



# MARITIME INSTITUTE INC

## (Z CARD) MERCHANT MARINER CREDENTIAL CHECKLIST Feb 2016

**Note: All mariners MUST APPLY for a Transportation Worker Identification Credential (TWIC)**

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

The cost is \$128.00.

**Make sure you tell TSA you are applying for your MERCHANT 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 <https://www.tsa.gov/for-industry/twic> .

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). The mailing address and email address can be found at [WWW.USCG.MIL/NMC](http://WWW.USCG.MIL/NMC) . If you mail it, we recommend using certified mail.

**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 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](http://www.Pay.gov) be sure and make a copy of the payment receipt to include in your paperwork

**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.**

**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.

**YOUR EVALUATION OF FITNESS IS SIGNED AND MEETS ALL OF THE NECESSARY REQUIREMENTS.(ENTRY LEVEL RATINGS CG-719K)**

**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.

**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- 3:00 pm**

**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- 4:00 pm**