

RENEWAL CHECKLIST

NEW TWIC INFO: As of 12/19/2011 A VALID TWIC card is only required if you need admittance to a secure facility or serve on vessels that are required to have a vessel security plan. You must have completed the TWIC enrollment process at least once Please visit www.uscg.mil/nmc and read Policy Letter 11-15 for complete information.

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. We 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 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. **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) date and sign it.

_____ **Submit a photocopy of your current credential.**

_____ **TWIC (Transportation Worker Credential):** If you have a valid TWIC card (or are required to hold a TWIC card) 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. If you do not have a valid TWIC you must complete the TWIC REQUIREMENTS STATEMENT available at www.uscg.mil/nmc NOTE: if you do not hold a valid TWIC card your licensing processing may be delayed.

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

Show one year (360 days) of sea time since the date your credential was issued.

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 add 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.**

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 your one year grace period you must take a full exam or a USCG Approved 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
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