



Checklist for renewal of endorsement as Restricted Tankerman (PIC) for Refueling Towing Vessels

1. 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. Note: TWIC renewal not required unless the vessel is subject to 33 CFR Part 104 (maritime security for vessels). Check Section III, block 1 on application form if not renewing TWIC.
- User Fees – Total \$140 (\$95 evaluation 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.**
 - > Section I: Personal Data block 2b. Insert your mariner reference number from your current license.
 - > Section II - Check “Qualified Rating, Renewal” and write in the description of the license you are applying for “Restricted Tankerman for Refueling Towing Vessels”.
 - > **Unless you want to have your license renewed immediately, leave the box for Renewal Transactions unchecked.**
 - > Read the wording in block 2 of Section III carefully. The CG is very efficient at discovering encounters with law enforcement. If you check “Yes” to any of the questions in block 2, complete a Disclosure Statement for Convictions (CG-719C)
 - > If submitting a Disclosure Statement for Convictions, you need not repeat convictions previously reported. Simply list the conviction and write “Previously Reported”.
 - > Check the box in Section III, block 3 to allow the CG to check the NDR.
 - > You **may** designate a “Third Party” in Section IV to work directly with the CG NMC. Do **not** check box 4c in Section IV.
 - > 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 in block 6.
- Conviction Statement (CG-719C) – Written disclosure of all convictions. **Use only the current form which expires 03/31/2021.** See the instructions on the form to find out what must be reported.
- Application for Medical Certificate (CG-719K) is **not** required. *Provide the applicant’s height and weight by writing it in above hair/eye color on application form in Section I.*
- Service letter and transfer record on company letterhead, signed by company official. A minimum 90 days of service on towing vessels and five transfers during the preceding five years is required. Service letter must be dated within six months of application.
- Drug test statement on service letter, or Periodic Drug Test Form (CG-719P) is **not** required.



2. 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 use 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.