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To: Prospective Applicant Pilot

The Great Lakes Pilotage Division is responding to your request to obtain information on becoming an Applicant Pilot on the Great Lakes. We have included an application and additional information that you should read to gain a better understanding of our responsibility to provide administrative oversight of the three U.S. Great Lakes pilot associations. Be guided by the Great Lakes Pilotage Regulations, 46 CFR Part 401, Subpart B – Registration of Pilots at:

<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=644040cd8f7b704b0e51e263d99398d6&rgn=div5&view=text&node=46:8.0.2.13.2&idno=46>.

Please complete the enclosed application (CG-4509) in accordance with the instructions.

Do not leave any fields blank. When completing the "Service Record" portion of the application be specific and list the month, day and year of applicable service.

Use the following checklist to make sure your application is complete.

- 1) Application (CG-4509) fully completed, signed and dated.
- 2) Certified copy of USCG license and Merchant Mariners Document, or Merchant Mariner Credential (MMC), front and back/pertinent pages.
- 3) Certified copy of radar observer unlimited training certificate.
- 4) Three recently signed letters of reference with contact information.
- 5) Two full face photographs 1-1/2" X 2" with your signature on the photograph above your left shoulder where best visible close to your ear.
- 6) Most recent version of the Merchant Mariner Credential Medical Evaluation Report (CG-719K) completed by a "medical doctor" within one year of application. Be sure medical facility provides their contact information on last page. Form available: <http://www.uscg.mil/nmc/forms/medical/cg719k.pdf>.
- 7) Results of a Pre-Employment (5) drug test within six months of application or, a letter from a drug testing consortium that you are currently enrolled in a random drug testing program and have not failed or refused a test within the last six months.

Every application submitted to the Great Lakes Pilotage Division will be reviewed. However, only applications determined complete will be forwarded to each U.S. Great Lakes pilot association for consideration, unless otherwise specified, and will be kept on file until any underlying documents expire. Applications that are not complete or indicate that the applicant does not meet the statutory and/or regulatory requirements to become an Applicant Pilot or Applicant Trainee will not be considered.

The selection of an individual to become an Applicant Pilot with a U.S. Great Lakes pilot association is subject to the approval of the Director, Great Lakes Pilotage Division (CG-WWM-2).

Forward your completed application as printed below to:

COMMANDANT (CG-WWM-2)
ATTN: GREAT LAKES PILOTAGE DIVISION
US COAST GUARD
2100 2ND ST SW STOP 7580
WASHINGTON DC 20593-7580