continued professional knowledge by completing a Coast Guard approved reinstatement course or by passing the COMPLETE examination required for the original license or ratings on the MMD.

In the case of expiration beyond the grace period of a Radio Officer's license, Certificate of Registry (COR), or MMD with/without qualified ratings, requirements for renewal are the same as if being issued an original credential.

CONTINUITY RENEWAL

Applicants for renewal of a license or Merchant Mariner's Document (MMD) with qualified ratings who are unable or otherwise choose not to satisfy the requirements of renewal covered in this handout, have the option of renewal "FOR CONTINUITY PURPOSES ONLY". However, in obtaining a continuity renewal, the statement "SERVICE UNDER THE AUTHORITY OF THIS DOCUMENT IS PROHIBITED" is placed on the license or MMD. In order to reactivate your license or MMD, you will need to satisfy the renewal requirements.

In requesting a "Continuity Renewal", the continuity renewal form (enclosed) must be completed and submitted with the application along with the license or MMD to be renewed.

COST OF CONTINITY IS \$45.00

ONLY CREDENTIALS THAT HAVE NOT EXPIRED BEYOND THE ONE-YEAR PERIOD OF GRACE MAY BE RENEWED FOR CONTINUITY.

APPLICATION CHECKLIST

ALL APPLICATIONS

- _____ CG-719B Application – enclosure 1
- _____ CG-719K Physical Examination Report – enclosure 2 (completed within the past 12 months)
- _____ Sea Service – letters of discharge, sea service forms (enclosure 4), or letter of sea service from company/owner on official letterhead including address and telephone number
- _____ Report of Chemical Drug Test - enclosure 3 (completed within the past six months)
- _____ Merchant Mariner's Document Set Up Form – enclosure 4, if applying for a document
- _____ Two recent passport-style photographs – if applying for an document or STCW-95
- _____ Appropriate check or money order – see fee chart
- _____ Two government issue ID's, one of which must contain a photo. A MMD issued prior to 01 February 2003 cannot be accepted.
- _____ Two fingerprint cards, completed at a Regional Exam Center

“TOP REASONS”

CG RENEWAL 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. 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.
5. Current License and/or Document. If a license or document is being **renewed**, a copy (front and back) of the current license or document must be provided with the application. If a license or document is being **upgraded**, the current license or document must be provided with the application.
6. 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.
7. Written Statement. If an application is initialed “YES” in Section III, a written statement is required. Simply stating “on file” will not suffice.
8. 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 and , (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. 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. Please ensure that you place your initials in Section IV.

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 type of color vision test must be indicated on the form. The physical must be dated within one year of the application date.

Sea Service Forms:

- a. **Sea service letter:** On official letterhead with address and telephone number.
- b. **Self-certification form:** This is typically used for original and renewed licenses for masters and mates on vessels up to 1600 GRT. (Enclosed)

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

- a. **Chemical testing for dangerous drugs form** or
- b. **Random drug testing letter from a maritime employer.**

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. ****