

RENEWING YOUR LICENSE (MMC)

Every five years you repeat the license renewal process, but you should not be expected to remember the details, and requirements may have changed since your last renewal or since this article was updated in August, 2018.

Spend some time on the National Maritime Center (NMC) pages and look through all the relevant menu tabs. Be patient. Navigating the website is not easy, but everything you need is there. It may seem like you're navigating in the fog, but eventually the sun comes out.

Don't wait until the last minute to renew your license: figuring out the website and completing all the things required for your application can't be done under time pressure. It may be wise to start this process 4-5 months before the expiration of your license to allow for medical review appointments, drug testing, and possible paperwork snafus.

The process starts at the [USCG National Maritime Center Merchant Mariner Credential homepage](#). Always check the NMC website just before you begin the renewal process.

The screenshot shows the NMC website interface. On the left is a vertical navigation menu with items like 'NMC HOME', 'ABOUT', 'CHECKLISTS', 'EXAMINATIONS', 'FEES', 'FORMS', 'MEDICAL CERTIFICATE', 'MERCHANT MARINER CREDENTIAL', 'MMC EVALUATION', 'POLICY & REGULATIONS', 'RECORD REQUESTS', 'REGIONAL EXAM CENTERS', 'SAFETY & SUITABILITY', 'TRAINING & ASSESSMENTS', and 'TWIC'. The main content area is titled 'Merchant Mariner Credential (MMC) Application Process' and lists six steps: Step 1: TWIC, Step 2: Submit Complete Application, Step 3: Transit from REC to NMC, Step 4: Application Evaluated, Step 5: Credential Printed, and Step 6: Credential Mailed. To the right is a diagram showing the flow from TWIC to REC, then to NMC, with 'FORMS' and a 'CREDENTIAL' icon. Below the diagram is a text box stating: 'The tabs below explain the MMC application process and types of applications. You must apply at an REC and include all supporting documentation and proper signatures. Missing information will cause applications to be delayed or rejected. DE and QA are not MMC endorsements. To apply for DE/QA, [click here](#).' At the bottom, there is a row of horizontal menu tabs: 'Overview', 'Original/Renewal', 'New or Issue', 'Maintenance', 'Duplicate', 'Continuity', and 'ETOW'. Two red arrows point upwards to the 'Overview' and 'Original/Renewal' tabs.

1. To start, click on "Overview" in the row of horizontal menu tabs in the middle of the page. Then click on "Original/Renewal," and other horizontal menu tabs if you need them. This gives you a short, general idea of the process. Next,

2. Click on “[CHECKLISTS](#)” in the left vertical menu. Then click on the far right tab “Renewal/Entry/Duplicate” and “Choose a Checklist.” You get the page below.

Deck Officers Deck Ratings Engine Officers Engine Ratings Renewal/Entry/Duplicate

Duplication, Renewal, STCW Renewal, and Entry Level

Click on the collapsible panel below to open and close it.

Choose A Checklist

- National Renewal Checklist
- National Entry Level Ratings
- STCW - Renewal "Includes Original Basic Training"
- Duplicate
- National Reinstatement
- Students Observer, Apprentice Mate, or Apprentice Engineer
- STCW - Basic Training Original And Renewal
- STCW - Basic and Advanced Polar Code Original and Revalidation

Renewal

A credential may be renewed at any time during its validity and for one year after expiration. NOTE: Whenever an applicant applied for "renewal" of an endorsement as deck officer, engineer officer, or qualified rating more than 12 months after expiration, instead of meeting the requirements of 46 CFR 10.227 (d) (8), the applicant must demonstrate continued professional knowledge by completing a course or by passing the complete examination.

Duplicate

Upon request and without examination, a mariner may be issued a duplicate credential after submitting an application with an affidavit describing the circumstances of the loss. The duplicate issued will have the same wording, authority, and expiration date as the lost credential.

Re-instatement

An applicant must apply as an original MMC if the MMC sought is the first credential issued to the applicant after their previous credential has expired beyond the grace period (one year past the expiration date of MMC) and they do not hold a Document of Continuity.

