

Pay.Gov Instructions

Please use the following instructions to submit payment for your credential via Pay.gov. When submitting your application, please ensure that you include a copy of your receipt.

1. Go to www.pay.gov.
2. Click **Make a Payment**, located under **Welcome to Pay.gov**.
3. Click **USCG Merchant Mariner User Fee Payment**, located under **Find a Form** and **United States Coast Guard**.
4. Click **Continue to Form**.
5. Enter all required information under **Applicant/Mariner Details**.
6. Select the appropriate type of payment from the drop-down menus under **Please select what fee you need to pay for**.
 - Some fields may be left blank depending on what you are paying for.
 - Check the total fees to the right of the screen. If the fees are correct, select **Continue** at the bottom of the page.

NOTE: Not all applications require an examination fee. If a fee is applicable, it can be paid at the same time as your evaluation fee, or you can choose to pay it prior to going to the Regional Exam Center to test.

NOTE: The issuance fee can be paid at the same time as your evaluation fee, or you can choose to pay it at a later date. Your completed credential cannot be mailed until this fee is paid.

7. Click **Continue**. This will take you to the **Payment Information** page.
8. Use your debit/credit card or bank account to submit payment. Choose your method of payment and click **Next**.
9. Fill in required account information and click **Review and Submit Payment**.
10. Once you click **Review and Submit Payment**, you will be provided with a summary of your payment. If the information is correct, click **Submit Payment**.
11. You will be provided with a receipt page. Save a copy for your records and print another one for your application packet.

NOTE: You MUST send a copy of your receipt with your application.