# DUPLICATE LICENSE, MMD, STCW, OR CERTIFICATE OF DISCHARGE

*Attached are all the forms and information you will need to apply for a duplicate of your Merchant Mariner License (deck or engineer), Merchant Mariner Document (MMD), STCW (if you hold one), or Certificate of Discharge.*

***This information package has been designed to assist you in the process of applying for merchant mariner credentials and may not answer all of your questions. More comprehensive information may be obtained by visiting http://www.uscg.mil/stcw/index.htm or contacting your local REC.***

REV. 3/2004

## *INSERT LOCAL REC INFO SHEET HERE*

*(NOT INTENDED FOR ELECTRONIC USE)*

***If you obtained this information package from the website, you must print the following forms from http://www.uscg.mil/stcw/index.htm to complete the package:***

- ☐ Application for License as an Officer, Staff Officer, or Operator and for Merchant Mariner's Document (CG-719B)
- ☐ Camera Set-Up Form *(MMD only)*
- ☐ Authorization for Credit Card Transactions *(only if paying by credit card)*

# CHECKLIST FOR DUPLICATE LICENSE, MMD, STCW, OR CERTIFICATE OF DISCHARGE

☐ **Submission of Application:** The backlog of applications submitted to each REC varies from week to week. As such, the processing time for completion of your application also varies. To ensure uninterrupted employment, please be proactive and send your package in to the REC 8-10 weeks prior to expiration or employment dates. Applicants with past criminal convictions or those with medical conditions that may require further Coast Guard review are advised to submit their package 14-18 weeks early. You will be required to physically visit the REC at least once during this application process.

☐ **Proof of Identity:** To obtain a Merchant Mariner Document, two current forms of identification are required. One of these forms of identification must contain a photo of the applicant. The OCMI may require other identification to verify the identity of an applicant as deemed necessary. The acceptable photo and non-photo identifications are listed in this packet.

☐ **Fingerprints:** When applying for any credential you must be fingerprinted. Your fingerprints will be submitted for processing to verify the information you provided on your application. Fingerprinting can only be accomplished at the REC.

☐ **Proof of Citizenship and Any legal name change:** To obtain a Merchant Mariner's Document (MMD), you must be a U.S. citizen or an alien "lawfully admitted to the U.S. for permanent residence." To obtain a license, you must be a U.S. citizen except non-citizens may apply for an Operator of Uninspected Passenger Vessels (OUPV) license limited to undocumented vessels less than 5 net tons. All **original** license and document transactions must provide acceptable proof of nationality (i.e., original passport, birth certificate, or baptismal certificate). All subsequent applications by non-U.S. citizens (i.e., renewal, upgrade, duplicate) must provide proof of nationality and immigration status. If your name has changed due to marriage, divorce, or a legal name change, you must provide documentation of your name change (for example, a marriage certificate, divorce decree, or judicial name change) and your current legal name.

☐ **Attached Statement of Loss:** Attach a signed and dated statement explaining how, when, and where the credential(s) were lost or stolen and your efforts to recover them.

☐ **Camera Set-Up Form (*MMD Applicants Only*):** This form is required for **ALL** MMD applications (i.e., original, renewal, and endorsement). Include a recent (within one year) passport-sized photo and sign your name in the center of the signature box using a medium to wide point black ink pen.

☐ **Photo (*MMD and STCW Applicants Only)*:** One recent (within 12 months) passport-sized photograph is required.

☐ **User Fees:** Checks, money orders, credit cards, and cash are accepted methods of payment. Checks or money orders must be payable to the U.S. Coast Guard with the Social Security Number printed on the front of the document.

