



## USCG Application Guidelines

Congratulations on completing the Captain's Course at Confident Captain/Ocean Pros!

Use this guide to help you properly put together your paperwork package. If you have questions that you are unable to find answers to in the packet, we would be happy to assist you but please read this thoroughly and gather all of your questions before contacting us.

Your certificate from Confident Captain is good for one (1) year from the date of issue so please make sure to submit your certificate along with your application to the USCG in time.

One of the first steps should be to start the TWIC application process (page 16). This involves two visits to your local enrollment center. Please make an appointment to guarantee your visit rather than walking in. This process can take many weeks and the timing is unpredictable. Confident Captain / Ocean Pros will not be held responsible for this.

Processing time with the USCG is also very unpredictable and it could take many months. Confident Captain / Ocean Pros will not be held responsible for this and it is your responsibility to submit your paperwork to the Coast Guard.

How to use this guide: This guide has been created by Confident Captain to help you throughout the application process. For the most up to date information regarding USCG credentials, please contact the USCG directly, or visit [www.uscg.mil/nmc](http://www.uscg.mil/nmc).



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## USCG Application Checklist

License Applications: Before submitting your application to the Regional Exam Center, please make sure that you have included the following items.

1. **Form CG719B Application for License**
2. **Notarized copy of the Merchant Mariners Oath** (46 USC) if mailing in your application
3. **Form CG719K Physical Examination Report** (must have been completed within the past 12 months by an MRO approved doctor, list available online at <https://www.mrocc.org/search.cfm>)
4. **Form CG719P USCG/DOT Periodic Drug Testing Form** (drug test must have been completed within the past 6 months)
5. **Three Character references**
6. **Form CG-719S Small Vessel Sea Service Form**
7. **Transportation Worker Identification Card (TWIC):** For more information about TWIC please visit [www.uscg.mil/nmc/twic/default.asp](http://www.uscg.mil/nmc/twic/default.asp) for more information. Failure to provide evidence that you either hold a valid TWIC (photocopy of TWIC) **or** have applied for a TWIC (TWIC application receipt) will result in your MMC application being returned to you.
8. Confirmation receipt from [www.pay.gov](http://www.pay.gov) showing that all applicable fees have been paid.
9. Confident Captain/Ocean Pros or USCG Approved **First Aid/CPR Certificates**
10. Confident Captain/Ocean Pros **Captain's Course Completion Certificates** and any endorsement (Sail or Tow) certificates you have received.

Forms referenced in this checklist are included in this packet but may also be downloaded by visiting:

[www.confidentcaptain.com](http://www.confidentcaptain.com)



## Application for License Instructions

When applying for your USCG Captain's License, it is essential that your Application for License, or Form CG-719 B, is completed in its entirety. Most of this form is self-explanatory but there are often questions that arise when mariners begin looking at Section II – Type of Transaction. To properly complete Section II, first gather all of your sea time and then reference the tonnage requirements for each license located on page 29-30 of this packet. On Form CG-719 B where it says "Applying For" write in whichever license you believe that you qualify for. An example would be "50 Ton Near Coastal Waters."

If you are going to mail in your application, on section VI, Certification and Oath, you must sign on the application but then have it notarized. Included in this package (page 8) is a form with the oath written out and room for notary information. Please sign both forms.

Please note that on Page 3 of CG-719B the mariner must check sign Section VI –

Certification of Oath but that Section VII and VIII are for USCG Use Only.

Navigate to the CG-719b form using this link: [http://www.uscg.mil/forms/cg/CG\\_719B.pdf](http://www.uscg.mil/forms/cg/CG_719B.pdf)

Merchant Mariner Oath  
46 USC

**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.**

\_\_\_\_\_  
Name (Printed)

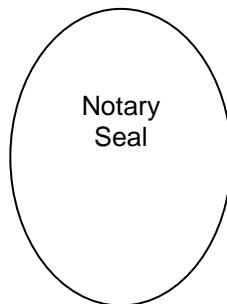
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Note: Do not sign until in the presence of a Notary or other official duly authorized to witness an oath.

Subscribed and affirmed before me in the county of \_\_\_\_\_,

State of \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.



