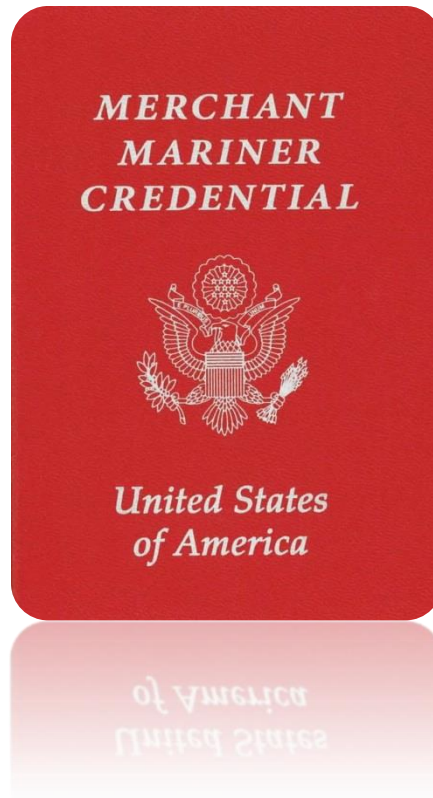


# MMC Application Process

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## Cadet MMC

Office of Licensing and Cadet Shipping



Revised January 2016

## INSTRUCTIONS FOR USCG LICENSE APPLICATIONS

An unlimited Cadet will not be permitted to sit for the USCG license exam until the Coast Guard has given the cadet an *Approved to Test (ATT)* status AND s/he has passed all SUNY Maritime College's requirements to test including seminar.

### General

- Submit completed application and required documents to the Licensing Office located within the Student Affairs suite, 1<sup>st</sup> floor Baylis Hall NLT \_\_\_\_\_.
- **Do not staple** forms together.
- Make sure the application is completely filled out. Use “n/a” or “none” in boxes where appropriate.
- Only complete applications, which includes the following, will be accepted:
  - Required documents from cadets:
    - Third party release form
    - Clear **color** copy of front and back of TWIC card
    - Clear copy of your social security card (SSN card), *if applicable*
    - Clear **color** copy of passport, *if not in possession an lower-level MMC*
    - Clear **color** copy of MMC – signature page to signature page, *if applicable*
    - Clear **color** copy of the front and back of Permanent Resident Alien card, *if applicable*
    - Clear copy of the *pay.gov* payment receipt for the correct fee (instructions below)
    - Application form ([CG-719B](#)) – typed. To access forms, please go to [www.sunymaritime.edu](http://www.sunymaritime.edu), click on Student Affairs, then click on Coast Guard Licensing on the left navigation pane
    - Physical form ([CG-719K](#)) - typed
    - Notarized Oath form or be sworn in by License Coordinator if not in possession of an MMC
    - Conviction statement ([CG-719C](#)) – typed, *if applicable*
    - Chemical testing report ([CG-719P](#)), if not a Maritime student within the previous six months of license application
  - License Department responsibility in obtaining:
    - Drug letter if a Maritime student within the previous six months of license application
    - Copies of STCW certificates such as Vessel Personnel with Designated Security Duties (VPDSD)

### Application Form ([CG-719B](#))

- Use link provided to type information; the USCG accepts only typed application forms. Please fill in as appropriate, paying special attention to the following areas:
  - **Section I – Personal Data:**
    1. Use COMPLETE first name and FULL middle name, include suffix *if applicable*
    - 2a. Include SSN if **not** in possession of a lower-level MMC
    - 2b. Include reference number if in possession of an lower-level MMC
    - 6a. **Do not** use SUNY Maritime College's address as home address. Use *Home of Record* address
    - 6c. Use cell phone number as primary phone number
    - 6e. **Leave Email Box Blank**
    - 6f. Enter the following: fax 718-409-4735

