National Maritime Center (NMC)
Providing Credentials to Mariners

Tips:

DUE TO NEW REGULATIONS, EFFECTIVE APRIL 15, 2009 …

- **TWIC: All applicants must provide proof of owning, or having applied for, a TSA-issued Transportation Worker Identity Credential (TWIC). REC's cannot accept applications that do not include this item.**

- **APPLICATIONS BY MAIL: All Coast Guard credential transactions may be accomplished by submitting COPIES (rather than originals) and by using MAIL (rather than submitting them in person).**

- **TERMINOLOGY: The Coast Guard no longer issues licenses, MMD's, Certificates of Registry, or STCW certificates. These have been replaced by the Merchant Mariner Credential (MMC), which holds a mariner's:**

   A. **OFFICER ENDORSEMENTS (formerly known a license authorities),**
   B. **RATINGS ENDORSEMENTS (formerly known as MMD ratings), and**
   C. **INTERNATIONAL ENDORSEMENTS (formerly known as STCW capacities).**

TO MAKE AN APPOINTMENT AT REGIONAL EXAMINATION CENTER (REC) OAKLAND:

A. Call the National Maritime Center (NMC) Call Center at 1-888-IASKNMC (1-888-427-5662),
    or
B. Make your own appointment on the web.

Go to http://www.uscg.mil/nmc/.

1. Click on "REC Information",

2. Click on "Appointment Scheduler".

3. Using the drop-down menu under "Appointment Locator", select the location "REC Oakland".

4. Use the "Select Service" drop-down box to select the appropriate type of appointment.

5. Scroll down to view some basic requirements for this type of application and the required fees. At the bottom of the screen is a calendar. Click on the date for the appointment.

6. Click in any time cell that is not grayed out to select the appointment time.

7. Scroll down to view all enterable fields and fill the boxes with the requested information.

    a. APPLICATION APPOINTMENT:

    "USCG Reference Number": If the purpose of this appointment is to submit an application or additional information and it is for your original USCG credential, or if your Reference Number is not on your current credential, you may leave the "USCG Reference Number" field blank.

    If you are a returning mariner, and your application is for something other than an original USCG credential, place your "Mariner Reference Number" in the "Login" box & your last name (up to any hyphen) in the "Password" box. Please email us at d11-pf-regionalexamcenter@uscg.mil for a login & password if you are having trouble or want to change your password.

    "Reason for Appt.": Fill in the "Reason for Appointment" box with the capacities requested or already held.

    b. EXAM APPOINTMENT:

    "USCG Reference Number": If the purpose of this appointment is to take an exam, find your Reference Number on the "Approved to Test" letter from NMC and enter it in the "USCG Reference No. field. (It is the number after the slash in the file number located in the upper right corner of your "Approved to Test" letter.)

    "Reason for Appt.": Enter the number of exams in the "Reason for Appointment" box as "Exam- X modules" or "Exam-1 module" as appropriate with the number of modules filled in as listed on the NMC "Approved to Test" letter.

8. Click on "Finalize Appointment" to finish. If your email was entered, you will receive a confirmation email.