\_\_\_\_\_  
(Notary's official signature)

\_\_\_\_\_  
(Commission expiration date)

## Local Resources

- **General Information about Physical Examinations:** Physical examinations fulfilling the USCG requirements can be done by any US licensed physician as long as it is on the Coast Guard form on the following pages.
- Locally the best place to go is Dr. Susan Green, at the Occupational Health Center (333 Valley Rd, Middletown, RI 02842). The price is \$125.00
- The doctor must complete the USCG form 719K and sign it. Physical exams must be completed no longer than 12 months before you submit your paperwork to the USCG to get your license.
- Contact: 1-401-619-1540
  
- **General Information about Drug Testing:** A drug test or certified program is required for all transactions EXCEPT endorsements, duplicates, and STCW certificates. ONLY a DOT 5 Panel (SAMHSA 5 Panel, formerly NIDA 5), testing for Marijuana, Cocaine, Opiates, Phencyclidine, and Amphetamines will be accepted. Please review form CG-719P for details of what is required and accepted by the National Maritime center. Drug testing must be completed at a facility that is approved by the USCG.
- Locally the best place to go is Dr. Susan Green, at the Occupational Health Center (333 Valley Rd, Middletown, RI 02842). The price is \$60.00
- Contact: 1-401-619-1540
  - For more MRO approved locations go to [www.aamro.com/find-an-mro.aspx](http://www.aamro.com/find-an-mro.aspx)

## Physical Examination Checklist

**When completing the CG-719K or CG-719K/E form, ensure that all blocks are filled in. Forms with missing information will incur delays in processing.**

- **Section III Medications:** Verify that ALL medications, vitamins, dietary supplements and/or performance enhancing substances are listed with the dosage and frequency. This includes both prescription and non-prescription substances.
- **Section IV Certification of Medical Conditions:** Review and verify the medical history as reported by the mariner. Medical practitioner should provide details of conditions as indicated on the form and aid the mariner in submitting the supporting medical documentation needed for the noted conditions. The requirements for this supporting documentation are listed in [NVIC 04-08](#).
  - See the [TOP 10 MEDICAL CONDITIONS](#) section of the NMC website for more information including supporting documentation requirements and evaluation information. For information and requirements for other conditions, see [NVIC 04-08](#).
  - Failure to provide the supporting medical documentation for noted conditions can lead to **significant** delays in processing and evaluation.
- **Section V(a) Visual Acuity:** Ensure that both corrected AND uncorrected visual acuity is recorded, if applicable.
- **Section V(b) Color Vision:** Ensure that test name and results are clearly marked. Use of color-sensing lenses is not authorized. Please contact the NMC for any questions regarding the tests listed or to determine if an alternative test is acceptable, prior to submitting the form.
- **Section VI Hearing:** Instructions as follows:
  - *Hearing Test* - If the medical practitioner conducting the general medical exam has concerns that an applicant's ability to hear may impact maritime safety, the examining medical practitioner, if not qualified to conduct the appropriate examinations, must refer the applicant to an audiologist or other hearing specialist to conduct an audiometer test and/or speech discrimination test, as appropriate.

- The audiometer test should include testing at the following thresholds: 500 Hz, 1,000 Hz, 2,000 Hz, and 3,000 Hz. The frequency responses for each ear should be averaged to determine the measure of an applicant's hearing ability. Applicants must demonstrate an unaided threshold of 20 decibels or less in each ear.
- The functional speech discrimination (FSD) test should be carried out at a level of 55 decibels. For issuance of an original MMC or endorsement, the applicant must demonstrate functional speech discrimination of at least 90 percent. For renewal or raise of grade, the applicant must demonstrate functional speech discrimination of at least 80 percent. An applicant who is unable to meet the standards of the audiometer test, but who can pass the functional speech discrimination test, may be eligible for a medical waiver in accordance with paragraph (g) of this section.
- **Documentation of abnormal hearing on page 5 or page 6 of the CG-719K form will require submission of an evaluation meeting the above mentioned testing guidelines. If audiogram results demonstrate an average threshold value of 30 dB or lower for each ear, the FSD testing will not be required.**
- **Section VII Physical Information/Physical Examination:**
  - Please ensure that all boxes are completed, including calculated Body Mass Index (BMI). Please use the Comments Section to describe any abnormalities found on physical examination or to elucidate on the Applicant's medical history/conditions from Section IV.
- **Section VIII Demonstration of Physical Ability:**
  - If the examining medical practitioner doubts the applicant's ability to meet the guidelines contained within this table, the practitioner should require that the applicant demonstrate the ability to meet the guidelines.
  - All demonstrations of ability should be performed by the applicant without assistance.



