

LICENSE CHECK OFF SHEET



****MARITIME INSTITUTE STAFF WILL BE MORE THAN HAPPY TO CHECK OVER YOUR PACKET ONCE IT IS FULLY COMPLETED AND ORGANIZED IN THE FOLLOWING ORDER****

_____ **MY APPLICATION HAS BEEN PREPARED IN BLACK INK OR TYPEWRITTEN AND SIGNED IN SECTION III, ON BOTH LINES IN SECTION V, AND ON THE CERTIFICATION STATEMENT IN SECTION VI.**

_____ **THREE CHARACTER REFERENCE LETTERS.**

_____ **PROOF OF CITIZENSHIP (passport or certified copy of birth certificate)**

_____ **MY SOCIAL SECURITY CARD IS ENCLOSED (you must have a signed original)**

_____ **CURRENT CPR/FIRST AID CARD IS ENCLOSED. The CPR needs to be current and the First Aid MUST be *within 1 year*.** NOTE: DO NOT HOLD UP PAPERWORK FOR ONLY CPR/FIRST AID CARDS. YOU SHOULD ENROLL IN THESE CLASSES AND ADVISE THE COAST GUARD OFFICE BY ATTACHING A NOTE TO THE APPLICATION STATING THAT YOU ARE ENROLLED AND THE CARDS WILL BE PROVIDED AT THE TIME OF ISSUANCE.

_____ **MY DRUG TEST IS SIGNED AND ENCLOSED (TEST MUST BE COMPLETED BY A SAMHSA APPROVED LAB - FOUND UNDER "DRUG DETECTION AND TESTING/DEPARTMENT OF TRANSPORTATION TESTING" IN THE PHONE BOOK), OR I HAVE A RANDOM DRUG TESTING LETTER OR CARD.**

Note: IF IN A RANDOM DRUG TEST PROGRAM, THE LETTER SHOULD HAVE THE FOLLOWING INFORMATION: A letter on original marine related company stationary, signed by an approved company official, stating specifically that, **"during the previous 185 days, Mr. Doe was subject to an approved random drug testing program as required by 46 CFR 16.230 for at least 60 days and did not fail or refuse to participate in a chemical test for dangerous drugs."**

_____ **MY PHYSICAL IS SIGNED AND MEETS ALL THE NECESSARY REQUIREMENTS.**

_____ **SEA SERVICE FORMS OR LETTERS HAVE BEEN SIGNED AND COMPLETED AS NOTED.**

- **IF I AM AN OWNER OF VESSELS SIGNING MY OWN TIME, I HAVE ATTACHED PROOF OF OWNERSHIP.**
- **COMMERCIAL SERVICE AND PLEASURE BOAT TIME ON OTHER PEOPLE'S BOATS MUST BE SIGNED BY THE OWNER OR CAPTAIN AND NOTARIZED IF NOT ON MARINE RELATED LETTERHEAD.**

_____ **COPY OF MARITIME INSTITUTE'S CERTIFICATE OF COMPLETION** if you submit the paperwork before you complete the class take the original with you to the REC when you pick up your license

_____ **ENCLOSE A CHECK OR MONEY ORDER MADE OUT TO "UNITED STATES COAST GUARD" \$100.00 FOR EVALUATION AND \$45.00 FOR ISSUANCE (total is \$145.00)**

NOTE: SEND ONLY A COPY OF SOCIAL SECURITY CARD, BIRTH CERTIFICATE OR PASSPORT, AND CPR/FIRST AID CARD WITH PAPERWORK TO COAST GUARD WITH NOTE THAT YOU WILL BRING THE ORIGINAL DOCUMENTS UPON ISSUANCE OF LICENSE. ALL OTHER FORMS AND PAPERWORK MUST BE ORIGINALS WITH ORIGINAL SIGNATURES.

SEND TO: *Southern California Office:*
COMMANDING OFFICER REC
U.S.C.G. MARINE SAFETY OFFICE
1001 S. SEASIDE AVENUE, BLDG. 20
TERMINAL ISLAND
SAN PEDRO, CA 90731
Phone: (310) 732-2080

Northern California Office:
COMMANDING OFFICER REC
U.S.C.G. MARINE SAFETY OFFICE
BUILDING 14, ROOM 109
COAST GUARD ISLAND
ALAMEDA, CA 94501-5100
Phone: (510) 437-3097