



TRAINING RESOURCES MARITIME INSTITUTE

ORIGINAL CREDENTIAL CHECKLIST

“Captain’s License – Master 100TN and Below” (as of June 2020)

This checklist is based off the US Coast Guard National Maritime Center (NMC) National Deck Officer Credential Checklists. It includes the list of documents and requirements that need to be completed and submitted.

NEED HELP SUBMITTING YOUR PAPERWORK?

TRLMI OFFERS CREDENTIAL & CONSULTING SERVICES: For more details on services and fees contact the school or visit our website at: www.TRLMI.com – Resources Tab.

— **MERCHANT MARINER CREDENTIAL APPLICATION (FORM CG-719B):** The main purpose of the application is to notify the NMC of all the credentials and endorsements you are applying for. On page 3 of 5, in Section II, of the application, you must check the applicable boxes and list the credentials and endorsements you are applying for. **If you answered yes to any of the conviction questions you need to complete the USCG Conviction Statement Form (CG-719C).**

— **MERCHANT MARINER OATH FORM:** The oath may be administered by a licensed notary or a designated official at a USCG Regional Exam Center (REC). Fees may apply for notary services.

— **SEA TIME:** You can submit both recreational and commercial sea time. Sea time is documented on either the **SMALL VESSEL SEA SERVICE FORM (CG-719S)** or **MARITIME EMPLOYER letterhead**. If you are submitting sea time from your own boat, you ***MUST*** include proof of ownership. Time on other boats ***MUST BE SIGNED BY THE OWNER OR CAPTAIN***. When submitting sea time for an original credential, you can only list ***your position as an “operator or deckhand.”*** See sample sea time letter and Sea Time Requirements handout in the packet.

— **TRLMI TRAINING COURSE CERTIFICATE:** Complete TRLMI’s USCG Approved course which meets the examination requirements. The course certificate is ***valid for 1-year*** from the date of completion.

— **Adult CPR/ 1st AID CERTIFICATE:** Hold a valid card that meets requirements or complete an USCG Approved course. Certification must have been taken ***within 1-year*** of your application submission. An example approved course is: The American Red Cross Adult & Pediatric 1st Aid/CPR/AED **CLASSROOM ONLY COURSE**.

— **CHEMICAL TESTING REPORT:** This is a **5 Panel DOT drug urinalysis** and must be administered by a **SAMHSA approved lab**. You can either submit the following statement on **MARITIME EMPLOYER or CONSORTIUM letterhead**, or have a test completed at a lab. Lab test results or a letter must be ***dated within 6-months*** of your application submission. See sample random drug testing letter or use the **Periodic Drug Testing (FORM CG-719P)** in the packet. ***“During the previous 185 days, John 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 CARD or RECEIPT (Transportation Worker Identification Credential):** This is a specific background check for mariner’s that is administered through a TSA/TWIC office. Other background checks and clearances are not transferable. Include either a copy of your TWIC card or the payment receipt with your submission.

— **US PASSPORT/CARD OR US BIRTH CERTIFICATE:** Enclose a copy of either to show proof of US Citizenship.

— **USCG CREDENTIAL PROCESSING FEE RECEIPT: \$145.00** for the Evaluation and Issuance. The preferred method of payment is to pre-pay online via www.pay.gov. Additional fees apply if you request the open book exam or additional services. Include a copy of the payment receipt/confirmation email. If submitting by mail include a copy of the receipt/email, or a check or money order, made payable to: The United States Coast Guard. Instruction on how to use www.pay.gov are included in the packet.

— **MEDICAL CERTIFICATE APPLICATION (FORM CG-719K):** This exam is recommended to be administered by an occupational health facility that is familiar with the USCG mariner medical form. Be sure that all sections of the 10-page form are completed. The medical form must be ***completed and dated within 12-months*** of your submission

All USCG forms are available for download at: www.dco.uscg.mil/nmc/forms. If you are filling the forms out by hand use black ink and print legibly. All forms requiring signatures must be signed by hand only. Electronic signatures are not accepted. For further information contact the USCG/NMC directly at: 888-427-5662 – Eastern Standard Time