

U. S. COAST GUARD NATIONAL MARITIME CENTER
MERCHANT MARINER CREDENTIAL APPLICATION ACCEPTANCE CHECKLIST

The below is a list of items that need to be submitted with your request for a merchant mariner credential before your request can be forwarded to the National Maritime Center for evaluation and continued processing. Although this list is not all-inclusive, it does represent the items needed to begin an evaluation. Your request will be processed much faster if you provide the items in the checklist below.

TOP TEN "READY TO BE EVALUATED" CRITICAL ITEMS:

- Two (2) Recent Passport Style Photographs: This only applies to transactions involving a *merchant mariner document and/or STCW-95 endorsement*.
- Evaluation User Fee: Pay via credit card or bank account using www.pay.gov. Print and include your payment receipt as proof of payment.
- CG Form 719B Application: Be sure to check the following: Your mailing address, your phone number/e-mail address, Next-of-Kin name/address, and signatures in Section's III, V, and VI
- Signed Conviction Statement: This only applies if you have answered 'yes' to any of the questions in Section III of the CG Form 719B Application.
- Three (3) Character References: This only applies to *original license* transactions.
- CG Form 719K Physical Examination Report: To be used for all *original, renewal, and grade-raise license and qualified rating merchant mariner document* applications. Applications for entry-level (ordinary seaman, wiper, stewards dept) may use the CG Form 719K/E Entry-Level Physical Examination Report. Be sure that your medical practitioner completed **ALL PARTS** of the form, including signature, and that it is dated within 12 months of your application (*note: grade-raise transactions are 36 months).
- CG Form 719P Chemical Testing Report: This applies to all *original, renewal and grade-raise* transactions and must be dated with six (6) months of your application. A letter from your marine employer or chemical testing consortium group may be used in lieu of this form.
- Two (2) Unexpired Forms of Identification: For *original, renewal, grade-raise, and duplicate* transactions you will be required to visit the Regional Examination Center to submit fingerprints and provide proof of identity.
- Proof of Citizenship: For *original* transactions you will be required to provide proof of U. S. citizenship at the time of your REC visit. Foreign National applicants are required to provide proof of nationality at every transaction.
- Social Security Card: For *original* applications, provide your social security card or a letter from the Social Security Administration which indicates your social security number and name.

**** IMPORTANT ****

If any of the required items above are missing at the time of application, you will be provided a "Notification of Incomplete Application" letter. From the date of this letter you will have 60-days to provide the missing information to the Regional Examination Center. If the missing information is not provided within the 60-day period, your application will be returned to you.

For information regarding licensing and documentation please visit: <http://www.uscg.mil/STCW/>
To check on the status of your application please visit: <http://homeport.uscg.mil/>
For any questions or comments please call: 1-888-IASKNMC (1-888-427-5662) or e-mail: IASKNMC@uscg.mil