

SAMPLE General Sea Service Letter
Company's/Ships Letter Head

Date

From: (See: 46 CFR 11.211 for specific information)

To: United States Coast Guard
National Maritime Center (NMC)
100 Forbes Drive
Martinsburg, WV 25404

Subject: ACCUMULATION OF <EMPLOYEE'S> SEA SERVICE

Dear NMC:

Please be advised that <employee name> <mariner identification number> is/was employed by our company as a <position>. The following is an accumulation of <employee name>'s sea time.

Vessel Name	Official Number	Vessel Type	Propulsion	GRT	HP	Position	Route	Begin Date	End Date	Days Underway

Days Underway in the past 3 years: _____ Days Underway in the past 5 years: _____.
Total Days Underway: _____. The listed sea service consists of <8 OR 12> hour days underway. By documenting 12 hour day service, I am attesting that 12 hour days have been authorized by the United States Coast Guard, per each vessel's manning requirements.

Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious, or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned for not more than 5 years or both (18 U.S.C. 1001).

I certify that this statement is true and correct to the best of my knowledge and is in accordance with the warning notice listed above (18 U.S.C. 1001).

<SIGNATURE BY AUTHORIZED COMPANY REPRESENTATIVE>
<PRINTED NAME OF AUTHORIZED COMPANY REPRESENTATIVE>
<CONTACT NUMBER IF DIFFERS FROM LETTERHEAD>