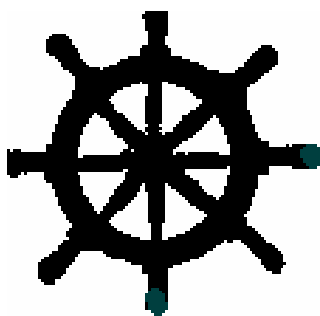


# RENEWAL

## LICENSE AND QUALIFIED MMD



*Attached are all the forms and information you will need to apply for a renewal of your Merchant Mariner License (either deck or engineer), Radio Officer, Certificate of Registry, and/or Merchant Mariner Document (MMD) with qualified ratings.*

*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.*

***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)
- Merchant Mariner Physical Examination Report (CG-719K) or Merchant Marine Certification for Entry Level Ratings (CG-719K/E)
- DOT/USCG Periodic Drug Testing Form (CG-719P) or alternate evidence
- Small Vessel Sea Service Form (CG-719S) or other proof of sea service
- Camera Set-Up Form (*MMD only*)
- Authorization for Credit Card Transactions (*only if paying by credit card*)

## CHECKLIST FOR LICENSE OR MMD RENEWAL

- 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.
- Physical Fitness:** The Physical Examination Report is required for all renewal applications and must be completed within one year of receipt of the application. To obtain a license or an MMD endorsed for a rating (such as Able Seaman, Qualified Member of the Engine Department (QMED), Tankerman, etc.), you must submit a report of a physical examination. If you are applying for an MMD (or Z-card) as an Ordinary Seaman, Wiper, and Steward's Department, a full physical is not required and may be reported on the Merchant Marine Certification for Entry Level Ratings (CG-719K/E) (*completed within the past 12 months*).
- Report of Chemical Drug Test:** Letter from company, Certification From Medical Review Officer, or optional *DOT/USCG Periodic Drug Testing Form (CG-719P)*. See *DOT/USCG Periodic Drug Testing Form (CG-719P)* for further information.
- Fingerprint Card:** When applying for any credentials you must be fingerprinted. Your fingerprints will be submitted for processing to verify the information you provided with your application. Fingerprints 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 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.
- Verification of Sea Service:** Several options are available for the mariner to verify sea service. Original Certificates of Discharge, letter(s) from the employer(s) on company letterhead, and Sea Service Forms are acceptable forms of verification. The Small Vessel Sea Service Form will only be accepted for licenses valid for service on vessels of not more than 200 gross register tons. If the operator/master is not the owner, the vessel's owner must sign the form. The following documentation may serve as evidence of sea service.
  - Original certificates of discharge
  - Small Vessel Sea Service Form (CG-719S)
  - Copies of official military records (if using military sea service)
  - Official documents from marine companies on original company letterhead signed by appropriate officials or licensed masters. At a minimum, the contents of the letter must include:
    - ◇ Name and official number of each vessel on which the service was obtained
    - ◇ Vessel's gross tonnage, shaft horsepower, and type of propulsion
    - ◇ Number of days underway on each vessel including the dates of service
    - ◇ Number of underway days spent on each route (i.e., Ocean-Near Coastal, Inland, Great Lakes, or Western Rivers)

