



Checklist for original license as Master or Mate of Self-propelled Vessels, less than 200 gross tons

1. *Proof of Citizenship and Security Screening:* Apply for, or have been issued, a Transportation Worker Identification Credential (TWIC). To learn how to apply visit www.tsa.gov/twic. As part of the TWIC enrollment, the applicant's identity is verified and a digital photo recorded. On the TWIC application, **be sure to check the box "Mariners"** for the industry in which you are employed. The results of the security screening and photo are provided to the Coast Guard for processing. In addition, provide a copy of your birth certificate in your Coast Guard application package.

2. *Complete and include the following in your application package:* Use only **black** ink on Coast Guard application forms.

- ☐ TWIC – Photocopy of both front and back.
- ☐ User Fees – Total \$240 (\$100 evaluation fee, \$95 exam fee, \$45 issue fee). Check or money order payable to U.S. Coast Guard, or paid via www.pay.gov (preferred). If you use www.pay.gov, print receipt and include with your application package.
- ☐ Application Form (CG-719B) *Even though this form expired 01/31/2016, it is still the current form in use.*
 - >Write in next-of-kin name in block 7 of Section I.
 - >Check "Officer, Original" and write in "Master (or Mate) of Self-propelled Vessels of less than 200 gross tons" in Section II.
 - >Include the route you are applying for in Section II. The routes may be one or more of the following: Rivers, Western Rivers, Inland, Great Lakes. Notes: A Western Rivers route is only applicable to towing licenses, but the CG will write Western Rivers on Master of Self-propelled Vessels licenses for those with service prior to March 24, 2014. **Call first.** You must have at least 90 days of service on Great Lakes to apply for a Great Lakes route. The route(s) you apply for determines the exams you will take.
 - >See CG NMC checklist for service requirements and tonnage calculation.
 - >Do **not** check TWIC exemption box in block 1 of Section III.
 - >Read the wording in block 2 of Section III carefully. "Have you ever..." means just that. The CG is very efficient at discovering past encounters with law enforcement. Even juvenile records may be examined. If you check "Yes" to any of the questions in block 2, then you must also complete a Disclosure Statement for Convictions (CG-719C)
 - >You **may** designate a "Third Party" in Section IV to work directly with the CG NMC.
 - >Do **not** check box 4c in Section IV.
 - >Merchant Mariner Oath – Sign and date the application form in block 6 of Section IV in the presence of a **Notary**. (No longer required to be completed in the presence of a Coast Guard official.) The Notary signs and dates with stamp in block 6.
- ☐ Conviction Statement (CG-719C) – Written disclosure of all convictions not previously reported to the Coast Guard. *Even though this form expired 01/31/2016, it is still the current form in use.* See the instructions on the form to find out what must be reported.



- ☐ Application for Medical Certificate (CG-719K) *Even though this form expired 01/31/2016, it is still the current form in use.*
 - >Any licensed medical practitioner may complete this form.
 - >All questions in Section II(a) must be answered.
 - >Any question in Section II(a) answered “Yes” must be explained in Section II(b)
 - >If you have normal hearing, with no hearing aids, then you need not complete the audiometer, nor the functional speech discrimination tests in Section V.
- ☐ Service letter on company letterhead, signed by company official **-or-** Small Vessel Sea Service Form (CG-719S). *Even though this form expired 01/31/2016, it is still the current form in use.* See samples. Service letter must be dated within six months of application. Note: If you own the vessel, you can attest to your own service. *You must provide documentation to prove ownership.* If you do not own the vessel, then you must have a service letter signed by the owner, or an official of the company that owns the vessel.
- ☐ Drug test statement on service letter, **or** Periodic Drug Test Form (CG-719P). *Even though this form expired 01/31/2016, it is still the current form in use.*
- ☐ CPR and First Aid cards showing courses completed within one year of application.

3. Mail, fax, or email your application package to:

USCG Regional Exam Center
200 Jefferson Ave., Suite 1301
Memphis, TN 38103-3941
(901) 544-3941

or

USCG Regional Exam Center
1222 Spruce St., Room 7.105
St. Louis, MO 63103-2835
(314) 269-2504

The River School offers application review and assistance services.

You may choose to submit your application package to us for review. We will insure that it is complete and correct, working with you as necessary to resolve any discrepancies. Once our review is complete, we will deliver your application package to the Coast Guard Regional Exam Center in Memphis for processing. Our fee for this service is \$100. We think its money well-spent...

You may also choose to designate us as an authorized Third Party on your application form. This will allow us to act on your behalf directly with the Coast Guard in completing your license transaction.

For additional information, call (800) 238-7113.