- Any prosthesis normally worn by the applicant and other aid devices such as prescription glasses may be used by the applicant in all physical demonstrations except when the use of such would prevent the proper wearing of mandated personal protective equipment (PPE).
- If an applicant is unable to meet any of the guidelines contained within the table on page 8 of the form, the examining medical practitioner should provide information on the degree or severity of the applicant's inability to meet the guidelines.

Link to CG-719K: [http://www.uscg.mil/forms/cg/cg\\_719k.pdf](http://www.uscg.mil/forms/cg/cg_719k.pdf)

For more information about completing the forms, check the NMC website here: [https://www.uscg.mil/nmc/credentials/forms/cg719k\\_instruction\\_guide.pdf](https://www.uscg.mil/nmc/credentials/forms/cg719k_instruction_guide.pdf)

## Drug Testing Information

### What are "dangerous drugs"?

**"Dangerous drugs"** – according to the Department of Transportation rules: marijuana, cocaine, opiates, phencyclidine (PCP), and amphetamines. Proof that you are free of dangerous drugs is required with your renewal application. Only a screening that tests for the five dangerous drugs is accepted. All tests must be conducted in accordance with "Procedures for Transportation Workplace Drug Testing Programs" in Title 49 Code of Federal Regulations (CFR), Part 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. All qualifying random and periodic drug-testing programs must also meet these requirements.

### Requirements

A drug test is required for all transactions EXCEPT endorsements, duplicates, and STCW certificates. ONLY a DOT 5 Panel (SAMHSA 5 Panel, formerly NIDA 5), testing for Marijuana, Cocaine, Opiates, Phencyclidine, and Amphetamines will be accepted.

### How do I prove that I am free of dangerous drugs?

Acceptable proof of meeting the drug testing requirements can be any one of the following:

A completed drug test form (report or letter) signed by the Medical Review Officer (MRO) or authorized representative of a consortium showing that you passed a chemical test for dangerous drugs conducted in accordance with 49 CFR 40 within the previous six months with no subsequent positive drug tests during the remainder of the six-month period.

A letter on company or consortium stationary signed by the authorized official that administers the drug testing program stating that you passed a pre-employment or periodic test for dangerous drugs within the previous six months with no subsequent positive drug tests during the remainder of the six month period.

A letter on company or consortium stationary signed by the authorized official that administers the drug testing program stating that you have been subject to random drug testing required by 46 CFR 16.230 for at least 60 days during the previous 185 days and did not fail or refuse to participate in any required chemical test.

If you are an active duty U.S. military member, a letter from your command stating that you have been subject to random drug testing for the past six months and have not failed or refused to participate in any required test. Random testing letters are not accepted for reserve military members since they are only subject to testing during monthly drills. However, if you are a reserve or active duty member and passed a required chemical test for dangerous drugs within the previous six months, then you may submit a letter from your command stating this.

## Drug Testing Directory Users Guide

### Finding a Test Site:

1. Search for a provider by going to the Drug & Alcohol Testing Industry Association website: <http://datia.org/directories/search-directory.html>.
2. Once here enter your ZIP code under Location and enter “50” under Limit Distance To.
3. Under Industry Accreditation Status, check “Accredited Collection Facility.”
4. Click “Start Search.” This will bring up a list of collection facilities within your area.

