

DEPARTMENT OF HOMELAND SECURITY  
U.S. Coast Guard  
**APPLICATION FOR MERCHANT MARINER CREDENTIAL (MMC)**

OMB No. 1625-0040  
Exp. Date: 06/30/2012

**Section I – Personal Data** See instructions at the end of the application for completing this form.

1. Legal Name: (Last                      First                      Middle                      Suffix) <i>(Alias(es) or Maiden Name(s) if applicable)</i>					2a. SSN	
2b. Reference Number <i>(if applicable)</i>		2c. Alien Registration Number (ARN) <i>(if applicable)</i>			3. Date of Birth (DD/MM/YYYY)	
4. Citizenship/Nationality	5a. Place of Birth (City)	5b. State	5c. Country	5d. Color of Eyes	5e. Color of Hair	

**Mariner Information** *(Please indicate best method(s) of contact by checking the appropriate box(es))*

6a. Home Address <b><i>(PO Box NOT acceptable)</i></b>			6c. Phone Number		
City	State	Zip Code	6d. Alternate Phone		
6b. Delivery/Mailing Address, if different <b><i>(PO Box acceptable)</i></b>			6e. Email address		
City	State	Zip Code	6f. Other		

**Next of Kin/Emergency Contact** *(Please indicate best method(s) of contact by checking the appropriate box(es))*

7a. Name & Mailing Address, City, State, Zip Code Same address as above			7b. Relationship <i>(Optional)</i>		
			7c. Phone Number <i>(Optional)</i>		
City	State	Zip Code	7d. Cell Phone <i>(Optional)</i>		
			7e. Email Address <i>(Optional)</i>		

**Section II – Requested Coast Guard Credential(s)** See instructions at the end of the application for completing this form.

**Credential or Endorsement Type(s) Requested:**

Endorsement Category	Transaction Type <i>(Check All That Apply: See Instructions for Definitions and Additional Requirements for the transaction below)</i>					
	Original	Renewal	Duplicate	Raise of Grade or New Endorsement	Increase in Scope	Document of Continuity
Officer						
Qualified Rating						
Entry Level						
STCW						

**Description of Endorsement(s) Desired:** Include all appropriate information – Officer *(i.e. Deck – Master/Mate/Propulsion/Tonnage/Route OR Engineer Grade – 3<sup>rd</sup> AE; DDE/Propulsion/Horsepower) Ratings (i.e.: Able Seaman, Tankerman, QMED, Lifeboatman)*

FOR RENEWAL TRANSACTIONS ONLY: I request to have my merchant mariner credential (MMC) issued immediately and decline having its issuance coincide with my previous credentials expiration date.

If I am not approved for the endorsement I have requested, I wish to be approved for the highest endorsement for which I am qualified *(e.g. I want AB Limited if I am not approved for AB Unlimited)*



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**Section III – Mariner’s Consent/Certification (Continued)**

10. Oath (*Mandatory for Original Only*):

I do solemnly swear or affirm that I will faithfully and honestly, according to my best skill and judgment, and without concealment and reservation, perform all the duties required of me by the laws of the United States. I will faithfully and honestly carry out the lawful orders of my superior officers aboard a vessel.

11. Applicant’s Signature

**X** Signature of Applicant

Date

An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The Coast Guard estimates that the average burden for this report is 10 minutes. You may submit any comments concerning the accuracy of this burden estimate or any suggestions for reducing the burden to: Commanding Officer, U.S. Coast Guard National Maritime Center, 100 Forbes Dr. Martinsburg, WV 25404 or Office of Management and Budget, Paperwork Reduction Project (1625-0040), Washington, DC 20503.

**PRIVACY ACT STATEMENT**

In accordance with 5 U.S.C. § 552a(e)(3), THE FOLLOWING INFORMATION IS PROVIDED TO YOU WHEN SUPPLYING PERSONAL INFORMATION TO THE U.S. COAST GUARD.

