

USCG Mariner Licensing & Documentation Program



Top 10 Reasons Why Credentials Are Delayed

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1. Sea service. Remember to submit the service in the appropriate format (on the CG-719S, discharge certificates, or on company letterhead). When using the CG-719S, don't forget to include the vessel owner's name and the official number or registration. If verifying your own service, don't forget to include proof of vessel ownership. In many cases, the application is delayed while waiting for submission of more total sea service days, more service on the vessel type or size, or more service on the appropriate route or waters.

2. DOT/USCG periodic drug test. Applicants can submit drug test results signed by an approved medical review officer or submit proof of enrollment in a drug testing program. Common reasons the Coast Guard may not accept submissions are the wrong test was taken (only the five-panel DOT test is acceptable), the test receipt was submitted but not the signed results, or the drug test program does not meet Coast Guard requirements.

3. Physical examination. Before leaving the physician's office, be sure that the physical form is completely filled out. Incomplete examination forms will be returned. Don't forget to review and sign it.

4. Application CG-719B. Pay particular attention to the requirements. If a section is optional, the form will state that. All other sections must be completed. The most common missing information is next of kin information (name and address are required by law), your address, and signatures where required. Don't forget that your credentials will be mailed to the address on your application. If you would like your credentials mailed to another address, include a signed request with your application.

5. Fingerprints. The Coast Guard will not begin to evaluate your application until you have appeared at an REC to have your fingerprints taken. Some RECs have arrangements with other Coast Guard units, including

auxiliary units, to have fingerprints taken. Check with your REC for the nearest available location.

6. Proof of identity. When you appear to have fingerprints taken, you must bring an original, unexpired, government-issued photo identification card. Check with your REC or the Coast Guard website <http://homeport.uscg.mil> for qualifying proof of identity.

7. Proof of citizenship or nationality. There are many documents that are acceptable for proof of citizenship for U.S. citizens or proof of nationality for resident aliens. Again, check with your REC or the Coast Guard website for qualifying proof of citizenship or nationality. Don't forget that originals of these documents must be presented at the REC.

8. Amplifying information from physician. If a potentially disqualifying medical condition exists, an applicant may be required to submit amplifying information to complete the medical evaluation.

9. Passport-style photo. Don't forget that photos submitted for your MMD or STCW certificates must be passport style. The photos must not be blurry or dark, and head gear or dark glasses are not permitted.

10. First aid/CPR certificate. These are required for an original license or certificate of registry, and originals must be submitted. The first aid certificate must be completed within 12 months of the application submission and must be approved by the American Red Cross or Multi-media Standard First Aid. The CPR certificate must be valid and must be approved by the American National Red Cross or American Heart Association.

About the author:

Tina Bassett graduated Officer Candidate School in 1990 and remains a LCDR in the Coast Guard Reserve. She has worked with Coast Guard marine safety for 15 years, including one year as Juneau REC chief, and holds a master's license and AB unlimited. She holds a BA in anthropology and an MS in quality systems management.