**NOTE:** *This directory is not maintained by the federal government and is provided to mariners as a convenience for informational purposes only. Mariners are advised to contact the testing facility of their choice directly to ensure it meets their needs as well as all Coast Guard requirements. The Coast Guard does not recommend or endorse any particular provider.*

*The business entity should be able to provide a one-stop service to include arranging for the collection of the specimen, laboratory analysis of the specimen at a Substance Abuse and Mental Health Services Administration (SAMHSA) accredited laboratory, and MRO services for review of the specimen results.*

*When arranging for the drug test services, ensure that you will be able to get the results (original or copy) back OR that the business will send the results to your local Regional Exam Center for processing.*

### Questions to ask the facility in order to ensure that it will meet Coast Guard requirements:

1. Can the facility perform DOT 5 Panel test that ONLY tests for Marijuana, Cocaine, Opiates, Phencyclidine, and Amphetamines?
2. Can you ensure that the laboratory the specimen will be sent to is accredited by SAMHSA?
3. Will the results be signed by a Certified Medical Review Officer (MRO)?

## Validating MRO/Lab:

You can obtain the MRO's name from the facility and visit <http://www.aamro.com> or <http://www.mrocc.com> to ensure the MRO is certified.

1. On the [AAMRO website](#), click "Locate a Certified MRO," enter the MRO's last name, and click "Search." If the doctor is a certified MRO, it will state (beside their name), "In good standing."
2. On the [MROCC website](#), click "Locate a Certified MRO," enter the MRO's last name, and click "Search Directory." If the doctor is a certified MRO, the MRO's name will appear.

You can also obtain the name of the laboratory the sample will be sent to and verify the laboratory is SAMHSA certified by visiting the NMC website (<http://www.uscg.mil/nmc>), clicking "Drug Testing," and then clicking "SAMHSA." Choose one of the current lists of Certified Labs. If certified, the laboratory name and address will be on the list.

## Things to look for:

1. The chain-of-custody form should have the words "Federal Drug Testing Custody and Control Form" on the top line. If those words are not present on the form in the top space, it is not a DOT (Federal) drug test and will not be accepted.
2. Make sure that the name, address, phone number, and fax number of the MRO appears in Step 1 on the top portion of the Custody and Control Form.

## After taking the test or having the specimen collected:

1. You should be given Copy 5 (Donor's Copy) to take with you. That is your copy and receipt that you have taken the drug test. THIS DOES NOT HAVE THE TEST RESULTS ON IT.
2. The test results should be available approximately 24 to 48 hours after the time that you had your specimen collected.
3. These drug test results need to be submitted with your completed application package to your local Regional Exam Center.

4. Acceptable proof of a drug test result can be any one of the following:

- Copy 2 of the Federal Drug Testing Custody and Control Form signed by the MRO. Make sure that the test result can be seen clearly.
- Completion of the DOT/USCG PERIODIC DRUG TESTING FORM (CG-719P), included in this application packet. The MRO needs to complete this form.
- A letter from the drug testing facility that contains all required information and is signed by the MRO.
- Option II or III listed on Page 2 of the DOT/USCG PERIODIC DRUG TESTING FORM (CG-719P).

For questions, please contact the NMC Customer Service Center at 1-888-427-5662.



## Character References

Please use the sample form found on the following page of this packet. This form may be signed by anyone besides a family member who certifies that you are a person of “temperate habits and good character” and is willing to recommend you as a person who is “well-suited for the responsibilities and duties required of a USCG-licensed person.”

Please note that the people who sign the character reference do not need to be related to the marine industry. The only stipulation is that they are not family members.

## SAMPLE - CHARACTER REFERENCES AS REQUIRED BY U.S. COAST GUARD

**APPLICANT'S NAME:**

Per [CFR 11.205 \(c\)](#) Character check and references. (1) Each applicant for an original officer or STCW endorsement must submit written recommendations concerning the applicant's suitability for duty from a master and two other individuals holding officer endorsements or licenses on vessels on which the applicant has served.

**First Reference:**

I, the undersigned, Certify from personal knowledge that the above named 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.

Name:

Address:

Phone:

Signature:

E-mail:

Recommendation:

**Second Reference:**

I, the undersigned, Certify from personal knowledge that the above named 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.

Name:

Address:

Phone:

Signature:

E-mail:

Recommendation:

**Third Reference:**

I, the undersigned, Certify from personal knowledge that the above named 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.

