



## Instructions for Pay.Gov

Use these instructions to submit payment of user fees to the Coast Guard via [www.pay.gov](http://www.pay.gov)

- ✓ Go to [www.pay.gov](http://www.pay.gov)
- ✓ Under the section “Welcome to Pay.Gov” select **Make a Payment**.
- ✓ Under the section “Find a Form” select **USCG Merchant Mariner User Fee Payment**.
- ✓ Select **Continue to Form**.
- ✓ A list of definitions appears, which you may review. Select **Continue**.
- ✓ Enter all required information and select the fee(s) you will be paying. An original license requires payment of three fees: Evaluation, Exam, and Issue. You need not pay all fees at once. You must pay the Evaluation fee for your application to be considered.

For original towing licenses, the Evaluation fee is \$100, the Exam fee is \$95, the Issue fee is \$45. The total is \$240.

If an exam is not required for your license transaction, you do not pay an Exam fee.

For towing license renewals, the Evaluation fee is \$50.

For towing license raise of grade, the Evaluation fee is \$100

You must pay the Issue fee before your license credential can be mailed. The Issue fee for towing licenses is \$45.

Note: For towing license renewals, the total user fees are \$95. For a towing license raise of grade, the total user fees are \$145. If you are applying for both a raise of grade and renewal, you only pay the \$145 total fee.

- ✓ Select **Continue**.
- ✓ On the Summary page, review the information for accuracy, then select **Continue**.
- ✓ On the User Fee Payment form, choose your method of payment then select **Continue**.
- ✓ Fill in the required credit card or bank account information, then select **Continue**.
- ✓ If the transaction is successful, a payment receipt will appear. **Print two copies of the receipt - one for your records and one to attach to your application package.**