



TRAINING RESOURCES MARITIME INSTITUTE

RE-INSTATING AN EXPIRED CREDENTIAL CHECKLIST

“National 3rd Mate up to Master 500/1600TN” (as of June 2020)

This checklist is based off the US Coast Guard National Maritime Center (NMC) National 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 them in the description box. In addition, you will **“REQUEST APPROVAL TO TEST”** at an REC. Note: You will have 1-year from the date of approval to test.

MERCHANT MARINER CREDENTIAL: Enclose a copy of your EXPIRED MMC photo page and all pages listing credentials and endorsements held or MMC certificate.

SEA TIME: Evidence of expired credential or you must submit **90 sea days in the last 3 years**. Sea time is documented on either the **SMALL VESSEL SEA SERVICE FORM (CG-719S)**, **MARITIME EMPLOYER letterhead or Discharge Form**.

TRLMI Exam Prep-Course: (Optional) Complete TRLMI’s prep course for Upper Tonnage credentials: 3rd Mate up to Master 500/1600 TN. Contact schools for more details.

COURSES: (Optional) Refer to NMC checklists for additional courses required. Courses can be completed after application packet is submitted. *If courses are not completed prior to submission, the NMC will provide you with a detailed list of courses and requirements needed. A deadline will be assigned.*

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: \$ Varies Minimum \$100 fee for Evaluation. **Additional fees apply for Issuance and testing at a REC which can be paid at a later date.** The preferred method of payment is to pre-pay online via www.pay.gov. 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