Name:

Address:

Phone:

Signature:

E-mail:

Recommendation:



## Transportation Worker Identification Credential (TWIC)

Failure to provide evidence that you either hold a valid TWIC (photocopy of TWIC) **or** have applied for a TWIC (TWIC application receipt) will result in your MMC application being returned to you. In order to get a TWIC follow the instructions below:

1. Navigate to <https://www.tsa.gov/for-industry/twic> and click 'Apply Online'
2. On the left side of the TWIC homepage, click "Apply for a TWIC" and it will prompt you through the entire process.
3. Towards the end of this application process, you will be able to schedule a time to go in and appear in person to complete the application process at an enrollment center. Please make an appointment rather than walking in to guarantee an appointment time. Please note that the closest enrollment centers are located in Warwick, RI, New London, CT, New Bedford, MA and Pocasset, MA.
4. When going to the enrollment center, please make sure you have all of the required information by visiting this website: <https://universalenroll.dhs.gov/faq#general>
5. When applying for your TWIC, make sure to check off "Merchant Mariner" on your formal application. If this is not checked off, the USCG will not be allowed to access your account and most likely your application will be denied. At your appointment you will also be asked this same question so be sure to answer accordingly.
6. When you go to your appointment, make sure to check in advance what type of payment the facility accepts and bring the appropriate form of ID. If you have a US Passport, this makes things very easy for them. The cost of the TWIC as of 12/29/15 is **\$128.00**
7. Ultimately it will take two visits to have the TWIC card in hand. Under certain circumstances you may be able to apply to the USCG after the first visit once you have the application in.
8. For more information, call the TWIC Program Help Desk at 1-855-DHS-UES1 (1-855-347-8371)





## Small Vessel Sea Service Form CG-719S

When documenting your sea time, it is important to note that this form, CG-719S is used only for vessels under 200GT. Please note that one form should be completed for each vessel.

- Section I: outlines all of the information about the vessel; all indicated boxes should be completed in order to ensure that your sea time is accounted for.
- Section II: each candidate should write in the days per month, per year that he or she was on the specified vessel. It is important to be truthful with your sea time.
- Section III: needs to be signed by an owner, operator, or master of the vessel. Please note that if the candidate is the owner of the boat, he or she may sign off on his or her own sea time.

For help determining sea time, please see the documents on the next few pages that deal with tonnage determinations and boundary lines.

Navigate to this webpage to access the form: [http://www.uscg.mil/forms/cg/CG\\_719S.pdf](http://www.uscg.mil/forms/cg/CG_719S.pdf)

For specific questions regarding sea time, please contact the National Maritime Center online at <https://www.uscg.mil/nmc/csc/default.asp> or call 1-888-IASKNMV (1-888-427-5662) or email them: [iasknmc@uscg.mil](mailto:iasknmc@uscg.mil)

## USCG Boundary Line Points

1. Kendall Head
2. 44-54-45N, 66-58-30W
3. 44-51-45N, 66-00-59W
4. West Quoddy Head Light
5. Sail Rock Lighted Whistle Buoy 010
6. 44-37-30N, 67-09-48W
7. Frenchman Bay Approach Lighted Whistle Buoy "FBE"
8. Mount Desert Light
9. Matinicus Rock Light
10. Monhegan Island Light
11. Portland Lighted Horn Buoy "OPO"
12. Boon Island Light
13. Cape Ann Lighted Whistle Buoy 420
14. Boston Lighted Horn Buoy "OLE"
15. Race Point Light
16. Chatham Light
17. Pollack Rip Entrance Lighted Horn Buoy "PR"
18. Great Round Shoal Channel Lighted Buoy 2
19. Sankaty Head Light
20. Nantucket Island (westernmost extremity)
21. Wasque Point (southwesternmost extremity)
22. Gay Read Light
23. Block Island Southeast Light
24. Montauk Point

## Sea Time Requirements and Tonnage Calculation

**Master 100 GT Requirements\*:** Students that take the 100 GT course will be given one of the following licenses at either 25GT, 50GT, or 100GT based upon successful completion of the course and amount and type of his or her documented sea time.

