

**Commanding Officer
U.S. Coast Guard
Operations Systems Center
Kearneysville, WV 25430**



Homeport 2.0 User Guide for Public Users

Version 1.0 Draft

October 17, 2017

Table of Contents

1.	PREFACE.....	1
1.1	About Homeport	1
1.2	System Requirements for Using Homeport	1
1.3	OSC Application Support Division's Role in Homeport.....	1
2.	HOMEPORT.....	2
2.1	Homeport Header.....	2
2.2	Missions Tab.....	3
2.2.1	Missions Page.....	3
2.2.2	Missions Page Blocks	3
2.2.3	Missions Menu.....	6
2.2.3.1	Vessel Response Plan Status Board.....	7
2.3	Port Directory Tab	9
2.3.1	Port Directory Page Blocks	9
2.4	Featured Homeport Links	11
2.4.1	Marine Event Permits.....	11
2.5	Search Box.....	13
2.5.1	Content Search	13
2.6	MARSEC Level	14
2.7	Homeport Footer.....	15
2.7.1	Contact Information	15
3.	MERCHANT MARINERS.....	17
3.1	Searching Merchant Mariner Application Status and Credentials.....	17
3.2	Using the Sea Service Renewal Calculator.....	18
3.3	Verifying Merchant Mariner Credentials.....	19
3.3.1	Merchant Mariner Document Search.....	20
3.3.2	Performing a Single Mariner Search.....	20
3.3.3	Multiple Mariner Search Using Reference Numbers	21
3.3.4	Credential Verification Search Results	22

List of Figures

Figure 1-1	Contact Information	1
Figure 2-1	Homeport Main Page	2
Figure 2-2	Homeport Header	2
Figure 2-3	Missions Tab	3
Figure 2-4	Homeport News	3
Figure 2-5	MARSEC Levels Block	4
Figure 2-6	National Terrorism Advisory System Block.....	4
Figure 2-7	General Operations Block	4
Figure 2-8	Most Current Block.....	5
Figure 2-9	Public Security Advisory	5

Figure 2-10 Public Sector Directory Block	5
Figure 2-11 Sector List	5
Figure 2-12 Public Sector Map	6
Figure 2-13 Missions Menu	6
Figure 2-14 Missions Sub Menu	7
Figure 2-15 VRP Status Board	7
Figure 2-16 VRP Search Page	8
Figure 2-17 VRP Search Results Screen	8
Figure 2-18 Vessel Details Screen	8
Figure 2-19 Public Port Directory Tab	9
Figure 2-20 Port Directory Page	9
Figure 2-21 News and Events Block	10
Figure 2-22 Contingency Plans Block	10
Figure 2-23 Safety Notifications Block	10
Figure 2-24 Coast Guard Unit Information Block	10
Figure 2-25 Coast Guard Response Block	10
Figure 2-26 Coast Guard Prevention Block	11
Figure 2-27 Coast Guard Planning Block	11
Figure 2-28 Featured Homeport Links	11
Figure 2-29 Marine Even Permit Link	12
Figure 2-30 Application for Marine Event Permit Warning Window	12
Figure 2-31 Application for Marine Event Permit	12
Figure 2-32 Homeport Search Box	13
Figure 2-33 Filters for Search Results	14
Figure 2-34 COTP MARSEC Level Link	14
Figure 2-35 COTP Zones	15
Figure 2-36 Homeport Footer	15
Figure 2-37 Coast Guard Quick Links	15
Figure 2-38 Contact Information	16
Figure 3-1 Merchant Mariners	17
Figure 3-2 Merchant Mariners Sub Menu	17
Figure 3-3 Merchant Mariner Application Status Search	18
Figure 3-4 MMLD Application Search Results	18

Figure 3-5 MMLD Privacy Policy.....	19
Figure 3-6 Results of Service.....	19
Figure 3-7 Merchant Mariner Credential Verification.....	20
Figure 3-8 Document Number Search Area	20
Figure 3-9 Reference Number Search.....	21
Figure 3-10 Multiple Mariner Search	21
Figure 3-11 Mariner Information.....	22
Figure 3-12 Detailed Credential Information	22

