

Sample Awaiting Information Letter — PQEB

An Awaiting Information (AI) letter from the Professional Qualifications Evaluation Branch (PQEB) of the National Maritime Center (NMC) will likely look similar to the following example:

Dear John Merchantmariner:

This is in response to your application for a Coast Guard Merchant Mariner Credential(s), which we received on December 7, 2012.

After a comprehensive professional qualification evaluation, your application request is pending and in need of additional supporting documentation and/or information.

Enclosed with this letter is a list of items that are required in order for the Coast Guard to complete the credential evaluation process. Please review the enclosed list carefully and return these items via mail or fax (listed above), or via e-mail to: IASKNMC@uscg.mil.

BE SURE TO INCLUDE A COPY OF THIS LETTER WITH YOUR RESPONSE

This pending status is valid for 90 days from the date of this letter. If the requested information is not received within the 90-day period, your application will be closed.

If you have any questions regarding this letter or if you require additional time beyond the allotted 90 days, you must contact the National Maritime Center at the above telephone number or address. Extension requests beyond the 90-day pending period will be reviewed on a case by case basis and only granted in situations where providing further information will require additional time, due to the nature of the request, and/or extenuating circumstances which prohibit you from responding. Evaluation fees will not be refunded; requests for refund or paid issuance fees can be made via instructions found on our website, <http://uscg.mil/nmc>.

Sincerely,

Chief, Professional Qualifications Evaluations Branch

LIST OF ITEMS REQUIRED TO COMPLETE THE EVALUATION PROCESS

Merchantmariner, 2500020, December 31, 2012

Please return the following items to the National Maritime Center within 90 days of the above date:

- **First Aid/CPR Certificate -**

In addition to the information already provided, please provide either a valid Coast Guard approved First Aid course, a First Aid card from The American National Red Cross Standard First Aid and Emergency Care course or Multi-media Standard First Aid Course dated within the last 12 months. This is required of all original officer endorsements.

Reference: 46 CFR 11.205(e)(1)

- **Issuance User Fee -**

Please pay a \$45 issuance fee. Before your credential can be issued this fee must be paid. Fees are to be submitted to your Regional Exam Center or online through <http://www.pay.gov/>.

Reference: 46 CFR Table 10.219(a)

- **Proof of Vessel Ownership -**

Please provide proof of vessel ownership for the m/v Lightfoot. Some examples of proof of ownership are vessel documentation, title, insurance, bill of sale, or registration.

Reference: 46 CFR 11.211 (a) Note: If you are not the owner of this vessel, please have the person attesting to your experience complete the bottom section of the small vessel sea service form (719 S) in its entirety.

- **Recency -**

Please provide at least three months of qualifying service on vessels of appropriate tonnage within three years immediately preceding the date of application. This is required of all officer endorsements.

Reference: 46 CFR 11.201(c)