

## Electronic Submission Instructions

The following applications can be submitted to the Coast Guard electronically:

- Merchant Mariner Credentials (MMCs) to Regional Examination Centers (RECs)
- Medical Certificate Applications (CG-719K or K/E) to RECs or the National Maritime Center (NMC)
- Course Approval Requests to the NMC
- Designated Examiner (DE) Approval Requests to the NMC
- Qualified Assessor (QA) Approval Requests to the NMC

**Applications for a Merchant Mariner Credential (CG-719B) cannot be submitted directly to the NMC. Any application for a medical certificate that is submitted with a CG-719B (MMC and medical certificate) must be submitted to an REC.**

Please follow these important instructions when electronically submitting applications or approval requests to the NMC or an REC.

### SIZE AND FORMAT LIMITATIONS

[SUBMISSION OF MMC AND/OR MED CERT APPLICATIONS TO RECS](#)

[SUBMISSION OF MED CERT APPLICATIONS TO NMC](#)

[SUBMISSION OF COURSE APPROVAL REQUESTS](#)

[SUBMISSION OF DESIGNATED EXAMINER OR QUALIFIED ASSESSOR APPROVAL REQUESTS](#)

### **SIZE AND FORMAT LIMITATIONS**

E-mail is a critical way for mariners to communicate with the NMC. Please be advised of the following limitations in the Coast Guard's e-mail system regarding sending e-mails with attachments to the NMC:

- The system will not accept attachments larger than 35 MB. Please split attachments larger than 35 MB into multiple e-mails. When sending multiple e-mails, ensure the subject of each e-mail indicates the order of the attachments.
- The system will not accept compressed (.ZIP) files, regardless of size.
- It is highly recommended that attachments are in PDF format.

- **E-mails that are larger than 35 MB or that include compressed files as attachments will not be delivered. Furthermore, neither the sender nor intended recipient will be notified of the delivery failure.**

## **SUBMISSION OF MMC AND/OR MED CERT APPLICATIONS TO RECS**

Both MMC and medical certificate applications can be submitted to an REC via e-mail using the following process:

1. [Select an REC](#), and complete all necessary application forms using the Coast Guard's [Application Acceptance Checklist](#) as a guide for required documents.
2. Include a copy of your TWIC, TWIC application receipt, or TWIC exemption statement in your e-mail attachment(s).
3. The preferred method to pay user fees (if applicable) is by using [www.pay.gov](http://www.pay.gov). Include a copy of your pay.gov user fee receipt in your e-mail attachment(s).
4. Completed applications must be scanned at a resolution not exceeding 300 dpi, saved in PDF format, and cannot exceed 35 MB in size. If e-mail size (including attachments) exceeds 35 MB, send documents in multiple e-mails.
5. Visit the [REC webpage](#) and select an REC to determine that location's e-mail address.
6. The subject line of your e-mail must be: Last name, First name, Middle name, mariner reference number. For example: **Mariner, Johnny, L, 123456**.

*NOTE: New applicants will not have a reference number.*

7. Ensure all attachments are included, then send.

Please use the minimum number of e-mails to send your application and attachments.

## **SUBMISSION OF MED CERT APPLICATIONS TO NMC**

To continuously improve our services to mariners, the Coast Guard has established a new option for submission of medical certificate applications (CG-719K and CG-719KE). Beginning February 1, 2018, mariners may submit medical certificate only applications directly to the NMC. RECs will continue to accept medical certification application submissions as well.

**Applications for an MMC (CG-719B) cannot be submitted directly to the NMC. Any application for a medical certificate that is submitted with a CG-719B (MMC and medical certificate) must be submitted to an REC.**

**Medical certificate applications** can be submitted to the NMC via e-mail at:

[MEDAIP@uscg.mil](mailto:MEDAIP@uscg.mil).

**Amplifying/additional information (AI)** from a medical provider can also be submitted directly to the NMC via e-mail at: [NMCMedicalClerks@uscg.mil](mailto:NMCMedicalClerks@uscg.mil).

**Medical certificate applications** can also be submitted to the NMC via fax or mail, but the processing time will be longer because your documents must be scanned:

Fax to: (304) 433-3407. Please include your full name in the subject line.

Mail to:

National Maritime Center  
Medical Evaluation Division  
100 Forbes Drive  
Martinsburg, WV 25404

If you e-mail your medical certificate application, the NMC does not have the capability to send an auto-reply indicating receipt.

If you mail your medical certificate application, you should allow a week for delivery and processing.

For confirmation of receipt, contact the NMC Customer Service Center via [LiveChat](#), e-mail to [IASKNMC@uscg.mil](mailto:IASKNMC@uscg.mil), or phone at 1-888-IASKNMC (427-5662).

## **SUBMISSION OF COURSE APPROVAL REQUESTS**

Course or program approval requests including instructors, proctors, and assessors should be submitted to the NMC's Training & Assessment Division. This and more information can be found on the [Training & Assessments](#) page of the NMC website.

It is highly recommended that approval requests be submitted via e-mail in PDF format to [NMCCourses@uscg.mil](mailto:NMCCourses@uscg.mil). If e-mailed course submissions exceed 35 MB, requests must be submitted through the [Coast Guard Homeport](#) or follow the instructions in the [Size and Format Limitations](#) section above.

Alternatively, approval requests can be faxed or mailed.

Fax to: (304) 433-3408, ATTN: Training & Assessment Division (NMC-2)

Mail (on a CD or DVD in PDF format) to:

Commanding Officer (NMC-2)  
USCG National Maritime Center  
100 Forbes Drive  
Martinsburg, WV 25404

Requests for new or alternative **site approvals** that are submitted outside the course approval process should be submitted via e-mail in PDF format to [NMCSiteApprovals@uscg.mil](mailto:NMCSiteApprovals@uscg.mil). Visit the [Training Providers tab](#) of the Training & Assessments webpage for more information. For questions regarding **training approvals**, please e-mail [NMCCourses@uscg.mil](mailto:NMCCourses@uscg.mil).

Training providers should submit **course completion data** via [Homeport](#). To do this, you must have a Homeport account. See [How to Obtain a Homeport Account](#) on the NMC website for information on obtaining a Homeport account or for first-time log-in.

## **SUBMISSION OF DESIGNATED EXAMINER OR QUALIFIED ASSESSOR APPROVAL REQUESTS**

Requests for approvals of Designated Examiners (DE), TOAR requests, and Qualified Assessors (QA) should be submitted to the NMC's Training & Assessment Division via e-mail in PDF format at [NMCCourses@uscg.mil](mailto:NMCCourses@uscg.mil).

Fax to: (304) 433-3408, ATTN: Training & Assessment Division (NMC-2)

Mail (on a CD or DVD in PDF format) to:

Commanding Officer (NMC-2)  
USCG National Maritime Center  
100 Forbes Drive  
Martinsburg, WV 25404

*NOTE: DEs and QAs are not MMC endorsements and should not be submitted on CG-719B forms or sent to an REC.*

Use of the [Designated Examiner Request Guide](#) and/or the [Qualified Assessor Request Guide](#) is not required but will help ensure that all of the required information is included with your submission. Also, consider including a [Designated Examiner Information Release Guide](#) or [Qualified Assessor Information Release Guide](#) as appropriate to list or remove personal information from the published DE and QA Lists on the NMC website.

To locate the appropriate TOAR, visit the [MMC Evaluation page](#) of the NMC website or see [NVIC 03-16](#).