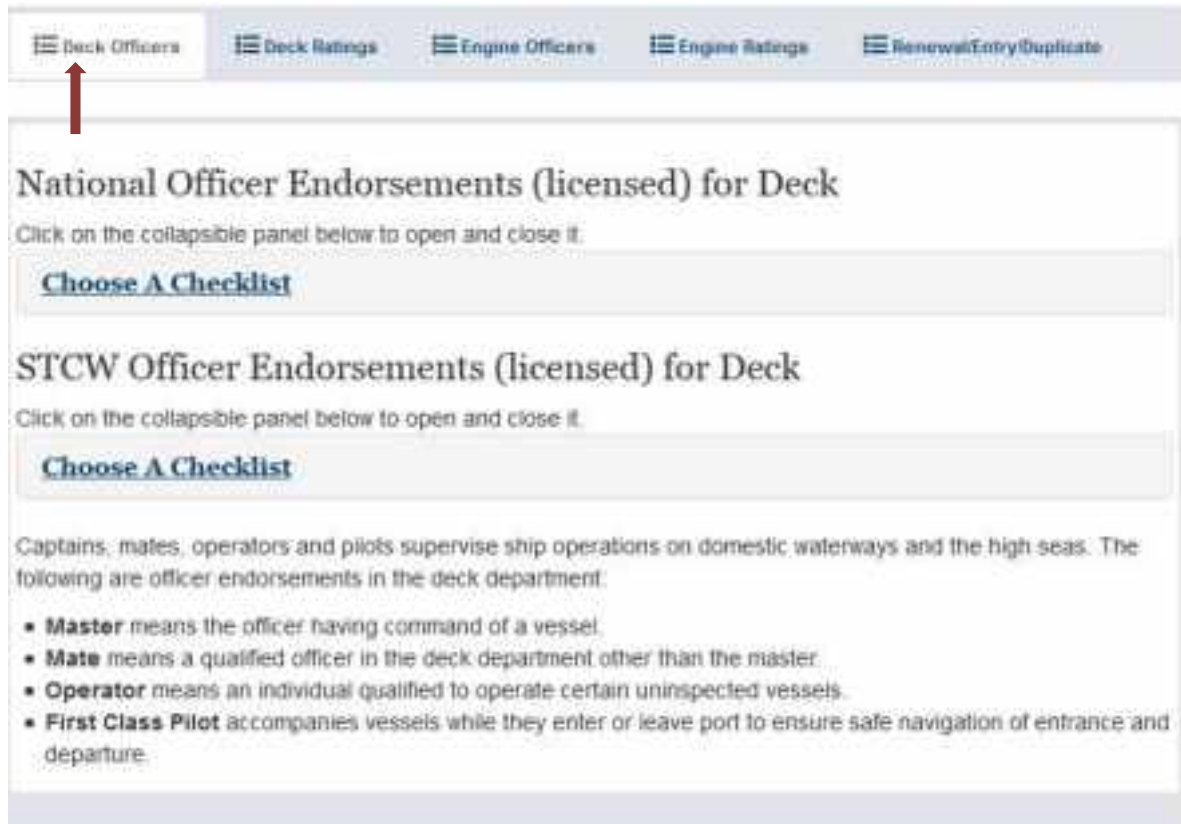
Here are links to checklists you may need. Look at National Renewal Checklist (and other links if they apply to you).

If you've let your credential expire past the one-year grace period, read the **Re-instatement** paragraph at the bottom of this section and click on the checklist for National Reinstatement. NOTE: if you have a Document of Continuity, you do NOT apply for reinstatement (a good reason to apply for a DOC if you think you may not be able to renew within the grace period. A DOC has no expiration period.).

The **checklists are PDFs** with the specific Code of Federal Regulations (CFR) legal requirements that you must complete with your application. Here's where you meet the bureaucratic language and sail into the fog. You must complete the requirements of

your checklist accurately and carefully or your application will be rejected, adding more time to get your renewed credential.

3. Next, click on “Deck Officers” in the horizontal menu. You get the page below.



Most CAPCA members should find their checklist by clicking “Choose A Checklist” in the “National Officer Endorsements (licensed) for Deck” section. Some of you may need the “STCW Officer Endorsements (licensed) for Deck” checklists. And maybe there’s an Engine Officer or two among us. **Print your checklist** and use it as you work through the process.

4. Next, click on “[MEDICAL CERTIFICATE](#)” in the vertical left menu. On this page you will find all the information you need about the required medical certificate. Read everything and follow the directions to the letter. It’s especially important that the medical practitioner who does the exam and completes the CG-719K form does it correctly and completely.

Search “merchant mariner physical exam locations” on your web browser for lists of offices that do DOT physical exams (includes USCG and aviation physicals). They know the CG forms and they can do your drug test when you appear for the physical, if you’re not enrolled in a drug-testing program.

5. “[MMC EVALUATION](#)” (in the vertical left menu) has details about documenting sea service, TOARs (towing officer assessments), course certificates, approval to test and awaiting information. Click on the horizontal menu tabs for important information you may need.

The screenshot shows two main sections: "MMC Evaluation" and "The Next Phase".

MMC Evaluation
The MMC evaluation is the review of an applicant's documented professional qualifications including sea service, military service, STCW, TOARs, course certificates, and approvals to test. The MMC application package **must** be submitted to your local REC.

The Next Phase
Once this evaluation is complete, the mariner will receive an email and/or letter notification indicating Awaiting Information (AI), Approval to Test (ATT), or Approved to Print.

Click on tabs below for more information.

Documenting Sea Service TOARs Course Certificates Approval to Test Awaiting Information

Documenting Sea Service
To document your sea service you may use form [CG-7195](#) or submit a letter which includes the same information required on the Small Vessel Sea Service Form (CG-7195). For further instructions on completing the CG-7195 form, sample letters and sea service related details please use the [Sea Service Instructions](#).

Visit our [Military to Mariner](#) page for information on crediting military sea service, training and exams, recency, officers, enlisted personnel and reasons for delay.

To help determine sea service for RENEWALS only, try the [Renewal Calculator](#).

Some service on ATBs can be credited towards a Tankerman PIC endorsement. Check [this document](#) for status of equivalency determinations.

6. Explore the other left-side menu tabs. You may find answers to your questions and helpful guidance that you've not seen elsewhere on the website.

Good luck, captains!