1. PREFACE

1.1 About Homeport

Homeport is the United States Coast Guard's (USCGs) Internet tool for providing a public interface for internal USCG processes, information and services. The Homeport portal supports the secure information requirements of the Maritime Transportation Security Act. Homeport provides secure information dissemination, advanced collaboration capabilities for Area Maritime Security Committees, electronic submission and approval for Vessel & Facility Security Plans, and complex e-mail notification capabilities. The purpose of this document is to act as a guide to Homeport system users. This user guide includes explanations, terminology and business procedures for the Homeport system.

1.2 System Requirements for Using Homeport

The Internet Explorer browser deployed in the USCG Standard Image is supported with CGPortal. When accessing Homeport, ensure that a supported web browser/version is installed.

The following web browsers are supported and recommended for use with Homeport:

- Internet Explorer 7.0 (32-bit)
- Internet Explorer 9.0 (32-bit)

The following web browsers are also supported with Homeport:

- Internet Explorer 8.0 (32-bit)
- Internet Explorer 10.0 (32-bit)
- Internet Explorer 11.0 (32-bit).

Currently, only 32-bit versions of Internet Explorer support ActiveX controls. 64-bit versions of Internet Explorer and all other browsers, including Firefox, Chrome and Safari, do not support ActiveX controls and, therefore, may experience limited functionality.

1.3 OSC Application Support Division's Role in Homeport

Anyone with Internet access can view Homeport to see information available to the general public. Intervention from the Operations Systems Center (OSC) Applications Support Division will be required to set up new registered accounts. To request an account please contact OSC Application Support Division at the following phone number or e-mail address.



Homeport Contact Information

Homeport Phone Numbers: 304-262-5971 or 877-872-4999

Homeport E-mail: OSC-Homeport@uscg.mil

Figure 1-1 Contact Information

2. HOMEPORT

Homeport gives the user easy access to content and links through tabs, blocks, and menus. The following section gives an overview of the information users will have access to before logging onto Homeport.

Once the user navigates to Homeport, a similar screen to the following appears:

