

THE USCG NOW REFERS TO A LICENSE AS A MERCHANT MARINER CREDENTIAL (MMC)

RENEWAL CHECKLIST

Note: All mariners MUST have a Transportation Worker Identification Credential (TWIC).

You can pre-enroll online and then schedule an appointment at the TWIC location of your choice. **Complete information is available at www.TSA.GOV/TWIC** Make sure you tell TSA you have/ will have a mariner credential. The cost is \$132.50.

We recommend you visit the USCG website for updated forms and information at www.uscg.mil/nmc

ONCE YOUR PACKET IS COMPLETE YOU CAN MAIL IT TO YOUR LOCAL USCG REGIONAL EXAM CENTER, TAKE IT IN PERSON OR SCAN IT AND EMAIL IT. If you mail it, we recommend using certified mail. We also recommend you make a copy of everything you submit to the USCG for your records. If you plan on sending it electronically please go to WWW.USCG.MIL/NMC for complete scanning and email directions.

_____ **APPLICATION: COMPLETE IN BLACK INK OR TYPE, SIGN SECTION III, AND ON BOTH LINES IN SECTION V, AND ON THE CERTIFICATION STATEMENT IN SECTION VI. If you answered yes to any of the questions in Section III you must write (or type) an explanation statement (what, when, how did you clear the issue up) date and sign it.**

_____ **Submit your license or a photocopy of the license.**

_____ **Professional Requirements: ONE OF THE FOLLOWING**

Show one year (360 days) of sea time in last 5 years

OR

Pass a **comprehensive take-home open-book exam** (from the USCG)

If you are doing the Open-Book exam add **\$45.00** to your payment and on the Application in Section II write the following in the applying for box: I AM REQUESTING THE OPEN BOOK RENEWAL EXAM

OR

If your license is Less Than 200 Gross Tons you can take our 1 Day **Deck License Refresher Course**. Please check our schedule for the dates.

_____ **PHYSICAL:** Make sure your medical practitioner has completed **ALL PARTS** of the form including the signature; this must be dated *within* 12 months of your application

_____ **CHEMICAL TESTING REPORT:** this must be dated *within* 6 months of your application, it is a 5 Panel DOT drug urinalysis and must be completed by a SAMSHA approved lab.(Look under Drug Detection in the phone book) OR if you are in a random drug testing program you can submit a letter from your employer or the manager of the program, it should have the following information: **“during the previous 185 days, Mr. Doe was subject to an approved random drug testing program as required by 46 CFR 16.230 for at least 60 days and did not fail or refuse to participate in a chemical test for dangerous drugs.**

_____ **PAYMENT: the Evaluation and Issuance Fee is 95.00 (\$140.00 if you need the open book exam) THEY WILL ACCEPT A CREDIT CARD, CHECK OR MONEY ORDER** if paying by check or money order make it payable to The United States Coast Guard. You are also able to pay these fees with a credit card at www.Pay.gov be sure and make a copy of the payment receipt to include in your paperwork.

You may renew your license up to one year in advance. If you are renewing early you may ask for a DELAYED ISSUANCE, YOUR CREDENTIAL WILL NOT BE MAILED UNTIL 1 MONTH BEFORE YOUR EXPIRATION DATE. We recommend starting the procedure well in advance since the USCG evaluation can take as long as 6 months if there are any problems with your application. Your license also has a one year grace period after it expires but you cannot operate on it during this time. If do not submit your paperwork to the USCG before the end of the grace period you must take a full exam with the USCG. Here are the California REC's.

Southern California Office:

U.S. Coast Guard
Regional Exam Center
501 W. Ocean Blvd, Suite 6200
Long Beach, CA 90802
(562) 495-1480
Hours: Mon. - Fri. 7:00 am- 3:00pm

Northern California Office:

U.S. Coast Guard Regional Exam Center
Oakland Federal Building, North Tower
1301 Clay Street, Room 180 N
Oakland, CA 94612-5200
(510) 637- 1124
Hours: Mon. - Fri. 8 am- 4:00pm