

ORIGINAL CREDENTIAL CHECK OFF SHEET/ What to submit (as of Dec 2011)

Note: All mariners MUST have a 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. We recommend you take them a passport or certified copy of your birth certificate and a copy of your social security card.

Complete information is available at www.TSA.GOV/TWIC. The cost is \$132.50.

Once your packet is complete, you can mail it, hand carry it, or scan it and email it to the closest Regional Exam Center (REC). 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.

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 145.00 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. **To pay these fees with a credit card you have to either visit the REC or pay online at www.Pay.gov be sure and make a copy of the payment receipt to include in your paperwork.**

_____ **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) dated and signed.**

_____ **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.

_____ **THREE LETTERS OF WRITTEN RECOMMENDATION:** these must be signed and have the person's address, phone number and occupation on them.

_____ **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 submission.

_____ **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 Merchant Mariner Credential.

_____ **PROOF OF CITIZENSHIP/SOCIAL SECURITY CARD:** Enclose either a copy of your passport, certified copy of your birth certificate OR your certificate of naturalization and your social security card. If you are a foreign citizen enclose a copy of your alien registration card.

_____ **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 your CPR/FIRST AID CARD:** This must be a USCG APPROVED COURSE. The CPR needs to be current and the First Aid **MUST** have been taken *within* 1 year of your application.

_____ **A Copy of MARITIME INSTITUTE'S CERTIFICATE OF COMPLETION:** if you submit the paperwork before you complete the class you will need to show/mail them a copy of the certificate before they will issue your license.

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