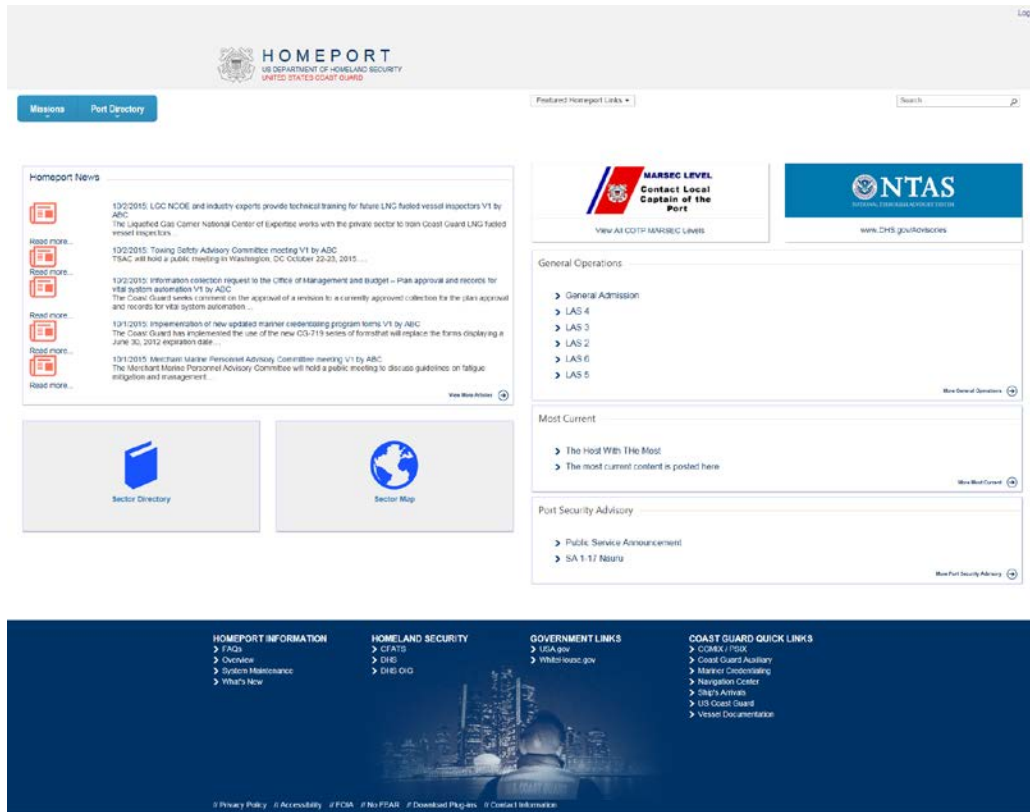


Figure 2-1 Homeport Main Page

2.1 Homeport Header

The **Homeport Header** appears on all Homeport pages and allows the user quick access to the **Missions** tab, **Port Directory** tab, **Featured Homeport Links**, and the **Search Box**.

*NOTE: By clicking the Logo or clicking the **Missions** tab, the user will be directed back to the main page.*



Figure 2-2 Homeport Header

2.2 Missions Tab

The **Missions** tab contains information about US Coast Guard's efforts in marine safety, marine security, and environmental protection. The following section describes the **Missions Page** and the **Missions Menu**. Information about the using **Merchant Mariners** and **Vessel Response Plan** are also included in this section.

2.2.1 Missions Page

Clicking the **Missions** tab, displays the following screen. The user clicks the **Homeport logo**, at the top of every page, or the **Missions** tab to return to this screen.

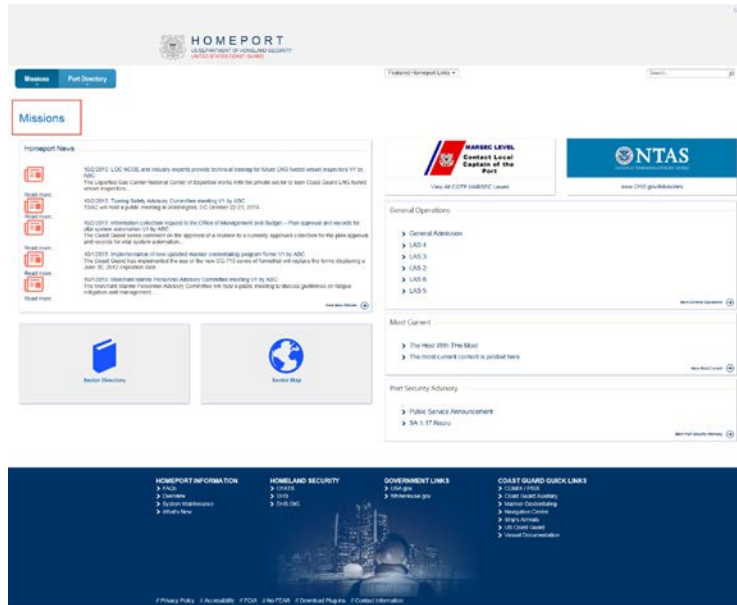


Figure 2-3 Missions Tab

2.2.2 Missions Page Blocks

The following section discusses the **Blocks** displayed on the **Missions** page.

- The **Homeport News** block includes articles available for the user to access through separate websites.