1. AUTHORITY WHICH AUTHORIZED THE SOLICITATION OF INFORMATION: A. 46 U.S.C. § 7101, 7302, 7305, 7314, 7316, 7319, 7502, 31 U.S.C. § 7701, PUBLIC LAW 93-579, SECTION 7. B. SEE 46 CFR PARTS 10 AND 12.
2. PRINCIPLE PURPOSES FOR WHICH INFORMATION IS INTENDED TO BE USED: A. TO ESTABLISH ELIGIBILITY FOR A MERCHANT MARINER'S CREDENTIAL, DUPLICATE CREDENTIAL, OR ADDITIONAL ENDORSEMENTS ISSUED BY THE U.S. COAST GUARD. B. TO ESTABLISH AND MAINTAIN A CONTINUOUS RECORD OF THE PERSONS CREDENTIAL TRANSACTIONS. C. PART OF THE INFORMATION IS TRANSFERRED TO A FILE MANAGEMENT COMPUTER SYSTEM FOR A PERMANENT RECORD.
3. THE ROUTINE USES WHICH MAY BE MADE OF THE INFORMATION: A. TO MAINTAIN RECORDS REQUIRED BY 46 U.S.C. 7319 AND 7502. B. TO ENABLE ELIGIBLE PARTIES (*i.e. the mariner's heirs or properly designated representative*) TO OBTAIN INFORMATION. C. TO PROVIDE INFORMATION TO THE U.S. MARITIME ADMINISTRATION FOR USE IN DEVELOPING MANPOWER STUDIES AND TRAINING BUDGET NEEDS. D. TO DEVELOP INFORMATION AT THE REQUEST OF COMMITTEES OF CONGRESS. E. TO PROJECT BILLET ASSIGNMENTS. F. TO PROVIDE INFORMATION TO LAW ENFORCEMENT AGENCIES FOR CRIMINAL OR CIVIL LAW ENFORCEMENT PURPOSES. G. TO ASSIST U.S. COAST GUARD INVESTIGATING OFFICERS AND ADMINISTRATIVE LAW JUDGES IN DETERMINING MISCONDUCT, CAUSES OF CASUALTIES, AND APPROPRIATE SUSPENSION AND REVOCATION ACTIONS.
4. WHETHER OR NOT DISCLOSURE OF SUCH INFORMATION IS MANDATORY OR VOLUNTARY (*REQUIRED BY LAW OR OPTIONAL*) AND THE EFFECTS ON THE INDIVIDUAL, IF ANY, OF NOT PROVIDING ALL OR PART OF THE REQUESTED INFORMATION: DISCLOSURE OF SOME INFORMATION, SPECIFICALLY THE SOCIAL SECURITY NUMBER (SSN), IS MANDATORY. THE SSN IS A METHOD USED TO ASSOCIATE A MARINER WITH A PARTICULAR MARINER RECORD AS WELL AS ASSOCIATING ANY PAYMENT(S) TO THAT RECORD. OTHER INFORMATION IS VOLUNTARY, BUT FAILURE TO PROVIDE MAY RESULT IN NON-ISSUANCE OF THE REQUESTED CREDENTIAL(S).

## APPLICATION FOR MERCHANT MARINER CREDENTIAL (MMC) INSTRUCTIONS

**Instruction: See Figure 1 (*additional Requirements*) on the last page of these instructions for further guidance regarding information you may be required to submit with the application. Attach additional sheets if you cannot fit all information in a block.**

### Section I: Personal Data

- I.1 **Legal Name:** Enter complete legal name. Include any aliases you have used and your maiden or prior name(s).
- I.2a **Social Security Number:** If you are applying for an original credential, enter your SSN.
- I.2b **Reference Number:** If you have been credentialed by the Coast Guard in the past, enter your reference number.
- I.2c **Alien Registration Number:** If you are a legal alien, also enter your alien registration number (*ARN*).
- I.3 **Date of Birth:** If applicant is under 18 years of age, notarized statement from legal guardian is required. Attach a notarized statement, signed by a parent or legal guardian, authorizing the Coast Guard to issue a credential.
- I.4 **Citizen:** If not a U.S. citizen, please indicate country of nationality.
- I.5a-c **Place of Birth:** City, State, Country. If born outside the United States, leave State blank.

### Section I: Mariner Contact Information (*Please indicate best method(s) of contact by checking the appropriate box(es)*). *If NMC is unable to contact you, it could cause delays in processing your application*)

- I.6a **Home Address:** Principle place of residence. **PO Box is NOT acceptable.**
- I.6b **Delivery/Mailing Address:** The address to which you want all correspondence and issued credentials sent. If blank, correspondence and credentials will be sent to the Home Address.
- I.6c **Phone Number:** Provide a primary phone number.
- I.6d **Alternate Phone:** Provide an alternate phone number if available.
- I.6e **E-mail Address:** The NMC may attempt to contact you via e-mail. You will receive automated e-mail updates regarding the status of your application.
- I.6f. **Other:** Please provide additional means of communicating with you (*satellite phone, work phone, etc.*) if available.

