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D8m Policy Ltr 13-2001
REV-1
6 December 2002

From: Commander, Eighth Coast Guard District
To: Distribution

Subj: MARINER IDENTIFICATION CHECKS AND ADMINISTRATION OF OATHS

Ref: (a) Title 46, Code of Federal Regulations, Subpart 10.202(d)
(b) Title 46, Code of Federal Regulations, Subpart 12.02-15
(c) Commandant (G-M) msg P261507Z SEP 01 titled "Verification Of Mariner Identity And Citizenship And Their Appearance Before The Coast Guard For Issuance of Merchant Mariner Credentials."
(d) Commandant (G-MO) msg P222329Z NOV 02 titled "Verification Of Mariner's Identity, Citizenship, and or Legal Status and Implementation of Revised Procedures."

1. PURPOSE.

a. Recent terrorist events have prompted the Coast Guard to review mariner licensing and documentation procedures. The Coast Guard must remain extremely vigilant over the process of issuing Coast Guard credentials. For obvious reasons, we must take precautions to prevent undesirable persons from working aboard or gaining access to vessels, facilities, and offshore installations.

b. References (a) and (b) require that applicants for Merchant Mariner's Documents, Coast Guard Licenses, and Certificates of Registry take an oath before a designated Coast Guard official. Reference (c) urged the verification of an applicant's (mariner) identity prior to issuance of a Coast Guard Credential. In the past, these processes were satisfied administratively by mail. Now, we must perform the oath and ID verification in person. The problem is that not all mariners live within the proximity of a Regional Exam Center (REC). To facilitate the process in the interest of national security, the Eighth Coast Guard District will make available to mariners (U.S. citizens only) other Coast Guard locations (aside from the RECs) to complete the oath and ID verification. Reference (d) placed additional requirements upon the RECs regarding verification of non-U.S. citizen applicants; therefore, this policy does not apply to non-U.S. citizens. Non-U.S. citizen applicants MUST appear before a designated official at the REC handling their application to have their ID verified and oath administered.

2. ACTION.

a. All Marine Safety Offices, Detachments, and Units (MSOs, MSDs, MSUs) within the Eighth Coast Guard District shall make available a Coast Guard Official(s) to verify the identity

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of mariners and administer the mariner oath. Commanding Officers shall designate these officials in writing and limit designation to first class petty officers or above.

b. Designated Coast Guard Officials shall use the enclosed form titled "Oath for Merchant Mariners & Identification Check" to document the transaction. Guidelines to verify the mariner's identity are listed on the form. Applicants can either make arrangements directly with the Designated Coast Guard Officials listed on enclosure (3), or through the Regional Exam Center (REC) handling their application. If requested by the applicant, REC representatives shall help the applicant to coordinate their appointment with the applicable M field office for ID verification and oath administration. Designated Coast Guard Officials shall schedule the ID verification and oath administration within one week of the initial contact unless the applicant requests delayed-processing. Designated Coast Guard Officials have the discretion to decide the day of the week, time, and place for the transaction; regularly scheduled transaction periods (day/time) are encouraged.

c. Once the transaction is complete, the Designated Coast Guard Official shall mail the completed form (and ID photocopies) to the appropriate REC.

3. Questions regarding this matter may be directed to LCDR Danny LeBlanc at (504) 589-3042.



D. F. RYAN II
By direction

Encl: (1) Oath for Merchant Mariners & Identification Check Form
(2) Listing of Regional Exam Centers
(3) Listing of Eighth Coast Guard District MSOs, MSDs, MSUs

Dist: All Eighth Coast Guard District MSOs, MSDs, MSUs
RECs New Orleans, Houston, Memphis, St. Louis

Copy: National Maritime Center
COMDT (G-MO)