Original Captain’s License Checklist

OUPV/Six-Pack | Master 25/50/100 Ton

Use this checklist to gather your documents, complete your Navita™ applications, and confirm submission to the National Maritime Center (NMC).

1. Gather your supporting documents

- ☐ **Sea service | CG-719S.** Prepare signed forms for each vessel. For service on a vessel you own or owned, you may certify your own time; include proof of ownership, such as registration or a bill of sale. For service on another person’s vessel, obtain certification from an authorized owner, master, or other qualified person. Upload to the MMC application.
- ☐ **Drug testing | CG-719P or acceptable evidence.** Provide a qualifying DOT/USCG drug test taken within 185 days of application, or documentation meeting an accepted exemption. Upload to the MMC application, not the medical application. Review NMC drug-testing guidance.
- ☐ **TWIC documentation.** Apply for a Transportation Worker Identification Credential and tell TSA it is for a USCG Merchant Mariner Credential. Have your TWIC information and a copy of your valid card or application receipt ready for the requirements shown in Navita™.
- ☐ **Adult CPR and Basic First Aid.** Provide valid Adult CPR certification and proof of First Aid completed within 12 months before application. Confirm that the exact course and delivery format are Coast Guard-accepted; online-only training is not sufficient. Review accepted training.
- ☐ **MLS Certificate(s) of Completion.** Upload the certificate(s) for your completed captain’s course and any applicable endorsements. Apply within one year of course completion.

Medical examination: Begin the separate Medical Certificate application before your appointment so you can print the Navita™-generated CG-719K. See page 3.

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Complete Your MMC Application

Enter application information directly in Navita™

2. Create your account and start your application

- ☐ **Sign in to Navita™.** Use your existing Login.gov account, or create one if needed. Set up your own mariner account and review your legal name, contact information, and mailing address in My Account.
- ☐ **Start Merchant Mariner Credential (MMC) (719B).** For your first captain's license, choose the transaction for a first/original credential. Enter the requested license and endorsements, including the appropriate route, tonnage, and propulsion limits.
- ☐ **Complete the online CG-719B sections.** Enter your applicant information, safety and suitability disclosures, required consents, and electronic signature. Navita™ generates the application from your answers; you do not need to fill out and upload a separate blank CG-719B.
- ☐ **Complete conviction disclosures, if applicable.** Answer all disclosure questions accurately. Complete CG-719C information when prompted and provide any supporting records Navita™ requires.

3. Pay fees and upload your documents

- ☐ **Review the fee breakdown in Navita™.** Select Pay Fees and complete payment through Pay.gov. Download the official receipt as a PDF, return to Navita™, and upload it to the Fees page. Confirm the fee requirement is satisfied.

  Fee planning: An original officer application using an approved course in lieu of the Coast Guard exam is generally $145 ($100 evaluation + $45 issuance). Use the amount calculated for your transaction; fee waivers may apply.

- ☐ **Complete the application requirements checklist.** Upload each supporting PDF to its matching requirement. Check that all pages, signatures, and dates are legible. Follow the file-size limits displayed in Navita™.

Returning later? Resume your draft through My Applications. Do not start another application for the same request. Mariners Learning System is not your application proxy; do not list MLS as an authorized third party.

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Medical Certificate Checklist

A separate application from your MMC

Your MMC and Medical Certificate are separate applications and are reviewed separately. A completed CG-719K examination report is used to apply for a Medical Certificate; it is not the issued certificate.

4. Prepare for and complete your medical examination

- ☐ **Start Medical Certificate (719K/719KE).** From the Navita™ home page, choose the Medical Certificate application. Select the Officer category and CG-719K for an OUPV or Master captain's license.
- ☐ **Complete your applicant sections online.** Enter the requested personal information, medical history, medications, consent, and applicant signature. Review your answers for accuracy.
- ☐ **Download and print the generated CG-719K.** Bring the form to your medical appointment. Your medical provider completes the examination sections and signs and dates the form outside Navita™.
- ☐ **Confirm the examination is current.** The physical examination must have been completed within 12 months before your medical application. Check for missing entries, signatures, dates, and any required medical reports before uploading.

5. Upload and submit your medical application

- ☐ **Return to your existing medical application.** Upload the completed, signed CG-719K as a legible PDF, together with any additional medical documentation requested. Follow the upload requirements shown in Navita™.
- ☐ **Submit and keep confirmation.** Finish the medical application's required items, select Submit Application, and confirm that submission succeeded. Save your reference number and completed form.

Keep documents in the right application: Submit the CG-719K through the Medical Certificate application. Drug-test evidence, sea service, course certificates, and CPR/First Aid belong in the MMC application.

Already completed a paper CG-719K? Ask the NMC how to use your existing examination paperwork in Navita™ before arranging another physical.

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Final Review and Submission

Make sure both applications reach the NMC

6. Submit your MMC application

- ☐ **Review your information and requested endorsements.** Confirm names, identification numbers, mailing address, route, tonnage, and all disclosures. Review the generated application before submitting.
- ☐ **Confirm every required item is complete.** Check all document uploads and your Pay.gov receipt. Resolve any outstanding requirements shown in Navita™.
- ☐ **Select Submit Application.** Wait for the on-screen submission confirmation. Downloading a form, saving a draft, or uploading documents alone does not submit the application.
- ☐ **Save your records.** Keep your application reference number, completed application forms, supporting documents, and payment receipt. Retain originals in case the Coast Guard requests them.
- ☐ **Verify your separate medical submission.** Confirm that the Medical Certificate application was also submitted successfully. Monitor both applications and respond promptly to NMC requests.

After submission

Use your application record in Navita™ to review its status and related information. If the NMC asks for another document, follow its instructions. The current guide describes creating a signed-in Contact Us case, identifying the application, and attaching the requested PDF to the case record. Do not open a new credential application to respond.

Helpful guides and application support

Navita™ Mariner Portal | Official Navita™ User Guide
MLS step-by-step submission article
Captain's License Application Help Center

NMC Customer Service: 1-888-IASKNMC (1-888-427-5662). Use Navita™ Contact Us for application-related assistance.

This MLS planning guide covers original OUPV and Master 25/50/100-Ton applications. The applicant must establish eligibility for the requested credential. Requirements and portal instructions may change; follow the current NMC instructions and your personalized Navita™ checklist.

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