



December 10, 2009

SUBMISSION OF MERCHANT MARINER CREDENTIAL (MMC) APPLICATIONS TO REGIONAL EXAMINATION CENTERS (RECs) USING E-MAIL

Beginning January 4, 2010, the Coast Guard will begin accepting credential applications at the 17 Regional Examination Centers using e-mail. This bulletin provides basic information on how mariners can submit credential application packages using e-mail.

INSTRUCTIONS FOR E-MAILING APPLICATIONS TO AN REC:

- **E-mail only complete application packages that meet the Coast Guard's [Application Acceptance Checklist](#) requirements.**
- **The subject line of your e-mail *must* be:**
Your Last Name
Your First Name
Your Middle Initial
Your Mariner # (if known)
- **Attach a complete application in .pdf format not exceed 10 MB in size.**
- **Applications must be scanned at a resolution not to exceed 300 dpi.**
- **The e-mail attachment must include a copy of your TWIC or TWIC application receipt.**
- **User fees (if applicable) must be paid using www.pay.gov. The e-mail attachment must include a copy of your [pay.gov](http://www.pay.gov) user fee receipt.**

E-MAIL YOUR APPLICATION TO ONE OF THE FOLLOWING RECS:

Anchorage, AK	REC-ANC-AppSubmission@uscg.mil
Baltimore, MD	REC-BAL-AppSubmission@uscg.mil
Boston, MA	REC-BOS-AppSubmission@uscg.mil
Charleston, SC	REC-CHA-AppSubmission@uscg.mil
Honolulu, HI	REC-HON-AppSubmission@uscg.mil
Houston, TX	REC-HOU-AppSubmission@uscg.mil
Juneau, AK	REC-JUN-AppSubmission@uscg.mil
Long Beach, CA	REC-LOS-AppSubmission@uscg.mil
Memphis, TN	REC-MEM-AppSubmission@uscg.mil
Miami, FL	REC-MIA-AppSubmission@uscg.mil
New Orleans, LA	REC-NEW-AppSubmission@uscg.mil
New York, NY	REC-NYC-AppSubmission@uscg.mil
Oakland, CA	REC-OAK-AppSubmission@uscg.mil
Portland, OR	REC-POR-AppSubmission@uscg.mil
Seattle, WA	REC-SEA-AppSubmission@uscg.mil
St. Louis, MO	REC-SLM-AppSubmission@uscg.mil
Toledo, OH	REC-TOL-AppSubmission@uscg.mil

Questions regarding this new submission process should be directed to the NMC Mariner Information Call Center at 1-888-IASKNMC (1-888-427-5662). We thank you for your continued support and patience as we continue to improve service to mariners.

Sincerely,

David C. Stalfort
Captain, U. S. Coast Guard
Commanding Officer