# NATIONAL MARITIME CENTER



Welcome to the National Maritime Center's Renewal Wizard.

This tool is designed to help Mariners

with questions regarding renewal of their credentials.





Renewing your credential falls under Title 46 Sections 10, 11, and 12 of the

Code of Federal Regulations

### MERCHANT MARINER CREDENTIALS



We have changed the look and feel of the Merchant Mariner Credential.

If you are RENEWING your credentials then this is where you want to be.

The new credential looks very similar to a US Passport.

Continue

### MERCHANT MARINER CREDENTIAL



United States of America

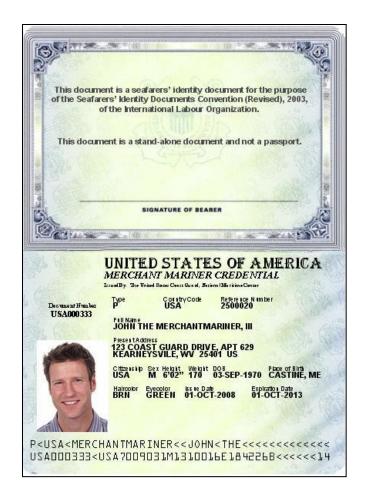
## MERCHANT MARINER CREDENTIALS



 If you currently hold a Merchant Mariner Credential or Document then select next.

• If you want to add or upgrade your endorsement then select Upgrade.





## **REQUIREMENTS FOR RENEWAL**



For a complete listing of all requirements, please visit the GPO's CFR website.

Continue

### Code of Federal Regulations





### FEES FOR RENEWAL

Merchant Mariner Renewal cost is \$95, \$50 evaluation fee and \$45 issuance fee , which includes modification or removal of scope or limitation; and Original MMC with radio officer endorsements.

This does not include TWIC fees.

Continue

### **Renewal Fees**



You can find more information about fees at <u>https://www.pay.gov/paygov/</u>

# AMERICAN CITIZEN

### **Renewal Wizard**

The renewal wizard will help you with your questions.

If you are a United States citizen then select "Yes".

If not , select "NO" for foreign mariner information.



### Are you an US citizen?



# NATIONAL MARITIME CENTER

**United States Citizenship Requirements and Exceptions** 



With few exceptions you must be a United States citizen in order to obtain a Merchant Mariner Credential.
Except for individuals applying for endorsements as operators of uninspected passenger vessels (OUPV) authorizing service on undocumented vessels in accordance with §11.201(d) of this part.

Exceptions Continue

### CG FORM 719B APPLICATION



All Mariners MUST complete an application (CG 719 B) in order to renew their Merchant Mariner Credential.

#### Continue

### **Required Information**

Section I - Personal Data

Section II - Type of Transaction

Section III - Narcotics, DWI/DUI, and Conviction Record

Section IV - Character References – Not Required.

Section V - Mariner's Consent

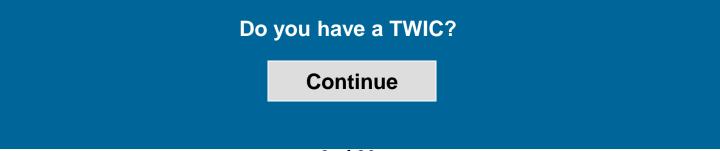
<u>CG 719 B</u>

# <u>TWIC</u>

### **Transportation Workers Identification Credential**



You must hold a Transportation Worker Identification Credential (TWIC). If you do not have a TWIC, your application for MMC will not be processed.



# <u>TWIC</u>

### **Transportation Workers** Identification Credential



If you do not have a TWIC, please apply for one before mailing this application. TWIC is required!

#### Continue

#### You MUST have a TWIC Card!

### (Federal Code)

If you do not have a TWIC, then select the TWIC Application button to apply for one. It is extremely important that you complete this requirement before applying for your credentials.

## Not doing so will result in the return of your application.

### **TWIC Application**

### **Transportation Workers Identification Credential**

### TWIC CARD

Please provide a copy of your TWIC card or enrollment receipt with your application.

Failure to comply with the federal regulation will cause your application to be returned.

### Continue



Failure to obtain or hold a valid TWIC serves as a basis for the denial of an application for an original, renewal, new endorsement, duplicate, or raise of grade of a Mariner's Credential and may serve as a basis for suspension and revocation under 46 U.S.C. 7702 and 7703.

## MEDICAL EXAM

### **Medical Exam**



In order to renew your credential you must complete a physical exam. Have your doctor complete <u>CG-719K</u> - entry level rating can use a <u>CG-719K/E</u>.

Please continue for more information.

Continue

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# MEDICAL EXAMS

#### **Medical Requirements for Renewal**



Please select "Continue" for information regarding 'Errors or Omissions' which can delay the issuance of your credential.

### Continue

All Mariners MUST complete a physical exam (<u>CG-719K</u>), which is subject to CG review for a fitness for duty determination, before a credential will be issued.