- 7a. Check box if *Next of Kin's* address is the same as address in 6a; otherwise, enter address
- 7b. Include name with relationship of *Next of Kin* in this box
- **Section II: Requested Coast Guard Credential(s)**
  - ✓ In "Officer" row - check off "Original" if *not in possession of a lower-level MMC*
  - ✓ In "Officer" row - check off "Raise in Grade" if *in possession of a lower-level MMC*
  - ✓ In "STCW" row – check off "Original"
  - ✓ In "Description of Endorsements(s) Desired" type in the following:
    - **Cadet Deck, Cadet Engine, ELR, VPDS**
  - ✓ Renewal Transactions Only – If you have a lower-level MMC, you will most likely want to check this box. If you don't, your Cadet Card will take on the life of the earlier document; therefore, not allowing you the full five years.
- **Section III: Safety and Suitability**
  1. Do not check this box – you are not exempt from holding a valid TWIC
  2. If *YES* to any question in this section, you must include a conviction statement using form [USCG-719C](#)
  3. Check the National Diver Registry (NDR) box
- **Section IV: Mariner's Consent/Certification**
  1. Mariner Outreach System (MOS) is optional, check either Yes or No
  2. Check box #2 Document of Continuity
  3. Do not check box #3 – you are all over 18
  4. Third Party is **not optional** for Academy Cadets
    - a) Check box #4d
    - b) Enter the following information
      1. Enter *SUNY Maritime College* as Name of Organization
      2. Enter *Mrs. Taleen Stroud, Director of Licensing* as POC
      3. Enter *6 Pennyfield Avenue, Bronx, NY 10465* as Street Address
      4. Enter *(718) 409-7212* as Phone Number
  6. Sign and date form

**Physical Form ([CG-719K](#))** Type this form!

- Please make an appointment with Health Services for the Physician Assistant to perform the physical.
  - **Section I: Applicant Information**
    - Fill in section using the same information on the USCG 719B form
    - You may include your email address on this form
    - For "Application Type" check *Medical Certificate*
    - Check appropriate box for "I have a medical waiver"
  - **Section II(a)– Medical Conditions**
    - Check appropriate box for the medical conditions listed; this section will be reviewed by medical practitioner
  - **Section II(b)**
    - This section will be completed by medical practitioner
  - **Section III: Medications**
    - Check "None" if appropriate; however, all prescription and OTC medications taken on a regular basis must be reported
    - Applicant type in all medications and dosages in the "Applicant" box
    - Medical practitioner will verify in appropriate box
  - **Sections IV - IX:**
    - To be completed by medical practitioner

- **Section X: Applicant Certification:**
  - Sign and date at the time of the examination
  - Make sure that your name and DOB appears on the bottom of all five pages
- Certain diagnoses and medications should be discussed with the Physician's Assistant who can provide guidance on additional documentation that may be required. [Click here](#) for further medical information.
- Form may be completed by a personal physician; however, it will still be reviewed by the College's Physician Assistant. Personal physician must include license number and office contact information on page 5. Any additional information from a private physician must be on letterhead; USCG will not accept this information on a prescription pad.

### Fees

- The USCG has implemented a *User Fee Account* for all Cadet applications for USCG credentials.
- Use the following website to pay all transactions: <http://www.pay.gov>.
  - Click on *Find an Agency*
  - Choose *H*
  - Choose *Homeland Security: US Coast Guard National Maritime Cntr*
  - This brings you to the USCG Merchant Mariner User Fee Payment
  - Click *Continue to the Form*
  - Click *Continue to the Form* again
  - Scroll down and click *Continue*
  - Fill out the top of the form
    - On the last pull-down menu, select *New York – NY* as the REC in which the application will be sent
    - Social security number must be entered **without dashes**
  - Under *Evaluation Fees* choose *Original MMC w/ratings endorsements: \$95*
  - Click *Continue*
  - The *Issuance Fee* for processing the MMC is \$45.
  - Continue to the payment page, chose method of payment, pay the \$140
  - Print and retain receipt of the payment screen.
  - A copy of the receipt is part of the application packet

The USCG's website is where one can find a wealth of information including application status.

- Follow these instructions to check application status:
  - Go to [www.uscg.mil/nmc](http://www.uscg.mil/nmc)
  - Select *Application Status*, located on the left navigation pane
  - Search using either Mariner Number and Application ID **OR** last name, last four digits of SSN, and date of birth
  - Current status of application will appear.

### Important Additional Information:

- **Adhere to all published deadlines; late applications will not be promptly processed by either SUNY Maritime College's Licensing Office or the National Maritime Center (NMC).**
- It is the Cadet's responsibility to read college email daily as it is the most common communication vessel of the License Department. If an email is not bounced back, it is assumed that ***the email has been received, read, and understood.***
- If you have any questions or concerns regarding this process, please contact either Mrs. Stroud at 718-409-7212 or [tstroud@sunymaritime.edu](mailto:tstroud@sunymaritime.edu) or Mate Barnes at 718-409-7419 or [rbarnes@sunymaritime.edu](mailto:rbarnes@sunymaritime.edu).