



TRAINING RESOURCES MARITIME INSTITUTE

HOW TO SUBMIT YOUR USCG CREDENTIAL PACKET

There are three ways to submit your packet to a Regional Exam Center: by email, mail or in-person.

BY EMAIL:

- You must first make the payment at: www.Pay.Gov to be able to submit via email. Remember to print the receipt to include with your submitted packet.
- **Scan all required forms and paperwork into one PDF under 8MB.** Make sure all documents are readable and images are clear.
- **Rename both the PDF file and the subject line of your email as follows:** “Last name, First name Middle name, Original Credential Application”. *Example: “Doe, John Charles, Original Credential Application”*
- **For RENEWAL APPLICANTS, rename the PDF and subject line as follows:** “Last name, First name Middle name, Mariner Reference #”. *Example: “Doe, John Charles, MMC 1234567”*
- **For California email to Long Beach:** reclb@uscg.mil or **Oakland:** recoakland@uscg.mil

BY MAIL:

- Mail your packet to your local Regional Exam Center (see info below on selecting an REC). The USCG/National Maritime Center (NMC) do not want original documents. Send copies of your paperwork only and keep the originals safe in case the NMC requests the originals.
- Be sure to include a copy of your www.Pay.gov receipt if you paid online, or a check or money order made out to **U.S. Coast Guard**. On the “Memo” line write your full name and mariner reference # OR the last 4 digits of your social security number.

Addresses for the California REC’s:

LONG BEACH

USCG Regional Examination Center
501 W. Ocean Blvd
Suite 6200
Long Beach, CA 90802

OAKLAND

USCG Regional Examination Center
Oakland Federal Bldg. North Tower
1301 Clay Street, Room 180N
Oakland, CA 94612-5200

IN PERSON:

- If you are planning to take your packet to an REC, it is advisable to make an appointment online to ensure that there will be someone available to review your paperwork.
- Appointment Scheduling Link: <https://booknow.appointment-plus.com/ppb1pzg/>
- **Have all forms and paperwork required by the NMC completed prior to appointment.** The REC/NMC do not want original documents. Provide copies only.
- You can pay in-person by check, credit card, or money order, or pre-pay online at www.Pay.Gov.

There are 17 Regional Exam Centers in the US, to select the REC nearest you visit: www.dco.uscg.mil/nmc/recs. REC’s hours, address, and email link will be listed.

Once your paperwork has been submitted and logged by the USCG, you will receive an email with your reference number. This will allow you to track your application status at: <http://www.uscg.mil/nmc> by clicking on the application status button on the home page and entering your information. Your paperwork will then be forwarded to the National Maritime Center. If you do not receive an email confirmation call the NMC directly at: 888-427-5662.