

**PRINT FORMS THEN OPEN RESOURCE PAGE AND LISTEN TO
AUDIO INSTRUCTIONS**

USCG Renewal Application Checklist

Complete paperwork in ink or type. If you make a mistake draw **one** line through it, make the correction, and initial it. Forms found on **Resource** page 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.

() TWIC Card (copy front and back) TWIC card may be expired...no need to renew. Copy expired card (front and back) then check exemption box on page 5 (top) of application. Or call 866-347-8942 if you wish to renew.

() **PRINT FORM** on **Resource** page Drug Screening completed by a SAMSHA approved lab (within 6 months) or be a member of an approved random testing program (get membership letter from consortium).

All 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 (SAMSHA), 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 solely to these five drugs, commonly called the NIDA 5 Panel". All qualifying random and periodic drug testing programs must also meet these requirements.

() **PRINT FORM** on **Resource** page Physical Exam (within 1 year) on the approved Coast Guard 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.

() **PRINT FORM** on **Resource** page 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, Assisted 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. Notorized oath is for originals only not renewals.

() **PRINT FORM** on **Resource** page Complete Sea Service Forms – one for each vessel. This can be either the Small Vessel Sea Service Form states "number of days served seaward (means ocean) and shoreward (means inland)." or Company Letterhead Form **PRINT FORM** www.thebestofkeywest.com 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 for the entire time you claim service. You may only self certify service on vessels under 200 gross tons. A minimum of 360 days is required for renewals for OUPV and Masters licenses.

Verification of Sea Service: There are several options to verify sea service: You may use the Sea Service Forms (enclosed with this package); a letter from your employer on company letter head; a letter from the vessels owner (signature of owner must be notarized), Certificates of Discharge, and for Military service, a transcript of Sea Service.

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

All forms on Resource page at www.thebestofkeywest.com