



TRAINING RESOURCES MARITIME INSTITUTE

CREDENTIAL RENEWAL CHECKLIST

“Captain’s License – Master 200TN and Below” (as of June 2020)

This checklist is based off the USCG National Maritime Center (NMC) National Deck Officer Credential Renewal Checklist. 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 renewing or adding. 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 would like to have your renewal credential issued immediately and decline to have this issues expiration date coincide with the expiration date on the current credential, check the box at the bottom of page 3 of 5.

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

PROFESSIONAL REQUIREMENTS: *Complete one of the following:*

1. **SEA TIME:** Submit at least **360 days of sea time since the date your credential was last issued**. Sea time is documented on either the **SMALL VESSEL SEA SERVICE FORM (CG-719S)** or **MARINER 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**. See sample sea time letter. If you do not have the required sea time, complete one of the below options.
2. **COURSE:** Complete TRLMI’s USCG Approved 1-Day **Deck License Refresher Course** if your license is a *Master 200TN or below*. The course certificate is **valid for 1-year** from the date of completion. Include a copy of the course completion certificate with your submission.
3. **EXAMS:** Pass the USCG **comprehensive take-home open-book exams**. To request the exams include the following statement on the Application form in Section II, Description box: **“I AM REQUESTING THE OPEN BOOK RENEWAL EXAM.”** Additional fee required.

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.”**

(Optional) TWIC CARD or RECEIPT (Transportation Worker Identification Credential): Most mariners **DO NOT** have to renew their TWIC. If this applies to you, on the Application form check the box on the top of page 4 of 5. If your work or employer requires you to have a current TWIC, do not check that box and include a copy of your renewed TWIC or receipt.

PAYMENT RECEIPT: Renewal Fee is \$95.00 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