



16712
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)

OATH FOR MERCHANT MARINERS **&** **IDENTIFICATION CHECK**

References: 46 CFR 10.202(d) and 12.02-15, COMDT msg 261507Z SEP 01

Prior to administering the oath, Coast Guard officials shall verify the identity of the Merchant Mariner through credible, original picture identification. The picture identification should be issued by a local, state or federal government agency. Examples of credible identification include a state driver's license, a military ID card, a government employee or ID card, local, state or federal government law enforcement ID. The Coast Guard official should make a photocopy of the identification to send in with the completed oath form.

In the rare instance where a Merchant Mariner does not have a credible picture ID, other options may be acceptable (social security card, birth certificate, etc.); however, options must be cleared by a representative of the appropriate Coast Guard Regional Exam Center.

Upon establishing the identity of the Merchant Mariner, the Coast Guard official shall read the oath, and direct the Merchant Mariner to repeat the oath after them. Upon completion of the oath form and ID photocopy, mail the documents to the appropriate Regional Exam Center in an official business Coast Guard envelope.

I do solemnly swear or affirm that I will faithfully and honestly, according to my best skill and judgement, and without concealment and reservation, perform all the duties required of me by the laws of the United States. I will faithfully and honestly carry out the lawful orders of my superior officers aboard a vessel.

Printed Full Legal Name of Applicant (Spell out the middle name also)	Social Security Number	Signature of Applicant (Sign with full legal name)
Printed Name C.G. Official	Title and Unit	Signature of C.G. Official

OATH WAS GIVEN AND SIGNED ON THIS DATE: _____

IDENTIFICATION ESTABLISHED BY PRESENTATION OF (include a photocopy if possible):

Type of document: _____

REGIONAL EXAM CENTERS

Regional Examination Center Anchorage
510 L Street, Suite 100
Anchorage, AK 99501-1946
Phone: (907) 271-6736

Regional Exam Center Baltimore
U.S. Custom House
40 South Gay Street
Baltimore, MD 21202-4022
Phone: (410) 962-5132

Regional Examination Center Boston
455 Commercial Street
Boston, MA 02109-1045
Phone: (617) 223-3040

Regional Examination Center Charleston
196 Tradd Street
Charleston, SC 29401-1899
Phone: (843) 724-7693

Regional Exam Center Honolulu
433 Ala Moana Blvd.
Honolulu, HI 96813-4909
Phone: (808) 522-8264

Regional Examination Center Houston
8876 Gulf Freeway, Suite 200
Houston, TX 77017-6595
Phone: (713) 948-3350

Regional Examination Center Juneau
2760 Sherwood Lane, Suite 2A
Juneau, AK 99801-8545
Phone: (907) 463-2458

Regional Exam Center Long Beach
165 N. Pico Avenue
Long Beach, CA 90802
Phone: (562) 980-4485

Regional Examination Center Memphis
200 Jefferson Ave., Suite 1302
Memphis, TN 38103
Phone: (901) 544-3297

Regional Examination Center Miami
Claude Pepper Federal Building
51 SW. 1stst Ave, 6th Floor
Miami, FL 33130-1608
Phone: (305) 536-6548/6874

Regional Examination Center New Orleans
9820 Lake Forest Blvd, Suite P
New Orleans, LA 70127-3077
Phone: (504) 240-7300
1-800-972-8881

Regional Examination Center New York
Battery Park Building
New York, NY 10004-8545
Phone: (212) 668-7492

Regional Exam Center Portland
6767 North Basin Avenue
Portland, OR 97217-3992
Phone: (503) 240-9346

Regional Exam Center Seattle
1519 Alaskan Way South
Seattle, WA 98134-1192
Phone: (206) 217-6115

Regional Exam Center San Francisco
Bldg. 14, Rm. 109, Coast Guard Island
San Francisco Bay, CA 94501-5100
Phone: (510) 437-3092

Monitoring Unit St. Louis
1222 Spruce Street, Suite 8.104E
St. Louis, MO 63103-2835
Phone: (314) 539-3091

Regional Exam Center Toledo
Federal Building, Room 501
234 Summit Street
Toledo, OH 43604-1590
Phone: (419) 259-6395