

## ABLE SEAMAN CREDENTIAL CHECKLIST (as of February 2016)

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

You can pre-enroll online and then schedule an appointment at the TSA/TWIC location of your choice.

**Make sure you tell TSA you have OR will have a mariner credential.** The cost is \$128.00.

**Complete information is available at <https://www.tsa.gov/for-industry/twic>**

**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](http://WWW.USCG.MIL/NMC) for complete scanning and email directions.

**THE REC WILL ACCEPT A COPY OF YOUR PAPERWORK; KEEP THE ORIGINALS IN A SAFE PLACE IN CASE THEY REQUEST TO SEE THEM.**

\_\_\_\_\_ **PAYMENT:** the Evaluation and Issuance Fee is **\$140.00 THEY WILL ACCEPT A CREDIT CARD, CHECK OR MONEY ORDER.** If paying by check or money order, make sure it is made payable to *The United States Coast Guard*. **To pay these fees with a credit card you have to either visit the REC or pay online at [www.Pay.gov](http://www.Pay.gov) be sure and make a copy of the payment receipt to include in your paperwork.** Instructions on how to use pay.gov can be found at [www.maritimeinstitute.com/Downloads.html](http://www.maritimeinstitute.com/Downloads.html).

\_\_\_\_\_ **APPLICATION:** The application is available in a fillable format at [www.USCG.mil/NMC](http://www.USCG.mil/NMC). If you are doing it by hand use black ink and make it legible. Sign all the applicable spots in Section IV. The oath may be administered by any USCG designated official or a Notary licensed in your state. **If you answered yes to any of the questions in Section III you can complete the USCG Conviction Statement Form (CG-719C) or write (or type) an explanation statement (what, when, how did you clear the issue up) Make sure it is has your full name on it and is dated and signed.** The conviction form is available at [www.maritimeinstitute.com/Downloads.html](http://www.maritimeinstitute.com/Downloads.html).

\_\_\_\_\_ **MERCHANT MARINER OATH FORM:** If you are mailing or emailing your paperwork you can have the oath administered by a designated Coast Guard Individual or a **notary**. If you are appearing at the REC in person you will have it done there.

\_\_\_\_\_ **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.”**

\_\_\_\_\_ **TWIC (Transportation Worker Credential):** Enclose either a copy of your TWIC or a copy of the receipt that you receive after you apply at your local TSA/TWIC office. **When you apply for the TWIC make sure you tell TSA this is for your mariner credential.**

\_\_\_\_\_ **SMALL VESSEL SEA SERVICE WORKSHEET(S) OR SEA TIME LETTER(S):** Make sure they are signed and completed. If you are the owner of the vessel you **MUST** attach proof of ownership of the vessel. Time on other people's boats **MUST BE SIGNED BY THE OWNER OR CAPTAIN.**

\_\_\_\_\_ **A Copy of MARITIME INSTITUTE'S CERTIFICATE OF COMPLETION:** If you submit the paperwork before you complete the course you will need to show/mail them a copy of the certificate before they will issue your credential.

**Depending on the level of AB that you are applying for you may need to complete a Lifeboat/ Proficiency in Survival Craft Course, Ratings Forming Part of Navigation Watch (RFPNW) and/or an STCW-95 Approved Basic Safety Course.**

***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  
1301 Clay Street, Room 180 N  
Oakland, CA 94612-5200 (510) 637- 1124  
**Hours: Mon. - Fri. 8 am- 4:00pm**