- Master Inland:
  - 360 days of sea-time since the age of 13
  - 90 of the 360 days must be within the last 3 years
  - 50% of the 360 days must have been acquired since the age of 16
- Master Inland/OUPV:
  - 360 days of sea-time since the age of 13
  - 90 of the 360 days must be within the last 3 years
  - 90 of the 360 days must be outside the “boundary lines” (See below)
  - 50% of the 360 days must have been acquired since the age of 16
- Master Inland/Mate Near Coastal:
  - Requirements:
    - 360 days of sea-time since the age of 13
    - 90 of the 360 days must be within the last 3 years
    - 180 of the 360 days must be outside the “boundary lines” (See below)
    - 50% of the 360 days must have been acquired since the age of 16
  - Tonnage:
    - If all time is under 5GT, candidate will receive 25GT license
    - If 1 day is over 5GT, candidate will receive 50 GT license
    - If 90 days are on vessels over 50GT, candidate will receive 100GT license
    - If 180 days are on vessels over 34GT, candidate will receive 100GT license
- Master Near Coastal (To 100 NM offshore):
  - Requirements:
    - 720 days of sea-time since the age of 13
    - 90 of the 720 days must be within the last 3 years
    - 360 of the 720 days must be outside the boundary lines
    - 50% of the 720 days must have been acquired since the age of 16
  - Tonnage:
    - If all time is under 5GT, candidate will receive 25GT license
    - If 1 day is over 5GT, candidate will receive 50 GT license
    - If 180 days are on vessels over 50GT, candidate will receive 100GT license
    - If 360 days are on vessels over 34GT, candidate will receive 100GT license



## Application Fees and Pay.Gov Instructions

In order for your application to be complete, please include a copy of your receipt from Pay.Gov. Please use the instructions below to easily pay the fee online.

1. Navigate to <https://www.pay.gov/public/form/start/4795779/>
2. The site will prompt you to pay all appropriate fees. Be sure to keep a copy of the receipt for your records.

### Fees:

- Page 1: Original MMC w/officer endorsements; or Officer endorsement raise of grade; and New officer endorsement: **\$100.00**
- Page 2: Since you have already taken the examination at Confident Captain/Ocean Pros, you do not need to pay an examination fee however, you do need to pay the **\$45.00** issuance fee



## When Your Application is Complete

When your application is complete and you have compiled everything that is on the checklist found on page 2 of this packet, you need to send your paperwork a USCG Regional Exam Center (REC). The closest USCG REC to Confident Captain is the Boston Regional Exam Center. Please note that if your application is complete, you do not need to go in person to the REC, you only need to email, fax or mail it. Please use the information below to contact the Boston REC.

Instructions for E-mailing Applications to an REC:

1. Select an REC, and completely fill out all necessary application forms, using the Coast Guard's Application Acceptance Checklist as a guide for required documents.
  2. The e-mail attachment(s) must include a copy of your TWIC or TWIC application receipt.
  3. User fees (if applicable) must be paid using [www.pay.gov](http://www.pay.gov). The e-mail attachment(s) must include a copy of your pay.gov user fee receipt.
  4. Completed applications must be scanned at a resolution not exceeding 300 dpi, saved in PDF format, and not exceeding 8 megabytes (MB) in size. If e-mail size (including attachments) exceeds 8 MB, send documents in multiple e-mails.
  5. Look for the Email Application button at the bottom of the REC's webpage.
  6. The subject line of your e-mail must be: (Last name, first name, middle name, mariner reference #). Example: (Mariner, Johnny, L, #####).
- Note: New applicants will not have reference numbers.

7. Ensure all attachments are included, then send.

Please use the minimum number of e-mails to send your application and attachments.

Email Address for the Boston rec is: [REC-BOS-AppSubmission@uscg.mil](mailto:REC-BOS-AppSubmission@uscg.mil)

For other REC locations, please visit this website: [www.uscg.mil/nmc/recs/default.asp](http://www.uscg.mil/nmc/recs/default.asp)

### Address:

U.S.Coast Guard  
**USCG REC**  
455 Commercial Street  
Boston, MA 02109-1045  
Phone: 1-(888) 427-5662

### Hours:

Monday through Friday 8am-4pm  
Closed on all Federal holidays

Confident Captain/ Ocean Pros  
Tel: (401)849-1257  
[confidentcaptain.com](http://confidentcaptain.com)