

## Merchant Marine Credential (MMC) Application Package Checklist

This checklist is intended to assist the applicant in applying for an original issue of a USCG Merchant Marine Officer's license, 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](http://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](http://twicinformation.tsa.dhs.gov/twicinfo/schedule.jsp)

### Complete each of the following USCG forms as directed

- \_\_\_ Application for License (form CG-719B) expires 03/04, valid until further notice
- \_\_\_ Small Vessel Sea Service (form CG-719S) expires 03/04, valid until further notice  
Use one form for each vessel to document your sea service experience in calendar days.  
The total number of days required will depend on the license you are applying for.
- \_\_\_ DOT/USCG Periodic Drug Test (form CG-719P) expires 03/04, valid until further notice
- \_\_\_ Medical Evaluation Report (form CG-719K) expires 6/30/2012

### Additional documentation required for the original issue of a license

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

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USCG Regional Exam Centers (REC) locations updated 12/01/09.

To schedule an appointment: [http://www.uscg.mil/nmc/rec\\_information.asp](http://www.uscg.mil/nmc/rec_information.asp)

The generic phone number to reach any REC is 1 (888) 427-5662. The phone 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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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**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)

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Contact information of person providing reference.

Print Full Name \_\_\_\_\_

Address \_\_\_\_\_

City / State / Zip \_\_\_\_\_

Phone \_\_\_\_\_

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Additional Comments

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