

# License Renewal



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Renewal Website: <http://www.uscg.mil/nmc>

2/20/2010

## LICENSE RENEWAL CHECKLIST

- \_\_\_ Application Form (CG-719B).
- \_\_\_ Physical Examination Report (CG-719K). This form must be an **original** and be dated within one year of the date your application package is submitted.
- \_\_\_ Report of Chemical Drug Testing – Letter from employer, Certification from Medical Review Officer(CG-719P) or Letter From Maritime Drug Consortium. Letter must be dated within 6 months of the date your application is submitted.
- \_\_\_ Sea Service – Evidence of at least 360 days of sea service during the 5 years your license was valid. Sea service may be documented in various forms. Evidence of one of the following is necessary documentation of sea service:
1. Original certificates of discharge
  2. Small Vessel Sea Service Form (CG-719S). If you owned the boat(s), proof of ownership for each boat is required.(copy of registration or documentation papers).
  3. Copies of official military service(if using military sea service); or
  4. Official documents from maritime company on original company letterhead paper signed by appropriate officials or licensed master. At a minimum the letter must include:
    - A. Name and official number of each vessel.
    - B. Vessel's gross tonnage, horsepower and type of propulsion
    - C. Number of days underway aboard each vessels including the dates of service.
    - D. Number of days on each route (Oceans, Near Coastal, Great Lakes, etc.)
    - E. Number of hours worked each day.
    - F. Capacity you sailed in.(Master, Mate, Deckhand, etc:)
- \_\_\_ User Fees. You may pay your fees on line at [www.pay.gov](http://www.pay.gov). You should include a copy of the confirmation of payment form. You can also pay using a credit card or personal check payable to the U.S. Coast Guard.
- Evaluation Fee - \$50.00  
Issuance Fee - \$45.00
- If you don't have the necessary sea service and need to complete the open book renewal exercises there will be an additional \$45.00 examination fee.
- \_\_\_ Copy Of The Front And Back Of Your Current CG License
- \_\_\_ Copy Of The Front Of Your TWIC Card

Mail to  
Regional Examination Center  
420 Madison Ave, Suite 700  
Toledo, OH 43604-1265  
Phone: 1-(888) 427-5662  
Fax: 1-(419) 259-7558

