

USCG Application Checklist

LISTEN TO AUDIO EXPLANATIONS (RESOURCES TAB) FOR HELP

Complete paperwork in ink or type. If you make a mistake draw **one** line through it, make the correction, and initial it. Forms found at www.thebestofkeywest.com. Forms may be originals or copies.

() Send to: USCG Miami REC, Claude Pepper Federal Building, 51 SW 1st Avenue, 6th Floor, Miami, FL 33130-1608. Tel. 800-982-9374. <http://www.uscg.mil/nmc/recs/mia.asp>

() TWIC Card (copy front and back) or TWIC confirmation letter- this takes care of identification and fingerprinting requirements. A copy of an expired TWIC card can be used for renewals. Call 855-347-8371 or <https://universalenroll.dhs.gov/locator> to make appointment. For renewals you may copy expired TWIC card for ID purposes.

() **ORIGINAL** CPR/First Aid Card. Must not expire in less than 1 year. They will send it back. Not needed for renewals.

() Drug Screening completed by a SAMHSA approved lab (within 6 months) or be a member of an approved random testing program (get **original** membership letter from consortium or send card). They will return card. Mariners who apply for licenses or MMD must provide proof of a drug test. A Drug test must be conducted within six months of the submittal date of your application. Results of the test must be included with your application. All drug tests must be conducted in accordance with "Procedures for Transportation Workplace Drug Testing Programs" 49 CFR 40 and done by laboratories certified by the Substance Abuse and Mental Health Services Administration (SAMHSA), an agency of the Department of Health and Human Services. "Dangerous Drug" under the Department of Transportation Rules include: Marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines. Ensure the test is limited to these five drugs, commonly called the NIDA 5 Panel". All qualifying random and periodic drug testing programs must also meet these requirements.

() Physical Exam (within 1 year) on the approved Coast Guard form at All applicants for original or renewal licenses or documents must undergo a physical examination. (Except original 0.5. Wiper, Steward's Dept. F.H. documents) The results of this exam should be recorded on the Coast Guard Form CC-7 19K and shall attest to the applicant's vision acuity, hearing, color sense and general physical condition. All sections of the form must be completed and the form must accompany your application package. Also, if you wear glasses or contacts, ensure your physician checks and records both your uncorrected and corrected vision on the form. **IMPORTANT:** The physical exam must be conducted within one year of the submittal of the application.

() 3 Letters of Reference (can be on the same form) this includes the (print) name and signature, address, phone number with area code and occupation of the person providing the reference. This can be on original company letterhead. A direct relative may not provide a reference. The reference should contain a statement similar to "I, the undersigned, certify from personal knowledge that the above applicant is a person of temperate habits and of good character and recommend him/her as a suitable person to be entrusted with the duties of the station for which application is made. This is for originals only and is not needed for renewal.

() Complete application. Complete Personal Data. In the Box “Applying For” write in all licenses and endorsements that you wish to be evaluated for (OUPV NC, Mate, Master, Assit. Tow, Aux. Sail, etc.) Complete Section III and attach written documentation where needed. Be Honest. Section V, Sign National Driver Registry Statement (mandatory) and Mariner’s Tracking System (Optional). In Section VI - Be sure to sign the top oath. Sign lower oath (**for originals only**) must be notarized (i.e. bank notary) where it says “official must witness”.

() Complete Sea Service Forms – one for each vessel. This can be either the Small Vessel Sea Service Form or Company Letterhead Form which may include more than one vessel per form. Never claim more days than there are in a month. Certification of time on your own vessel: You must provide proof of ownership for your vessels (copy of one of the following: registration, documentation, title, insurance policy, dockage fees, yard bill, trip tickets, or fuel bills) . You may only self certify service on vessels under 200 gross tons.

Verification of Sea Service: There are several options to verify sea service: You may use the Sea Service Form, or a letter from your employer on company letter head; a letter from the vessels owner, Certificates of Discharge, and for Military service, a transcript of Sea Service.

() Enclose \$145 check or money order made out to the USCG. Put it on top of the application and include SS# on check. \$95 for renewals.

() Enclose Captains Marine Certificate. It expires 1 year after the completion of the class. For originals only.

License Requirements: OUPV (6 pk) – Show 360 days, with at least 90 days in the past 3 years, and with 90 days in the ocean for a near coastal license. Tonnage is 100 tons and 100 miles off shore. All licenses require the applicant to be a U.S. citizen except, an Operator of Uninspected Passenger Vessel (OUPV) license limited to undocumented vessels less than 5 net tons,. Non-citizens who possess an alien registration card or visa and hold social security cards authorizing employment can apply for an OUPV license. Assisted Tow: Same requirements as the OUPV Renewals show 360 days since last issue date.

Master – Show 720 days, with 90 in the past 3 years, and 360 days in the ocean for a near coastal license. Tonnage: if all time is on vessels 16 tons or less – 25 ton license; To receive a 50 ton limitation you need either 360 days on vessels of 17 GRT or higher, OR 180 days on vessels of 26 GRT or higher. If 360 days are on vessels over 34 tons or 180 on vessels over 50 tons – 100 ton license. All are 200 miles off shore. Auxiliary Sail: Must have Masters with 720 days total with 360 days on sailing vessels (included in the 720 days).

General Course Information

1. Listen to the introduction.
2. Start with Safety, then Deck General, then Navigation General, Rules of the Road and Plotting (plot lightly in pencil)
3. Memorize the Rules of the Road Rhyme Sheet (last two pages in packet).
4. Learn 100% of the Final Review Quiz Questions and plot the five plots on your chart to bring with you the day of the testing. We will check them prior to testing.
5. Testing begins at 9:00 am.