***Note:*** Checks, money orders, credit cards, and cash are accepted methods of payment for user fees. However, you are encouraged to avoid cash payments. It is safer to carry credit cards, checks, and money orders and faster REC staffs to process. Checks or money orders must be payable to the U.S. Coast Guard with the Social Security Number printed on the front of the document. ***Cash payments should never be sent through the mail.***

| Application For | Evaluation | Examination | Issuance | Total |
|---|---|---|---|---|
| Duplicate License **OR** MMD | N/A | N/A | $45 | $45 |
| Duplicate License **AND** MMD | N/A | N/A | $45<br>$45 | $90 |
| Duplicate Discharges | N/A | N/A | $10 | $10 |
| Duplicate STCW | N/A | N/A | No Fee | No Fee |

☐ **Proof of Identity:** Please view acceptable documents for identification/citizenship chart displayed on page 2 of this form.

### *Acceptable Documents for Identification/Citizenship*

| | DOCUMENT | Identification | Nationality | Citizenship | Description / Comment |
|---|---|---|---|---|---|
| PHOTO | U.S. Driver's License or ID card issued by state or outlying U.S. Possession | X | | | Must contain a photograph and information such as name, date of birth, gender, address |
| | U.S. Passport | X | | X | |
| | Foreign Passport | X | X | | |
| | Merchant Mariner's Document | X | | X | Only MMDs issued after February 03, 2003 |
| | ID Badge for Federal Employee (i.e., DHS, DOT, DOD, FBI, etc.) | X | | | Must contain a photograph and identifying information |
| | ID Card issued by Federal, State, or local government (including Port Authorities) | X | | | Must contain a photograph and identifying information |
| | U.S. Military Identification Card (current and unexpired only) | X | | | U.S. Military Only |
| | Law Enforcement Credential | X | | | Must contain a photograph and identifying information |
| NON-PHOTO | Birth Certificate or Birth Registration, issued by state, county, municipality or outlying possession of the U.S. | X | X | X | Certified copy acceptable |
| | Certificate of U.S. Citizenship | | | X | INS Form N-560 or N-570 |
| | Certificate of Naturalization | | | X | INS Form N-550 or N-570 |
| | Baptismal Certificate | | | X | Must be recorded within 1 year of birth. Certified copy acceptable. |
| | Parish Record | | | X | Must be recorded within 1 year of birth. Certified copy acceptable. |
| | Statement of practicing physician certifying attendance at the birth and who possesses a record showing the date and location at which it occurred | | | X | Certified copy acceptable |
| | Delayed certificate of birth issued under a state seal in the absence of any collateral facts indicating fraud in its procurement | | | X | Certified copy acceptable |
| | Native American Tribal Document | X | | X | |
| | Certificate issued by the consular representative of the country of citizenship | | X | | |
| | Declaration of intent to become a citizen of the United States | | X | | Made by alien after 1929 and issued by a naturalization court. |

Two forms of identification are now required to process Merchant Mariner Documents (all MMDs). Above is a list of acceptable identifications for proof of identity and citizenship. At least one of the documents provided must be from the upper portion 'Photo Id' Section. The application may be mailed in with copies of the above documents, however, you must come to an REC to be fingerprinted (fingerprints from other agencies will no longer be accepted) and present the original proof of identification. Original MMDs are additionally required to show to their original Social Security Card prior to issuance. ('Certified Copy' is not notarized, it is 'Certified' by the originating agency).

☐ **Summary of Required Documentation:** The chart below summarizes the documentation that should be included in your package submitted to the REC.

| | License | MMD | STCW | Discharge |
|---|---|---|---|---|
| Application (CG-719B) | ✓ | ✓ | ✓ | ✓ |
| Proof of Identity | ✓ | ✓ | ✓ | ✓ |
| Proof of US Citizenship/Legal name change | ✓ | ✓ | ✓ | ✓ |
| Attached Statement of Loss | ✓ | ✓ | ✓ | ✓ |
| Camera Set-Up Form | | ✓ | | |
| Photo | | ✓ | ✓ | |
| User Fees | ✓ | ✓ | | ✓ |

***Additional information and guidance on licensing may be obtained from the National Licensing Web Site: http://www.uscg.mil/STCW/l-home.htm.***