

## General Announcements:

- All mariners must have a [Transportation Workers Identification Credential \(TWIC\)](#) or proof of applying for one prior to submitting any application. Visit the [TSA website](#) to locate a TWIC center in your area.
- You no longer are required to visit the REC in person to submit applications. However, first time mariners submitting their original applications for an MMC must be given an Oath. Mariners can come in person to the REC to have the Oath administered, **OR**, have the Oath administered by a notary using this [Oath Form](#).
  - Also, you can now submit **copies** of all your documents. This includes training certificates, physicals, drug tests and sea service as well.
- Use the [Application Wizard](#) to ensure you are submitting all the required documents.
- Mariners are urged to use [www.pay.gov](http://www.pay.gov) to pay their [application, issue and exam fees](#). Submit a copy of the pay.gov receipt with your application.
- **IMPORTANT – ENSURE YOU SIGN AND DATE YOUR APPLICATION, PHYSICAL, DRUG TEST AND ANY STATEMENTS YOU SUBMIT.**

### \*\*\*ALL APPLICATIONS MUST BE SUBMITTED WITH COPY OF TWIC \*\*\*

- To submit an application by MAIL:
  - Place your documents in the order according to the [Application Checklist](#).
    - Make sure you include your [www.pay.gov](http://www.pay.gov) payment receipt.
  - Mail your application to:  
USCG REC Long Beach  
501 West Ocean Blvd Ste 6200  
Long Beach, CA 90802
- To submit an application via EMAIL:
  - Scan your documents in the order according to the [Application Checklist](#) into a single ADOBE PDF file. Name it 'LASTNAME, FIRSTNAME – APPSUB'
    - Make sure you include your [www.pay.gov](http://www.pay.gov) payment receipt.
  - Email Subject Line: **LASTNAME, FIRSTNAME, MI, MARINER REFERENCE NUMBER (if known)**; i.e. SMITH, JOHN, A, 123456
  - Email to: [REC-LOS-AppSubmission@uscg.mil](mailto:REC-LOS-AppSubmission@uscg.mil)
- To submit an application by FAX:
  - Place your application documents in order according to the [Application Checklist](#) and fax to 562-435-1050.
    - Make sure you include your [www.pay.gov](http://www.pay.gov) payment receipt.
- **OR – Just make an [appointment](#) and come in person if you would rather do it the old fashioned way.**