According to <u>46 CFR Part 10.215.d.1</u>: a medical exam must be documented and of such scope to ensure that there are no conditions that pose an inordinate risk of sudden incapacitation or debilitating complication. These reports (46 CFR 215.f) must be submitted within 12 months from the date signed by the licensed medical professional.

# **COMMON ERRORS**

#### **Common Errors**



Please review your physical form for these errors. Submitting your application with any of these errors will cause serious delays.

Click the Medical Condition button to review these types of issues.

**Medical Conditions** 

Did your doctor sign the form and put his/her license number?

**Missing uncorrected vision (Section III)** 

Uncorrected vision tested with corrective lenses (Section III)

Missing pulse rate/rhythm (Section II)

No response to medication section (Section VI)

**Missing field of vision (Section III)** 

Hearing not marked as normal or impaired.

Incomplete applications will cause delays

# **TOP 5 MEDICAL CONDITIONS**



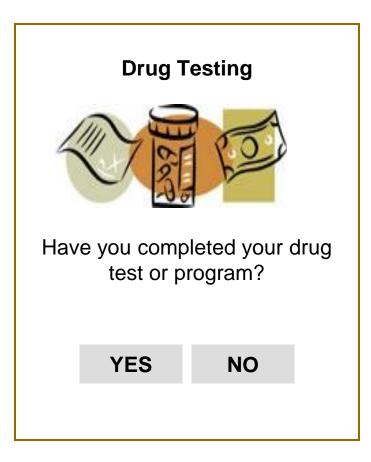
Mariners are encouraged to print the sections which address their medical conditions and take it with them to their Primary Care Managers when completing their physical exam (CG-719K). Applicable medical documentation should be submitted at the time of application to facilitate a fitness for duty determination.

### Continue

- A) <u>Cardiac disease; Implantable</u> <u>Cardiac Defibrillators</u>
- B) Diabetes
- C) <u>Psychiatric disorders</u>
- D) <u>Sleep apnea</u>
- E) <u>Chronic use of narcotic or</u> <u>benzodiazepine medication</u>

For more information regarding medical conditions, reference NVIC 04-08 by <u>click here</u>.

# DRUG TEST



You must complete a DOT 5 Panel Drug Test (CG-719P) from a certified lab or be enrolled in approved drug testing program

Please visit NMC website in regards to drug testing approved labs and tests.

NMC Website

# DRUG TEST

**Drug Test** 



You must provide the results of your drug test from an approved lab, or results of random drug testing program that meets the <u>requirements</u> of 46 CFR 16.230 with your application.

Only DOT 5 Panel drug test from a certified lab will be accepted (SAMHSA 5 Panel).

Certified Labs Continue



### Sea Service Documentation

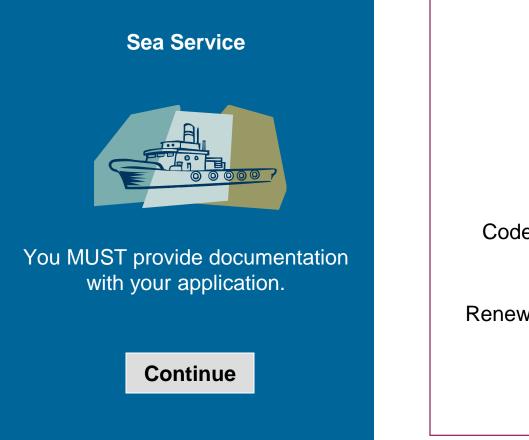


It is up to each US Merchant Mariner to provide all military transcripts, certificates of discharge, or self certification as proof of your sea service. Missing documentation will delay your application.

Continue

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# **SEA-TIME SERVICE**





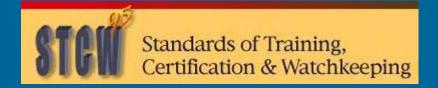
Code of Federal Regulations 46 CFR 11.211

Renewal Sea Service Calculator

**Click Here** 

# <u>STCW</u>

### **Standards of Training Certification and Watchkeeping**



Each candidate for a renewal of an STCW endorsement must meet the applicable requirements of §11.202 of this chapter and must meet the requirements of section A–VI/2, paragraphs 1 to 4 of the STCW Code (incorporated by reference in §10.103).

### Do you meet the STCW requirements?



# <u>STCW</u>



Each renewal may have a required training component. If you are doing a straight renewal then you need to review the general requirements of the CFR.

#### Continue

### Standards of Training Certification and Watchkeeping

If you are looking for the Approved Courses, Code of Federal Regulations, or STCW click on the following buttons.

**Approved Courses** 

**Federal Regulations** 

STCW

# NMC CHECKLIST



Here you will find a list of hyperlinks that will help you complete your application. All applications must be mailed or dropped off at your local REC.

### Continue

- <u>Application 719B</u>
- •Call Center IASKNMC
- •Check List
- •Drug Testing
- •Medical Forms
- •<u>STCW</u>
- •<u>TWIC</u>
- •<u>User Fees</u>
- •REC Locations

## **APPLICATION**



### Congratulations – you are ready to start the application!

Application	NMC Website	Feedback

End of the Wizard!