



Checklist for Raise of Grade from Steersman to Mate (Pilot)

1. *Proof of Citizenship and Security Screening:* Apply for, or have been issued, a Transportation Worker Identification Credential (TWIC). Note that the requirement to renew a TWIC is now based upon whether or not the individual requires unescorted access, or serves as either an FSO or VSO, at a facility or on a vessel that must comply with Maritime Security Regulations under 33 CFR Parts 104 or 105. *You do not need to renew your TWIC in order to renew your license.* If you choose not to renew your TWIC, you must check the exemption box in block 1 of Section III of the application form. By doing so, you acknowledge that the CG will still conduct a security screening and that **it may take additional time to process your application.**

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

- TWIC – Copy of both front and back. (Optional - see note above.)
- Current License - Copy all pages which contain information.
- User Fees – Total \$145 (\$100 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.
 - >Check “Officer, Renewal” and “Raise of Grade”. Write in the description of the license you are applying for. Include the route(s) and any tonnage or other restrictions. Include Radar Observer endorsement (Rivers, Inland, or Unlimited).
 - >You may reset the five-year expiration on your license by also checking “Renewal”. If you do not check “Renewal”, your new license may be issued with the expiration date of your current license. See next note.
 - >Section II Renewal Only - If you are submitting your application not more than eight months prior to the expiration date on your license, the CG will automatically date your next issue license to become effective when your current license expires. If you prefer to have your license renewed immediately, check the box at the end of Section II. **Otherwise, leave the box unchecked.**
 - >See above for TWIC renewal.
 - >Read the wording in block 2 of Section III carefully. **Offenses previously reported to the CG need not be repeated.** The CG is very efficient at discovering encounters with law enforcement. If you check “Yes” to any of the questions in block 2, then you must also complete a Disclosure Statement for Convictions (CG-719C)
 - >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. The additional signature for an individual authorized to administer the oath is **not** required for renewals.



- 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. See samples. Service letter must be dated within six months of application. Statement showing participation in training and drills on a towing vessel.
- A completed Towing Officer Assessment Record (TOAR) appropriate to each route applied for. *Limited TOAR not required if submitting Western Rivers or Inland TOAR.*
- Drug test statement on service letter, **-or-** Periodic Drug Test Form (CG-719P).
- Radar Observer. Towing vessel officers must hold a current Radar Observer endorsement in order to operate towing vessels equipped with radar. If you are applying for an original radar observer endorsement, write “Radar Observer” in the block in Section II after the description of the license you are applying for. Include a copy of your course completion certificate in your application package. If you already have a Radar Observer endorsement, be sure your service letter includes “_____ has served in a position which requires the routine use of radar for navigation and collision avoidance.”
- Copy of current course completion certificate for Basic Marine Fire Fighting. A 16-hr. Coast Guard approved course for Basic Marine Fire Fighting is now required to advance from Steersman to Mate (Pilot).



- Course completion certificates for Radar Observer and Basic Marine Fire Fighting must be dated within the previous five years.

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
RECMEMPHIS@USCG.mil

or

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

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.