



TRAINING RESOURCES MARITIME INSTITUTE

PAY.GOV INSTRUCTIONS

Please use the following instructions to make the payment for your Merchant Mariner Credential application via www.Pay.Gov. When submitting your application, please ensure that you include a copy of your receipt.

YOU MUST HAVE AN EMAIL ADDRESS TO PAY ONLINE

INSTRUCTIONS:

1. Go to <http://www.pay.gov>.
2. Go to the box: "Pay a Merchant Mariner User Fee"
3. Click on "Pay it Right Here"
4. Click on "Continue to the Form"
5. Complete the form:
 - a. Enter in your personal contact information
 - b. Select the Regional Exam Center where you will be sending your application (Example: Long Beach - CA)
 - c. SELECT WHAT CREDENTIAL YOU ARE APPLYING FOR:
(Example below is for an original Captain's credential)

| Please select what you need to pay for | | Questions? Click here to Chat | | | | | | | | |
|----------------------------------------|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------|-----------------|--------|--------------|---------|-------------------|-----------------|
| Credential Category | Officer Endorsements only | <table border="1"><tr><td>Evaluation Fee</td><td>\$100.00</td></tr><tr><td>Examination Fee</td><td>\$0.00</td></tr><tr><td>Issuance Fee</td><td>\$45.00</td></tr><tr><td>Total Fees</td><td>\$145.00</td></tr></table> | Evaluation Fee | \$100.00 | Examination Fee | \$0.00 | Issuance Fee | \$45.00 | Total Fees | \$145.00 |
| Evaluation Fee | \$100.00 | | | | | | | | | |
| Examination Fee | \$0.00 | | | | | | | | | |
| Issuance Fee | \$45.00 | | | | | | | | | |
| Total Fees | \$145.00 | | | | | | | | | |
| Type of Endorsement | Original Officer Endorsement \$100.00 | | | | | | | | | |
| Additional Endorsements | | | | | | | | | | |
| Examination/Testing Fees | Course in Lieu of Exam: \$0.00 | | | | | | | | | |
| Issuance Fees | Pay MMC issuance fee now \$45.00 | | | | | | | | | |

No fees are required for the evaluation or issuance of **STCW endorsements**, **Medical Certificates**, or **documents of continuity**.

PDF Preview

Continue

Step-by-step instructions continued on next page...

- **1st drop down tab: Credential Category SELECT ONE**
 - (Example): Officer Endorsements only (For original and renewal Captain's credentials)
 - Captain's Licenses, Masters, Mates
- **2nd drop down tab: Type of Endorsement SELECT ONE**
 - (Example): Original Officer Endorsement \$100 (For 1st time Captain's)
- **3rd drop down tab: Additional Endorsements GREYED OUT**
- **4th drop down tab: Examination/Testing Fees SELECT ONE**
 - (Example): Course in Lieu of Exam \$0 (If you attended an approved course and are not testing at a REC)
 - Or select the appropriate exam fee to test at a REC
- **5th drop down tab: Issuance Fee**
 - Pay MMC issuance fee now \$45

You can choose to pay this later; however, it will delay the credential being issued until the fee is paid.

Note: We suggest anyone submitting an application for evaluation who has concerns that they may not qualify due to health conditions or past convictions, not pay the issuance fee until they are approved for the credential.

6. Click "Continue"
7. Select payment method and then click on "Next"
8. Enter in your payment information and then click on "Review and Submit Payment"
9. Verify all information is correct and "Authorize the Charge"
10. Click on "Print Receipt"

Please ensure that you include a copy of your receipt with your application.