

**INSTRUCTIONS FOR COMPLETION OF
Application for License as an Officer ... and for Merchant Mariner's Document**

Applications are available online at www.uscg.mil/nmc, see submenu for "Applications and Forms" or go directly to www.uscg.mil/nmc/downloads.asp. Either of the first two forms on the list can be used. The second form can be completed on line.

All sections should be **completed on the computer** or in black ink in **CLEAR, BLOCK PRINTING**

Section I – Personal Data

Self – Explanatory

Name: List your complete name, **including full middle name(s)**.

Name must be spelled as on official documents. If name your name has been changed, please provide legal documents of proof, i.e. marriage certificate, adoption papers, etc.

Mailing Address: Do **NOT** use your CMA address. Use a permanent address such as your parents. This will be your address of record for the next 5 years with the Coast Guard.

Next of Kin: Same as emergency contact – usually a parent or guardian.

Section II – Type of Transaction

Deck and Engine, complete this section as follows:

	Transaction	Original	Renewal	Raise in Grade	Endorsement	Duplicate
X	License	X				
X	Merchant Mariner's Document			X		
X	STCW Certificate	X				

If you have **lost your MMD**, you will need to attach a statement regarding the circumstances.

Applying for:

If you are a Marine Transportation major:

Third Mate, Unlimited

MMD, upgrade

if applicable **QMED**

if applicable **Tankerman PIC (DL)** (proof of sea time and loads and discharges)

if applicable **Mate (Pilot) Towing** (proof of 30 days observation & training)

if applicable **100 Ton Master**

STCW '95

If you are a Mechanical Engineer or Marine Engineering Technology major:

3rd Asst. Eng of Steam, Motor, Gas Turbine, any horsepower

MMD upgrade

STCW '95

State Current or Previous License/Merchant Mariner's Document

Look at the back of your current card and write the description in the left box under "description". Your place of issue is **Oakland CA**, unless you were issued your document prior to coming to CMA. Your date of issue is five years prior to the date of expiration.

Description of License/Merchant Mariner Document	Place of Issue	Date of Issue
OS/W/SD(FH), Cadet (example only)	Oakland CA	

If your MMD was issued elsewhere or if you hold additional ratings or licenses, for example a 100-ton Inland Masters, these must be listed as well.

Section III

Make sure and **declare ANYTHING** beyond a minor speeding ticket. It does not matter if you were minor when the event occurred, if it has been expunged from your record, or if you only were given community service hours. **DECLARE IT!** Not declaring something is considered falsification of a federal application, which is often a worse offense than what you may have been convicted of.

If you answer **YES**, to any question, you must **attach a statement**. On your statement, you must include:

- Name
- SSN
- Date of conviction,
- County/State of conviction
- Summary of conviction (what, when, why, where – in plain simple language)
- Disposition of conviction (fines, community service, probation,)
- Your signature

Section IV Character References

Check the box. CMA will provide these for your file.

Section V Mariner's Consent

Please read each area before signing and dating each area. There are three signatures on page 2. On page 3, sign only the first signature. **The second signature for Oath must be signed in front of a Coast Guard official as witnessed.**

Your current MMD will have to be surrendered prior to issuance of a new document at or about the time of graduation. If you are working on your document, or have a cruise to do: **KEEP IT**. If you do not need it, turn it in to Ms. Solveson, rm 113, Faculty Office Bldg.

The Coast Guard will be on Campus October 14, 15, 16 and 20, 21, 22. That is 140 appointment times for 109 cadets.

- Sign up for an appointment time **only if you have ALL items for your appointment in hand.** (see list below) Sign-ups will be located on the hallway door outside of Ms. Solveson's office, rm 113, Faculty Office Bldg.

Original Items you must bring to your appointment.

- 2 Forms of government ID, one must have a photo (i.e. Passport, state driver's license, state identification card or US Government identification card)
 - Legal Documents concerning change of name
- Proof of U.S. Citizenship (passport or birth certificate)
 - Naturalization Certificate
- Social Security Card
- 2 passport size photo's (Costco, \$5; Raley's in Benica \$4), label clearly with your full name on the reverse
- If applying for PIC-DL, bring your original discharge and loads/discharge paperwork from commercial cruise
- Application for License, <http://www.uscg.mil/nmc/downloads.asp> the first two forms are the same, the 2nd form can be completed online and then printed – which is preferred.
- Evaluation, Testing, Issuance Fees
Fees must be paid using www.pay.gov - you can transfer money from a bank or account or use a credit card. You must bring your receipt at the time of your appointment.

If you have any questions concerning fees, please direct them to the Coast Guard.

Deck and Engine (no QMED)		Deck w/ QMED	
Evaluation Fee	\$100.00	Evaluation Fee	\$100.00
Exam Fee	110.00	Exam Fee (Lic)	110.00
License Issuance	45.00	Exam Fee (QMED)	140.00
<u>MMD Issuance</u>	<u>45.00</u>	License Issuance	45.00
Total	\$300.00	<u>MMD Issuance</u>	<u>45.00</u>
		Total	\$440.00

During your appointment:

All forms of identification and your social security card will be checked and copied for file.

Your completed application will be reviewed and the oath will be signed and witnessed.

Any attached statements will be reviewed.

Any additional documents for PIC-DL, PIC (Barge) Tankerman, or Mate Towing (deck only) will be reviewed and copied.

Photos will be collected.

A camera set-up form will be completed.

Your fingerprints will be taken

Receipts for payment will be collected.

CMA will complete your file with the following items:

- USCG physical
- Random Drug Test Participant Letter
- Character Reference Letters

It is expected, that all license track seniors who will complete their academic program by the end of the cruise period in August of 2009 will sit for exams in January 09. Anyone who wishes to delay testing until after graduation must have permission from there Department Head and Dean Kreta.

Pre-testing in January

- Students living on campus, housing will be available beginning Friday, January 2nd. Check in times to be announced.
- Classrooms will be made available for study.

Testing in January, Monday, January 5th – Thursday, January 8th.

Uniform and Grooming standards will apply during the test period.

Exams will begin on Monday, January 5th at 0800. We will be using a combination of rooms both upstairs and downstairs. Please be available no later than 0745. A room will be provided downstairs for coats, backpacks, etc. as these items may not be brought into the test rooms. Remember, no cell phones!

- Two exams will be given per day.
- No beverages or food will be allowed in the test rooms.
- No backpacks, scrap papers, or notes will be allowed in the test rooms.
- **Calculators** and Reference books will be supplied.
- Bathroom breaks will not be allowed once a test has begun.
- Tests will be scored upon completion of the exam by all participants.
- Test scores will be available after the each exam has been completed, scored and recorded.

Order of Exams:

Rules of the Road	Motor I
Deck General	Motor II
Navigation General	Eng Safety & Environmental Protection
Deck Safety & Environmental Protection	Eng General
Chart Plot	Electricity
Nav Plot – Terrestrial	Steam I
Nav Plot – Celestial	Steam II

- Food service has traditionally been available as of lunch the first day of testing. Specifics for this year will be announced in December.

Post-Test

- Those individuals who have failed one or two sections of the exams will schedule for re-takes with Ms. Solveson.
- Those who have failed 3 or more sections of the exams will sit for a complete re-takes at a time to be determined. CMA will not allow you to miss classes to test for exams.
- All testing must be completed within 90 days of the original exam period or additional testing fees will apply.

QMED Exams will be scheduled early to mid April in order to complete your coursework.