

Instructions for using Pay.Gov website – Payment of USCG fees for Merchant Mariner Documents, License, and Certificate of Registry

Go to www.pay.gov. In the middle of the page are the “commonly asked questions”. Under the third question “What Federal Agencies Can I Pay?” click *Agency List* - click “U” in the alphabet listing, click *United States Coast Guard* and then select *USCG Merchant Mariner User Fee Payment*.

At the bottom of the page 1 – click **Continue**

You should now be looking at a something similar to that below. Fill in all the required information. For the question “Please select where you will or have submitted your application.” enter *Oakland CA*

U. S. Coast Guard License, Merchant Mariner Document (MMD), or Certificate of Registry (COR) User-Fee Payment

Please fill in the user-fee collection form completely. Select the appropriate fees in the table below that you desire to pay based on the type of credential for which you are applying and/or service you are requesting.

* Denotes required fields

First Name *	Middle Name	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address Line 1 *	Address Line 2	Address Line 3
<input type="text"/>	<input type="text"/>	<input type="text"/>
City *	State *	Zip Code *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone Number	Social Security Number *	<input type="button" value="Why do we need this?"/>
<input type="text"/>	<input type="text"/>	
Company Name	Please select where you will or have sent your application. *	
<input type="text"/>	<input type="text"/>	

If you are a **senior – faculty/staff applying for or renewing a license** – check the appropriate boxes in the **General License** section of page 2.

(**Seniors** – check all three boxes for evaluation fee, examination fee and issuance fee for Original upper level.)

Category	Evaluation Fee	Examination Fee	Issuance Fee	Total Fees
General Licenses:				
Original upper level	<input type="checkbox"/> \$ 100	<input type="checkbox"/> \$ 110	<input type="checkbox"/> \$ 45	
Original lower level	<input type="checkbox"/> \$ 100	<input type="checkbox"/> \$ 95	<input type="checkbox"/> \$ 45	
Raise of grade	<input type="checkbox"/> \$ 100	<input type="checkbox"/> \$ 45	<input type="checkbox"/> \$ 45	
Modification or removal of limitation or scope	<input type="checkbox"/> \$ 50	<input type="checkbox"/> \$ 45	<input type="checkbox"/> \$ 45	
Endorsement	<input type="checkbox"/> \$ 50	<input type="checkbox"/> \$ 45	<input type="checkbox"/> \$ 45	
Renewal	<input type="checkbox"/> \$ 50	<input type="checkbox"/> \$ 45	<input type="checkbox"/> \$ 45	
Renewal for continuity purposes	N/A	N/A	<input type="checkbox"/> \$ 45	
Reissue, Replacement, and Duplicate	N/A	N/A	<input type="checkbox"/> \$ 45 see Note 1	

Then select **Continue** at the bottom of the page.

On the page 3 are the areas for **Certificates of Registry** and **Merchant Mariner Documents (MMD)**. Most of you will only be doing business in the **MMD** section.

If you are a **senior** (not QMED), check **\$45 issuance fee** for Upgrade or Raise in Grade.

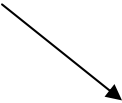
If you are a **senior**, Marine Transportation w/ QMED – check **\$140 examination fee** and **\$45 issuance fee** for Endorsement for qualified rating.

If you are an **underclass or staff**, applying for your first MMD; check the boxes for the **\$95 evaluation fee** and the **\$45 issuance fee** for Original without endorsement, under the **Merchant Mariner Documents (MMD)** section.

If you are a renewing an MMD; check **\$50 evaluation fee** and the **\$45 issuance** for Renewal.

If you are an **underclass or staff**, looking to replace a lost MMD, check **\$45 issuance fee** for Reissue, Replacement, and Duplicate.

Category	Evaluation Fee	Examination Fee	Issuance Fee	Total Fees
Certificates of Registry:				
Original (MMD holder)	<input type="checkbox"/> \$ 90	N/A	<input type="checkbox"/> \$ 45	
Original (MMD applicant)	<input type="checkbox"/> \$ 105	N/A	<input type="checkbox"/> \$ 45	
Renewal	<input type="checkbox"/> \$ 50	N/A	<input type="checkbox"/> \$ 45	
Renewal for continuity purposes	N/A	N/A	<input type="checkbox"/> \$ 45	
Reissue, Replacement, and Duplicate	N/A	N/A	<input type="checkbox"/> \$ 45 see Note 1	
Merchant Mariner Documents (MMD):				
Original without endorsement	<input type="checkbox"/> \$ 95	N/A	<input type="checkbox"/> \$ 45	
Original with endorsement	<input type="checkbox"/> \$ 95	<input type="checkbox"/> \$ 140	<input type="checkbox"/> \$ 45	
Endorsement for qualified rating	<input type="checkbox"/> \$ 95	<input type="checkbox"/> \$ 140	<input type="checkbox"/> \$ 45	
Upgrade or Raise in Grade	<input type="checkbox"/> \$ 95	<input type="checkbox"/> \$ 140	<input type="checkbox"/> \$ 45	
Renewal without endorsement for qualified rating	<input type="checkbox"/> \$ 50	N/A	<input type="checkbox"/> \$ 45	
Renewal with endorsement for qualified rating	<input type="checkbox"/> \$ 50	<input type="checkbox"/> \$ 45	<input type="checkbox"/> \$ 45	
Renewal for continuity purposes	N/A	N/A	<input type="checkbox"/> \$ 45	
Reissue, Replacement, and Duplicate	N/A	N/A	<input type="checkbox"/> \$ 45 see Note 1	



Page 4 will show you the total fees. Double check and make sure everything is in the correct category and that your total is correct.

Some common totals are:

Seniors (not QMED) \$300

Seniors w/ QMED \$440

Original MMD for underclass or staff \$140

Renewal of MMD \$95

Replacement of lost MMD \$45

U. S. Coast Guard License, Merchant Mariner Document (MMD), or Certificate of Registry (COR) User-Fee Payment

The below table is a summary of the fees you selected on the previous page. If there are errors, select previous page below to return to the fees table.

Category	Total Fees
General Licenses:	\$ 0
Radio Officer Licenses:	\$ 0
Certificates of Registry:	\$ 0
Merchant Mariner Documents:	\$ 0
Total Fees:	\$ 0

Press **Continue** to proceed to the user-fee payment form. You may pay using a credit card or by using your bank account number and routing number from your personal checking, savings or business account. After payment, please print the displayed receipt for your records.

Previous Page

Continue

Press **Continue**. This will take you to the page where you enter your payment information.

One portion of the next page deals with payment made from a bank account.

The other portion deals with payment made w/ a credit card, or a debit card able to function as a credit card.

You can print a copy of your receipt when making payment. A copy will also be emailed to you if you provided them with your email information. Make sure you print two copies – one for you and one for the Coast Guard.

Make sure you save and bring your receipt to your appointment – the USCG will need the tracking number from the receipt to join your online transaction to your application file.