

Officer's Endorsement Application Package Checklist

This checklist is intended to assist the applicant in applying for an original issue of a USCG Merchant Marine Officer's Endorsement, such as Master, Mate, or OUPV. The completed application package must be delivered to one of 17 USCG Regional Exam Centers (REC) around the nation. To locate an REC or schedule an appointment to drop off your application visit www.uscg.mil/nmc/rec_information.asp

- ___ TWIC (Transportation Workers Identification Credential)
All applicants must hold a valid TWIC prior to applying for any MMC. To locate a TWIC enrollment center visit twicinformation.tsa.dhs.gov/twicinfo/schedule.jsp

USCG Forms

Complete each forms following the instructions on the form. These forms are available at www.columbiapacificmaritime.com/mmc-app.html

- ___ Application (form CG-719B)
- ___ Small Vessel Sea Service (form CG-719S)
Use one form for each vessel to document your sea service experience in calendar days. You need a minimum of 360 days of qualifying experience.
- ___ DOT/USCG Periodic Drug Test (form CG-719P)
- ___ Medical Evaluation Report (form CG-719K)

For an Original Officer's Endorsement

- ___ 3 character reference letters (example format included)
- ___ ARC or AHA First Aid and CPR cards issued within one year of the application date
- ___ Social Security Card
- ___ Proof of citizenship (Passport or Birth Certificate)

Taking an approved training course is an option for satisfying the Coast Guard exams.

USCG Regional Exam Centers (REC)

To schedule an appointment: http://www.uscg.mil/nmc/rec_information.asp

The phone number to reach any REC is 1 (888) 427-5662. The numbers indicated below may or may not be in service.

The following 17 RECs are listed by State.

800 E. Diamond Blvd., Suite 3-227
Anchorage, AK 99515
(907)271-6736

9105 Mendenhall Mall Road
Suite 170
Mendenhall Mall
Juneau, AK 99801

501 W. Ocean Blvd., Suite 6200
Long Beach, CA 90802
(562)495-1840

Oakland Federal Bldg., North Tower
1301 Clay Street, Room 180N
Oakland, CA 94612-5200
(510)637-1124

Claude Pepper Federal Building
51 SW 1st Ave., 6th Floor
Miami, FL 33130-1608
(305)536-6548
(305)536-6874

433 Ala Moana Blvd.
Honolulu, HI 96813-4909
(808)522-8264

4250 Hwy 22, Suite F
Mandeville, LA 70471
(985)624-5700

US Customs House Building
40 South Gay Street
Baltimore, MD 21202-4022
(410)962-5132

455 Commercial Street
Boston, MA 02109-1045
(617)223-3040

1222 Spruce Street, Suite 7.105
St. Louis, MO 63103-2846
(314)539-3091

Battery Park Building
1 South Street
New York, NY 1004-1466
(212)668-7492

420 Madison Ave., Suite 700
Toledo, OH 43604
(419)418-6010

911 NE 11th Ave, Room 637
Portland, OR 97232
(503)231-2296

196 Tradd Street
Charleston, SC 29401-1899
(843)720-3250

200 Jefferson Ave., Suite 1302
Memphis, TN 38103
(901)544-3297

8876 Gulf Freeway, Suite 200
Houston, TX 77017-6595
(713)948-3350

915 Second Ave., Room 194
Seattle, WA 98174-1067
(206)220-7327

Letter of Character Reference

To US Coast Guard
National Maritime Center

Date _____

To Whom it May Concern:

I have known _____ since
_____. I have found this individual to be a responsible
and upstanding citizen and I am pleased to recommend him/her for a Merchant Marine Credential
endorsed as domestic officer.

Sincerely,

(Signature of person providing reference)

Contact information of person providing reference.

Print Full Name _____

Address _____

City / State / Zip _____

Phone _____

Additional Comments