

Top Awaiting Information Reasons

It is always helpful to review the Code of Federal Regulations (CFR) for a listing of requirements for the credential for which you are applying. For quick reference, review the checklists on the [Checklists](#) webpage.

If the mariner has received an Awaiting Information (AI) letter and the information requested was recently submitted, please allow 7-10 business days for the application status on Homeport to change. If it has not changed, please contact the Customer Service Center at 1-888-IASKNMC (427-5662) to verify that the submitted information was sufficient.

1. Sea Service

The number one reason that mariners receive AI letters from evaluators is related to sea service. Some common issues include:

- The small vessel sea service form is not complete (see Info for Small Vessel Service on the [Sea Service](#) tab of this webpage). One or more of the following may be missing: tonnage, location of service (near coastal, inland, or great lakes), capacity held on the vessel, or signatures (the applicant's as well as the owner/master of the vessel's).
- Insufficient sea service – Please remember to always send sea service even if provided previously. Due to limited space, most mariner files are kept offsite, and it may take as long as 6 weeks for files to be delivered to the National Maritime Center (NMC).

See the [Sea Service](#) tab on this webpage for help providing the necessary sea service.

2. Proof of ownership

If the applicant is the OWNER of the vessel listed on the small vessel sea service form, proof of ownership must be provided as described in [46 CFR 11.211\(a\)](#). Proof of ownership should include the name of the applicant and the official number or state registration number of the vessel. Acceptable forms of proof of ownership include registrations, proof of insurance, and bills of sale. If the owner of a company, such as an LLC, is signing, then he/she will need to include proof of ownership of the company with documents such as articles of incorporation.

3. Incomplete Application

Please make sure that all sections of the application are complete, especially Section II, which indicates the credential being applied for. Be very specific in the Applying For section. For example, instead of requesting a Master credential, request a Master 100 Near Coastal credential.

If an evaluation might determine that that the professional qualifications are not met for the applied for credential, it may be helpful to include a note in Section II stating that it is acceptable for the NMC to send the credential that meets the submitted qualifications. If this statement is not on the application, an Awaiting Information letter will be sent requesting the additional qualifications and providing the option to receive the credential for which the qualifications are met. The NMC will need to receive this change to the applicant's application in writing.

4. First Aid/CPR Certificate

In accordance with [46 CFR 11.205\(e\)](#), all original officer credentials must provide a First Aid certificate completed within 1 year of the date of the application, and a valid CPR certificate.

Medical doctors, registered nurses, and licensed physician assistants please see the [Marine Safety Manual, Chapter 2, G, 2, d.](#)

Emergency medical technicians need not take the courses.

5. Course Certificates

All qualifications must be provided at the time of the application. See the [Courses](#) tab on this webpage for help finding a course provider.

If a course does not meet the requirements needed or has an expired date, etc., an Awaiting Information letter will be sent. If the applicant feels this is in error please have the school or course provider contact the NMC Course Approvals Division (NMC-2).

6. STCW Assessments and Towing Officer Assessment Record (TOAR)

All assessments must be provided at the time of the application. See the [Assessments](#) tab on this webpage for a complete listing and sample packet of assessments and requirements.

7. Tankerman – Proof of Transfers for Renewal

In accordance with [46 CFR 13.120](#), an applicant must provide proof of two transfers within the last 5 years, or a Coast Guard approved Tankerman course dated within the past 5 years.

If the required transfers have not been completed, the Tankerman portion of the credential may be put into continuity. Applicants must enclose a signed statement attesting to an awareness of the limited purpose of the Document of Continuity, the inability to serve, and the requirements to obtain an MMC (see [46 CFR 10.227\(e\)](#)).

8. Towing Officer Renewal

In accordance with [46 CFR 10.227\(d\)\(8\)\(vi\)\(A\) and \(B\)](#), an applicant for renewal must submit satisfactory evidence of the completion of a practical demonstration before a designated examiner OR submit proof of ongoing participation in training and drills with the application.

If the required proof of ongoing participation in training and drills or completion of a practical demonstration is not available, the Towing portion of the credential may be put into continuity. Enclose a signed statement attesting to an awareness of the limited purpose of the Document of Continuity, the inability to serve, and the requirements to obtain an MMC (see [46 CFR 10.227\(e\)](#)).

9. Fees

See [46 CFR Table 10.219\(a\)](#), “Fees”.

10. Recency

In accordance to [46 CFR 11.201\(c\)](#), an applicant for an officer's endorsement must have at least 3 months of qualifying service on vessels of appropriate tonnage or horsepower within the 3 years immediately preceding the date of application. See the Recency information in Crediting Sea Service, located on the [Sea Service](#) tab on this webpage.