Sample Service Letter – Renewal of Towing License
Western Rivers, Great Lakes and/or Inland Waters

On Company Letterhead

Current Date

USCG Regional Exam Center	or	USCG Regional Exam Center
200 Jefferson Ave., Suite 1302		1222 Spruce Street, Room 7.105
Memphis, TN 38103-2300		St Louis, MO 63103-2835

This is to certify that (name of applicant) has been employed since _____to present with service on the following vessels owned and operated by this company:

      List Vessel Names, Official Number, Type of Vessel, Gross tonnage, Area of operations, and Position (Master or Pilot)

(Name of applicant) has served at least 360 days within the past five years on vessels equipped with radar in a position that routinely uses radar for navigation and collision avoidance. During this time, (name of applicant) has participated in a program of onboard training and drills, including a monthly fire drill.

Option 1 - Random Testing - (Name of applicant) has been subject to a random testing program meeting the criteria of 46 CFR l6.230 for at least 60 days during the previous 185 days, has not failed nor refused to participate in required chemical tests for dangerous drugs.

Option 2 - Periodic Testing - (Valid for 185 days) - Attach the original results of a periodic drug test. A facsimile is acceptable, if it is originated from the Medical Review Officer (MRO) or the service agent assisting the mariner, and sent directly to the office. The drug test result must be signed and dated by the MRO or by a representative of the service agent who assisted you in meeting this requirement.

Option 3 - Pre-Employment - If the applicant was given a pre-employment test within the past 185 days, an original dated letter stating: (Name of applicant) passed a chemical test for dangerous drugs, required under 46 CFR 16.210 within the previous six months of the date of this letter with no subsequent positive drug test results during the remainder of the six-month period.

Signature of Company Official