



Checklist for original license as Apprentice Mate/Steersman of Towing Vessels

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)
 - >Use **only the current application form which expires 03/31/2021**.
 - >Check "Officer, Original" and write in "Apprentice Mate/Steersman of Towing Vessels" in Section II.
 - >Include the route you are applying for in Section II. The routes may be one or more of the following: Western Rivers, Inland, Great Lakes. 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.
 - >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 6c, nor 6d in Section IV unless you want your credential mailed to the Third Party.
 - >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. **Use only the current form which expires 03/31/2021**. See the instructions on the form to find out what must be reported.



- Copy of current Medical Certificate **-or-** Application for Medical Certificate (CG-719K)
 - >Any licensed medical practitioner may complete the application form.
 - >Use only the current application form which expires 03/31/2021.
 - >Each page must be initialed and dated by the medical practitioner **including the instruction pages.**
 - >Print your name and date of birth at the bottom of each page **including the instruction pages.**
 - >Section II is only required for food handlers. All others may leave it blank.
 - >All questions in Section III(a) must be answered.
 - >Any question in Section III(a) answered “Yes” must be explained in Section III(b)
 - >List all medications and supplements in Section IV. Be careful to follow the reporting instructions for medications. *Both prescription and non-prescription medications must be listed.*
 - >If you have normal hearing, with no hearing aids, then you need not complete the audiometer, nor the functional speech discrimination tests in Section VII.
 - >Section VIII does **not** require a demonstration of physical ability for most applicants. An opinion from the medical practitioner is sufficient. **Applicants with a BMI of 40 or above are required to demonstrate physical ability**, but the medical practitioner may use alternate means. *Any alternate means must be described in the comments section.* Referral to an occupational health specialist may be necessary.
 - >Applicant must sign Section X. Section XI signature is optional but recommended.
 - >Submit all ten pages, **including the instruction pages.**

- Service letter on company letterhead signed by company official **-or-** Small Vessel Sea Service Form (CG-719S). 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. You must have a minimum of 360 days of service in the deck department of towing vessels. The additional 180 days may be from service in the engine room or on other vessels. See CG NMC checklist for service requirements.

- Drug test statement on service letter, **or** Periodic Drug Test Form (CG-719P).

- 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 (901) 525-7001.