



TRAINING RESOURCES MARITIME INSTITUTE

FOR ACTIVE DUTY MILITARY ONLY ORIGINAL CREDENTIAL CHECKLIST

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

This checklist is based off the US Coast Guard (USCG) 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 all the credentials and endorsements you are applying for.

MERCHANT MARINER OATH FORM: The oath may be administered by a military or civilian 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 military and civilian sea time. When submitting sea time for an original credential, you can only list your position as an “operator or deckhand.” If you are currently attached to a small boat unit the sea time **must be on command letterhead**. To have past military sea time evaluated by the NMC submit copies of **your service record Transcript of History**. Examples of appropriate military sea time are: small boat operator, or a deck position on a ship. Civilian sea time is documented on the **SMALL VESSEL SEA SERVICE FORM (CG-719S)**. If you are submitting sea time from your own boat, you **MUST** include proof of ownership. Time on other civilian boats **MUST BE SIGNED BY THE OWNER OR CAPTAIN**. See sample military sea time letter and Sea Time Requirements handout in the packet.

TRLMI TRAINING COURSE CERTIFICATE: Complete TRLMI’s USCG Approved Captain’s course which meets all examination requirements for this credential. 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 command letterhead, or have a test completed at a civilian lab. Lab test results or a letter must be **dated within 6-months** of your application submission. See sample military consortium participation 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: Fee = ZERO. As of May 26, 2020, all evaluation and issuance fees have been waived for active duty military. USCG Notice and sample letter included in packet. Or, the \$145 fee can be paid via www.pay.gov. Additional fees may apply. Include a copy of the email confirmation with your submission.

MEDICAL CERTIFICATE APPLICATION (FORM CG-719K): This exam can be performed by your command medical personnel, or a civilian occupational health facility. 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 application 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