



ADAMS MARINE SEMINARS
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GET ORGANIZED BEFORE SUBMITTING YOUR APPLICATION FOR THE COAST GUARD LICENSE.

A great way to save time before you log in is to have all the paperwork scanned, clearly named, and grouped into individual PDF files:

Medical & Drug Screen (Signed CG-719K + CG-719P or consortium letter)

Identification & TWIC (Passport/birth certificate + TWIC card)

Sea Service Logs (All signed CG-719S forms) Proof of ownership if you are the owner.

Course Certificates— EACH CERTIFICATE MUST BE an “INDIVIDUAL PDF FILE”: (ex: License school, OUPV, Master, Assistance Towing, and First Aid/CPR).

Disclosure Statement for Narcotics, DWI/DUI, and/or Other Convictions (Optional): If you have marked yes(y) to any question have supporting documentation copied into a single pdf file.

The Coast Guard National Maritime Center has a new process for all applications called NAVITA.

<https://navita.uscg.mil/s/>

Here is a Checklist **before logging into NAVITA.** Run through this checklist so you can upload every file without interruption.

1. Identity & Security Clearances

Proof of U.S. Citizenship: Clear color scan of an unexpired U.S. Passport OR certified Birth Certificate.

TWIC Card: Front scan of the active TWIC card OR the official TSA enrollment confirmation receipt showing the 10-digit number.

Login.gov Credentials: Must create an account at Login.gov one time only. Verified username, password, and two-factor authentication method. After Login.gov account is created, you can go to NAVITA site to continue the application process. You will create a separate account for NAVITA.

2. Medical & Drug Testing (Strict Time Limits)

Physical Exam (Form CG-719K):

All 10 pages scanned in order as a single PDF.

Signed and dated by a licensed Physician, PA, or NP within the last 12 months. (DO is not accepted)

Section IV (Vision) and Section V (Hearing) fully completed with passing scores or waiver indications.

Drug Test: DOT/USCG 5-Panel Drug Screen (Form CG-719P or Consortium Letter):

Must be signed and dated within the last 185 days (roughly 6 months).

If using an active random testing consortium, the letter must state the mariner has been enrolled for at least 60 days of the past 185 days with no failed tests.

3. Sea Service Records (Form CG-719S)

All Days Accounted For:

OUPV Applicant: Minimum 360 days total (at least 90 days Near Coastal/ocean waters).

Master Applicant: Minimum 720 days total (at least 360 days Near Coastal/ocean waters).

Recency Rule Met: At least 90 days within the past 3 years on both applications.

Vessel Data Complete: Length, width, draft, and Gross Registered Tonnage (GRT) filled out for every boat listed (crucial for assigning 25, 50, or 100 Ton tiers).

Signatures: Every sheet must be signed and dated by the vessel owner, master, or applicant (if self-verifying, include proof of ownership such as state registration, title, or USCG documentation).

Renewal Applicant: Minimum 360 days total within the past 5 years. No minimum Near Coastal/ocean waters required and nor recency required. Vessel Data and Signatures Complete (see above)

4. Approved Course Completion Certificates (Original License)

(Ensure all course certificates are within 1 year of the completion date on the certificate)

License Course Certificate: Each certificate must be scanned as a separate pdf copy.

1: Approved OUPV course certificate.

2: Additional certificate if appropriate – ex. Approved Master 100-Ton course certificate.

Commercial Assistance Towing Certificate: Required to add the towing endorsement.

3. First Aid & Adult CPR: Must be a Coast Guard–approved course (e.g., Adams Marine Seminars, American Red Cross, American Heart Association) taken within the last 12 months.

5. Payment Ready

Debit Card, Credit Card, or Bank Routing Info: NAVITA will direct you through Pay.gov at the end: \$145 USD total for Original and/or Upgrade (100 USD evaluation + 45 USD issuance). (\$95 USD total for License Renewal.)

***Best way** (my suggestion): Make your payment, before going to NAVITA, on PAY.GOV and print the receipt out. Scan to a pdf copy and have it ready to submit when you upload your certificates.

<https://www.dco.uscg.mil/nmc/fees/>.

***Pro-Tips for File Uploads in NAVITA: NOTE: This is for OUPV and Master not more than 100gt**

You are Applying for: **“National”**. (NOT- “STCW” or “National with STCW”) and **“Deck Officer”**

Scan each Certificate of Passing separately. (in pdf format only)

Combine multi-page docs:

Scan all 10 pages of the CG-719K (physical) into a single pdf file. **10 pg. Medical is uploaded separately.**

Scan all CG-719S (sea service form(s)) into single pdf file with copies of proof of ownership and any additional boat information.

Clear file names: Label each pdf file plainly with your last name first and the name of the file.

Examples: Smith.Passport.pdf Smith.OUPVcertificate.pdf Smith.FirstAidCPR.pdf

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