

Original License Application Process and Checklist

Use this checklist to ensure that all your ducks are in a row! All CG forms are available on the website under "Resources". It will link you to the NMC website - scroll down for the appropriate form. Once assembled, you will need to scan all the documents as .pdf files. These will be emailed to the proper email addresses discussed below.

Save electronic or hard copies of everything for future reference! If you are near an REC office, you may submit your file as hard copy in person by appointment. However, the NMC prefers electronic submissions.

APPLICATION PROCESS AND CHECKLIST

(Forms to Submit: all bulleted items are linkable)

- **Application for Medical Certificate CG-719K** Email to: MEDAIP@uscg.mil.

The medical evaluation is now its own separate process and submission. Download and print this form out. Once completed by a doctor or nurse practitioner, scan it to a PDF (only) and Email to: MEDAIP@uscg.mil. Subject line should be your reference number and Renewal. There is no fee associated. Be very careful to dot the eyes and cross T's.

The following forms should be emailed together to: MMCApplcations@uscg.mil

- **Application for Merchant Mariner Credential CG-719B**

To simplify we have attached below an example CG-719B form that we have noted in RED specific areas of concern that we felt more explanation was needed. Use it! You only need to submit the three pages we have covered. Once completed, scan to PDF and add to the file for forms you are submitting.

- **Example form CG-719B with notations in Red.**

- **Small Vessel Sea Service Form(s) CG-719S**

- Fill out individual sea service forms for each vessel you are using for sea service time. Remember that day is at least 4 1/2hrs under way per day (not at anchor, ashore or tied to a mooring ball). Be sure to check the red-lined notations on the sample form

- **Periodic Drug Testing Form (CG-719P)**

5 panel DOT test by a SAMSHA approved lab. Test is good for 6 months. Our website has info/locations. If you are working in the maritime industry, you may want to consider becoming a member of a drug consortium.

- TWIC card is required for an initial application. Apply at: <https://www.tsa.gov/twic>

- User Fees \$95 (\$50 evaluation and \$45 issuance) Use [Pay.gov](https://www.pay.gov) "Pay a Merchant Mariner User Fee" Save confirmation and submit with files. This site is a bit tricky in that you need to go to the search bar upper right and type in: Merchant Mariner Document. This will bring up pages specific to Merchant Mariner payment options.