- ◇ Number of hours worked per day
  - ◇ A brief description of duties or work performed
- Sea Service Requirements:** An applicant for renewal of an MMD with qualified ratings and/or a license (*except Radio Officer and Certificates of Registry*) must present satisfactory evidence of documentation of at least 360 days of sea service within the past five years. The following are very general service requirements. Many licenses have alternate ways to qualify that may not be mentioned here due to lack of space. Refer to the regulations for additional options for qualifying. If you have specific questions regarding your sea service or need clarification on the general requirements listed below, please call your local REC.
- **Completion of an approved refresher course**
  - **Comprehensive open book renewal examination.** See the user fees chart for examination fees (*except Tankerman*). The exam may be taken through the mail by contacting your local REC.
  - **Three years of marine-related shoreside employment** within the past five years in a position closely related to the operation, construction, or repair of vessels (*for deck or engineer licenses as appropriate*). Satisfactory evidence of this requirement would include a letter from the employer of a bona fide marine company, which confirms dates and provides a job description.  
*Note for Deck License Holders:* The open book Rules of the Road portion of the comprehensive renewal examination is also required for holders of deck licenses renewing through closely related service. See the user fees chart for examination fees. Contact your local REC to receive this examination.
  - **Renewal of Tankerman PIC, Tankerman PIC (Barge), Tankerman Engineer, or Tankerman Assistant:** Proof of two transfers within the last five years or completion of a Coast Guard approved course. If you hold an old Tankerman's endorsement (Tankerman-Grades A-E) or were qualified to serve on tank vessels or tank barges under prior regulations, contact your local REC for more information.
- Radar Certificate (*Deck Licenses Only*):** Each mariner, whether applying for an original license or renewing a deck license which authorizes service on radar equipped vessels of 300 GRT or more or 26 feet or more in length, must present a valid radar observer certificate from a U.S. Coast Guard-approved course. The certificates are valid for five years. If you do not have a valid radar observer certificate, please review and sign the radar observer form.
- Radio Officers:** Must present an original of a currently valid first or second-class radiotelegraph operator license issued by the Federal Communications Commission (FCC).
- Certificate of Registry (*Medical Doctor or Professional Nurse Only*):** Must present evidence of holding a currently valid, appropriate license as physician, surgeon, or registered nurse issued under the authority of a state or territory of the United States, the Commonwealth of Puerto Rico, or the District of Columbia.
- 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 with Exams*	Total without Exams*
License <b>OR</b> MMD Renewal	\$50	\$45	\$45	\$140	\$95
License <b>AND</b> MMD Renewal	\$50	\$45	\$90	\$185	\$140

\* Examination fees are only required if comprehensive open book renewal exams need to be administered.

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

	<b>License</b>	<b>MMD</b>
Application (CG-719B)	✓	✓
Physical Examination Report (CG-719K or CG-719K/E)	✓	✓
Proof of Identity	✓	✓
Proof of US Citizenship/Legal Name Change	✓	✓
Report of Chemical Drug Test	✓	✓
Verification of Sea Service	✓	✓
Proof of Cargo Transfers ( <i>Tankerman only</i> )		✓
Radar Certificate ( <i>Deck Licenses only</i> )	✓	
User Fees	✓	✓
Copy of Front and Back of Present MMD, License, and/or STCW	✓	✓
Camera Set-Up Form with Passport Photo ( <i>MMD Applicants only</i> )		✓

**ADDITIONAL INFORMATION:**

- Renewal Applicants Only:** Provide a copy of the front and back of your present license, COR, MMD, and/or STCW Certificate.
- 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 photo.
- Reissuance of an Expired Credential:** Applicants who apply for reissuance of an expired license or MMD endorsed with qualified ratings more than 12 months after expiration (beyond the grace period), **must demonstrate** continued professional knowledge by either completing an appropriate Coast Guard approved course (approved for an original license or qualified rating), or by passing the complete exam for that license and/or qualified rating.
- Renewal for Continuity Form:** This form is required only if you wish to renew your license or document and you do not meet the renewal requirements of the Code of Federal Regulations, Title 46, Part 10, Section 209. Service is not authorized under the authority of a license or MMD renewed in this manner, but the license or MMD still remains valid. When you renew for continuity, you are **not** allowed to sail under the authority of your license/document. In order to remove the restriction and reactivate your license or MMD, you will need to satisfy all renewal requirements.
  - To request a Continuity Renewal, complete the application, indicate “*Continuity Only*” in the “*Applying For*” box of Section II, provide a copy of the front and back of your current license and/or MMD, sign the continuity renewal statement acknowledging that you are aware that you **cannot** work under authority of this license or MMD and pay only the issue fee for each document (\$45.00 each).
  - Mariners who elect to renew for Continuity Only should be aware that if they decide to reinstate their license or MMD to full operating authority after January 31, 2002, they may be required to establish competence based on the full STCW-95 requirements, if applicable.
- Surrender old MMD**

*Additional information and guidance on licensing may be obtained from the National Licensing Web Site: <http://www.uscg.mil/stcw/index.htm>.*

### Acceptable Documents for Identification/Citizenship

	DOCUMENT	Identification	Nationality	Citizenship	Description / Comment
<b>PHOTO</b>	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
<b>NON-PHOTO</b>	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).