### Next of Kin/Emergency Contact: (*Check the box for preferred contact method*)

- I.7a **Next of Kin / Emergency Contact:** Name & Mailing Address, City, State, Zip Code
- I.7b **Relationship:** Provide relationship status to next of kin listed on application. (*i.e. Mother, Father, Spouse*)
- I.7c **Phone Number:** Phone number to contact the person listed in the event of an emergency.
- I.7d **Alternate Phone:** Provide a cellular phone number, if available.
- I.7e **E-mail Address:** Provide an e-mail address for Next of Kin listed.

### Section II: Requested Coast Guard Credential(s)

**Transaction Type:** Place a check in the box for each transaction type that applies.

**Original:** An applicant must apply for an original MMC if they have never held any Coast Guard issued credential or if the first credential issued to applicant after their previous credential was revoked pursuant to 46 CFR. Complete the application and ensure all mandatory documents are contained with application.

**Renewal:** A credential may be renewed at any time during its validity and for one year after expiration; you must be qualified to renew all Domestic /STCW Officer and Rating endorsements to receive a new five year expiration date. An MMC renewal-only transaction will automatically be issued with a date that coincides with the expiration date of your previous credential or a date that is 8-months from the time the Coast Guard accepted your application, whichever is sooner. Page 1, Section II of this form provides you the opportunity to decline this post-dating feature and receive your MMC immediately.

**Duplicate:** In the event of a lost credential, a statement describing the circumstances of the loss must be submitted with the application. The duplicate will have the same authority, wording and expiration date as the lost credential. If a person loses a credential by shipwreck or other casualty that causes damage to a ship, a duplicate will be issued free of charge as per 46 CFR. If a person loses a credential by other means and applies for a duplicate, the appropriate fee set out in 46 CFR must be paid. No application from an alien for a duplicate credential will be accepted unless the alien complies with the requirements of 46 CFR.

**Raise of Grade or New Endorsement:** Is defined as an increase in the level of authority and responsibility associated with an officer or rating endorsement. You must first hold an MMC before an endorsement is issued for a Raise of Grade and/or Increase in Scope (*i.e. Raise of Grade of 3<sup>rd</sup> mate to 2<sup>nd</sup> mate will not change the expiration date unless renewal requirements are met for all other endorsements on MMC*).

**Increase in Scope:** Increase in scope may include a change in horsepower, propulsion or tonnage limitations, or geographic route restrictions. You must first hold an MMC before an endorsement is issued for a Raise of Grade and/or Increase in Scope. Endorsements maintain the same expiration date as the credential being endorsed.

**Document of Continuity:** Documents of continuity do not expire, do not require medical or security evaluations, and do not require fees. They are a record of competencies previously held and do not authorize the holder to sail in any capacity listed thereon.

**Description of MMC or Endorsement Desired:** All Mariners will receive a single Merchant Mariner Credential. Describe all capacities and limitations both domestic and STCW including tonnage, waters, propulsion mode, horsepower, ratings (*Ordinary Seaman, Able Seaman, QMED-Oiler, etc.*), purser, doctor, radio operator, continuity, etc.

**NOTE: Entry Level Ratings:** There are no professional requirements needed when applying for entry level credential. Ratings may include Ordinary Seaman, Wiper, and/or Stewards Department / Stewards Department (*Food Handler - F.H.*). Per 46 CFR Part 10, applicants requesting Stewards Department (F.H.) will be required to submit a statement attesting applicant is free from communicable disease.

### Section III: Mariners Consent/Certification

III. 1 **TWIC Information:** Unless specifically exempted, the Coast Guard must have evidence that you hold a valid TWIC or, for original applicants, that you have enrolled for a TWIC and are awaiting the results. With the exception of applicants for Documents of Continuity, no mariner credential will be issued until the Coast Guard receives information from the TSA that you are currently or have previously been approved to hold a TWIC.

