

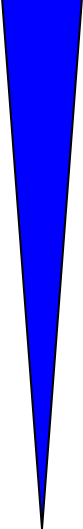


Merchant Mariner Licensing and Documentation (MLD) Program

Mariner File Organization

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Mariner Application Submittal to NMC Checklist

TOP	Date	Mariner Name:	REF:	X / NR
File Contents:				
		1 Camera set-up form with two passport photos (MMD and STCW only).		
		2 User fee sheet or Pay.Gov receipt		
		3 Application (CG 719B) (w/oath for original license and MMD only)		
		4 Written statement (who, what, where, when, and why) to any applicable "yes" answers and anything that pertains to the convictions i.e. court documentation		
		5 Physical (CG 719K) or Entry Lvl Physical (CG 719K/E), if applicable include any amplifying information from physician.		
		6 Drug Screen (CG 719P) or a letter from a marine employer or a drug consortium		
		7 Sea service		
		8 Course certificates - sighted (i.e. Radar, Master, or OUPV courses, 1st Aid/CPR)		
		9 Three (3) character references. (For original license only)		
		10 Two unexpired forms of identification per MLD-FM-REC-105. Proof of citizenship is required for first original credential (required at each application for foreign national).		
		11 Social security card or letter from Social Security Administration indicating assigned number – Sighted (For original transactions and first time vetting applicants only)		
		12 SF-86		
		13 Authorization for release of information (Optional)		
BOTTOM		14 Copies of all credentials held (If Applicable)		

MMLD / LiveScan Requirements:				
		15 Create new application in MMLD w/credential(s) transaction status of "REQUESTED" and record user fee payment(s) if applicable.		
		16 Initiate vetting request (Status Request & Remark) and transmit fingerprints. See MLD-WI-NMC5-10 and NMC 03-06 for requirements.		
		17 Check "Request NDR" box (If Applicable). See NMC 03-06 for requirements.		
		18 MMLD correspondence entry: Method: "MAIL" – Summary: "Application mailed to NMC this date." * The date of this entry <u>must</u> coincide with the actual mail date of the application(s).		
		Pilotage Requirements (Other than Renewals & Duplicates)		
		19 Endorsement credential created in MMLD; REC retains route info & copy of 719B		
		20 MMLD Correspondence Entry: "[Evaluator's name] is evaluating Pilotage info"		
		Local Limited License (Other than Duplicates)		
		21 Original credential created in MMLD; REC retains route info & copy of 719B		
		22 MMLD Correspondence Entry: "[Evaluator's name] is evaluating Local Limited License info"		

Transfer:

Prepare a per box packing list of all applications to include applicant last name, first name, & MMLD reference Number (Do not use applicant SSN). Include a copy in the box & e-mail a copy to: ARL-DG-NMC5USGC.

The e-mail must indicate shipment date, courier used & box tracking number.



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Mariner Application Submittal to NMC Checklist Instructions

CRITICAL ERRORS

If any of the below items are missing, applications may be returned to the REC

(Box #1) Camera Set-up Form

- At least one photo
- Signed

(Box #2) User Fee Sheet

- Record of payment

(Box #3) Application (CG719B)

- Check for mariner address (RECs should strongly encourage accurate phone # and/or email)
- Check for next of kin name and address - "None" or "None Provided" is acceptable (Phone number not required)
- Check for signatures and dates where appropriate (Section III, Section V NDR, Section VI)
- If original, check for oath signed, dated and witnessed
- Written statement (who, what, where, when, and why) to any applicable "yes" answers and anything that pertains to the convictions i.e. court documentation

(Box #5) Physical

- All blocks must be completed
- Signed and dated (within 12months) by medical practitioner

(Box #6) Drug Screen

- May be a form from a testing facility.
- May be letter from **mariner's employer** with the following statement:
"During the previous 185 days been subject to a random testing program 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 required by this part."
- Dated within past 180 days.

(Box #10) Identification

- Two unexpired forms of identification per MLD-FM-REC-105(03). Proof of citizenship is required for first original credential (required at each application for foreign national).
- Social security card or letter from Social Security Administration indicating assigned number – Sighted (**For original transactions and first time vetting applicants**)

(Box #15, 16) MMLD Requirements

- Create new application in MMLD w/credential(s) transaction status of *"REQUESTED"* and record user fee payment(s) if applicable.
- Initiate Vetting Request (Status Request & Remark) and transmit fingerprints.

GENERAL ERRORS

If any of the below items are missing, NMC will work with the REC to correct

- 1) Application checklist (page 1) not completely filled out: (a) Applicant's name, (b) MMLD reference #, (c) All blocks dated and signed, (d) All MMLD Entry blocks signed and dated
- 2) User fee properly documented in MMLD
- 3) Date on application when REC received application from mariner
- 4) MMLD correspondence entry stating file transferred to NMC
- 5) NDR request