# SAMPLE ACKNOWLEDGEMENT OF RADAR REQUIREMENTS FORM



## U.S. COAST GUARD REGIONAL EXAMINATION CENTER

This is to acknowledge that I, \_\_\_\_\_ have been informed by the U.S. Coast Guard Regional Examination Center of the following: Each person in the required compliment of licensed deck officers, including the master on inspected vessels of 300 gross tons or over which are radar equipped, and each person licensed after 01 JUN 95 for employment or service as master, mate, or operator on board uninspected towing vessels of 8 meters (approximately 26 feet) or more in length, if radar equipped, shall hold a valid license with a valid endorsement as Radar Observer appropriate for the route of the vessel. I also have been informed that the manning requirements for radar observer are published in Code of Federal Regulations, Title 46, Part 15, Section 815.

\_\_\_\_\_  
<DATE>

\_\_\_\_\_  
<SIGNATURE OF APPLICANT>

\_\_\_\_\_  
<PRINTED NAME OF APPLICANT>

\_\_\_\_\_  
<SOCIAL SECURITY NUMBER>

## RENEWAL FOR CONTINUITY PURPOSES

If Renewing for “Continuity Purposes Only”, please sign and **return this page** with your application.

By signing this statement, I am requesting that my USCG credential(s) be renewed for continuity only. I acknowledge that my credential(s) will be issued with a continuity only restriction. I understand this means I **cannot** sail under the authority of my credential(s) until I renew my credential(s) under the full requirements of the USCG regulations.

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Signature of Acknowledgement

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Date



# INTERNATIONAL CONVENTION ON STANDARDS OF TRAINING, CERTIFICATION AND WATCHKEEPING OF SEAFARERS (STCW)

## AFTER JANUARY 31, 2002 (IF APPLICABLE)

**STCW applies only to mariners employed on vessels operating seaward of the boundary line specified in Code of Federal Regulations, Title 46, Part 7:**

- Masters and mates licensed for service on vessels on ocean or near coastal routes, regardless of any tonnage limitation
- Engineer officers licensed for service on vessels of 1000 horsepower or more
- Able seaman on vessels of 500 or more gross tons (200 GRT)
- Tankerman-PIC, -Engineer and -Assistant (DL and/or LG)
- Lifeboatman
- Any rating forming part of a watch in a manned engine room or designated to perform duties in a periodically unmanned engine room of a vessel of more than 1000 horsepower
- Every person qualified to perform radio duties or serve as an at-sea maintainer on a ship required to participate in the Global Maritime Distress and Safety System (GMDSS)
- Certificate of Registry and license holders qualified either as person in charge of medical care or a medical first aid provider
- Masters/Mates on Passenger Vessels under 100 GRTs and other vessels under 200 GRTs, not on foreign voyages may choose to have their licenses endorsed for “*Domestic Voyages only, the holder of this license meets the 1995 STCW requirements without further endorsement*”, **without meeting any of the below requirements**. Those wishing to operate on foreign waters *must meet only the Basic Safety Training Requirements listed below*.

**All mariners must meet the following requirements:**

- Basic Safety Training (BST)** (*all applicants*): Includes the following four elements
  - Personal Survival Techniques
  - Fire Prevention and Firefighting
  - Elementary First Aid
  - Personal Safety and Social Responsibilities

**Deck, Engineer, and Radio Officers, as applicable, must meet the following requirements:**

- Bridge Resource Management (*for deck officers*)
- GMDSS (*for deck/radio officers employed on vessels equipped with this system*)
- ARPA (*for deck officers employed on vessels equipped with ARPA*)
- Proficiency in Survival Craft (Lifeboatman) (*all deck and engineer officers*)

**STCW-95 Certificate:** To obtain an STCW Certificate, provide original training certificates (original certificates will be returned to the applicant). There is no charge for an STCW Certificate.

- Photo** (*all applicants*): One recent (within 1 year) passport-size photograph
- Basic Safety Training Certificates** (*all applicants*): Personal Survival Techniques, Fire Fighting/Fire Prevention, First Aid, Personal Safety and Social Responsibilities
- Bridge Resource Management Certificate (*deck officers only*)
- ARPA Certificate (*deck officers serving on ARPA equipped vessels*)
- GMDSS Certificate (*deck officers and radio officers serving on GMDSS equipped vessels*)

- FCC License for GMDSS** (*deck officers and radio officers serving on GMDSS equipped vessels*): Operator of radio in the GMDSS issued by the Federal Communications Commission (FCC)
- Proof of Proficiency in the Use of Survival Craft (Lifeboatman)** (*all licensed mates, masters and engineers*)