Exemptions from holding a valid TWIC:

- a. Mariners applying for a Document of Continuity are not required to enroll for a TWIC.
- b. Mariners who are inactive or not operating under the authority of their credential. This exemption will cease to exist if the mariner subsequently chooses to work under the authority of their credential.
- c. Mariners who serve on vessels that are not required to have a vessel security plan. These vessels include:
  - i. Uninspected passenger vessels of less than 100 gross register tons (*GRT*); and
  - ii. Vessels inspected under subchapter T of Title 46 Code of Federal Regulations, except those on international voyages; and
  - iii. Towing vessels not involved in towing barges inspected under 46 CFR subchapters D, I or O; and
  - iv. Towing vessels involved in fleeting, docking, or ship assist as excepted in Title 33 CFR, Section 104.105(a)(11).

This exemption will cease to exist if the mariner subsequently chooses to work under the authority of their credential on vessels not specifically exempted.

III. 2 **Mariner Outreach System (MOS):** This is an optional program. Applicant will need to select whether Yes, they would like to participate, or No, they do not wish to participate in the Mariner Outreach System, by selecting either of the check boxes.

III.3 **Drug Use:** Has applicant used dangerous drugs, including marijuana within the past 10 years? Check YES or NO. Applicant must provide evidence of having passed a chemical test for dangerous drugs or qualify for an exemption from testing as per 46 CFR.

III.4 **Convictions:** Original applicants are required to list all convictions including military court martials and driving related convictions other than minor traffic violations. For renewals and endorsements, list all of those convictions not previously reported to the Coast Guard on a Merchant Mariner Credential application. If you are unsure what you previously reported, you are encouraged to provide a complete list of all convictions. Failure to report convictions will delay your credential and may result in denial.

III.5 **National Driver Registry (NDR):** No MMC will be issued as an original or reissued with a new expiration date, and no new officer endorsement will be issued, unless the applicant consents to an NDR check as per 46 USC 7505.

III.6 **Continuity:** Credentials issued for continuity purposes are not valid for use.

III.7 **Consent:** Applicants under the age of 18 must attach a notarized statement of parental/guardian consent.

III.8 **Third Party Release:** If you want the NMC to be able to discuss, release, or receive information/documents regarding your credential application with a third party (*spouse, employer, school, union, etc.*) you must provide specific guidance to the NMC regarding what issues we may discuss and with whom. You may allow release of all information to certain individuals or entities. If you limit the release of certain information you must be specific by making a selection on the application or by attaching additional documentation. For each selection made, ensure the Name of the Organization or Third Party, Organization Point of Contact (*if applicable*), Address and Phone Number is completed. If you wish to provide multiple Third Party Releases, attach additional pages as needed. A sample may be found on the NMC website: <http://www.uscg.nmc/>.

III.9 **Certification:** Applicant certifies that the information provided is true and correct.

III.10 **Oath:** Every person who applies for an original MMC must first take an oath. The applicant must sign and date the application stating they have taken the oath. Failure to sign will result in the application being returned.

III.11 **Signature and Date:** Failure to sign and date the application will result in the application being returned.

<b>Figure 1:</b>								
<b>Attachment to Include:</b>	<b>Endorsement Categories and Transaction Types</b>							
The following attachments are required for transactions to the right.	Original Entry Level Rating Endorsement	Qualified Original Rating Endorsement	Original Officer Endorsement	Renewal	Duplicate	Raise of Grade/New Endorsement	Increase in Scope	Doc. Of Continuity
Statement of Loss ( <i>Duplicate</i> )								
User Fees: Copy of Receipt from <a href="http://www.pay.gov">www.pay.gov</a>								
Oath ( <i>For original only</i> )								
Complete Physical CG 719K ( <i>Last 12 Months</i> )								
Complete Physical CG 719K ( <i>Approved Last 36 Months</i> )								
Complete Physical CG 719K/E ( <i>Last 12 Months, Entry Level Applicants Only</i> )								
Three Letters of Recommendation								
Drug Screen								
Copy of All Current Credential(s)								
Sea Service								
Notarized Statement from Legal Guardian for Applicants < 18 YOA								
<p>* If the only qualified rating being sought is Lifeboatman, then CG 719K/E submission is acceptable.</p> <p><b>Any questions or for assistance, contact NMC Customer Service Center: 1-888-IASKNMC (1-888-427-5662) or <a href="http://www.uscg.mil/nmc/contact_iasknmc.asp">http://www.uscg.mil/nmc/contact_iasknmc.asp</a></b></p>								