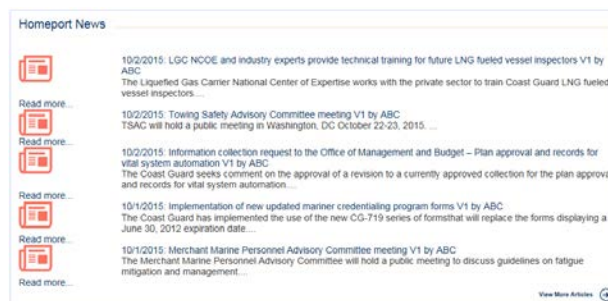


Figure 2-4 Homeport News

NOTE: The user clicks the desired article title and he/she will be directed to the website containing the article.

- The **US Coast Guard's Maritime Security (MARSEC)** level is a three-tiered system that provides the current threat condition of a maritime area. The **MARSEC Level** block also contains a link to **View All COTP MARSEC Levels**.



Figure 2-5 MARSEC Levels Block

A new internet page opens with the US Coast Guard Maritime Security Level information.

- The **National Terrorism Advisory System (NTAS)** communicates information concerning terrorist threats to the American public; clicking this directs the user to the **NTAS** site.



Figure 2-6 National Terrorism Advisory System Block

- The **General Operations** block directs the user to **Safety Alerts** which can also be located by clicking: **Missions | Investigations | Safety Alerts | General Operations**.

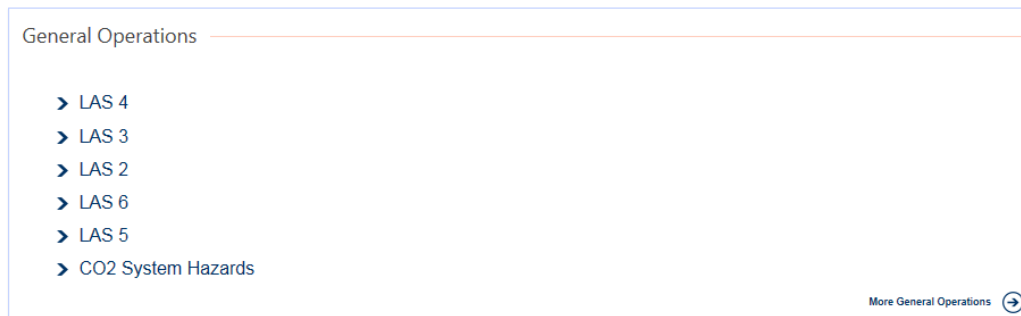


Figure 2-7 General Operations Block

NOTE: Click a link in the block to display content.

- The **Most Current** block displays the most current content. This can also be accessed by clicking **Missions | Investigations | Safety Alerts | Most Current**.



Figure 2-8 Most Current Block

- The **Port Security Advisory** block displays notifications on the **International Port Security Program (ISPS Code)**.

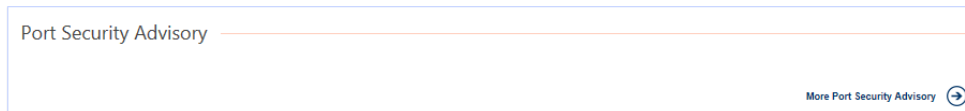


Figure 2-9 Public Security Advisory

- The **Sector Directory** block displays each sector according to the **District**.

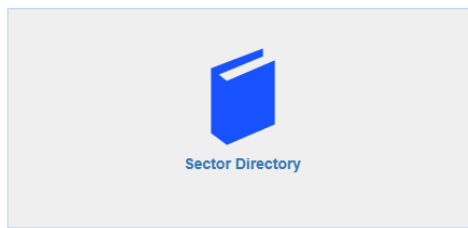


Figure 2-10 Public Sector Directory Block

- If the user clicks the **Sector Directory** block the following screen appears and displays information pertaining to each sector:



Figure 2-11 Sector List

- The **Sector Map** block displays a map of the United States that shows the name and location of the US Coast Guard Sectors.



Figure 2-12 Public Sector Map

*NOTE: The user may click a {port name} to bring up **Port Directory** content; this information can also be accessed using the **Port Directory** tab.*

2.2.3 Missions Menu

The following are steps to navigate through the **Missions Menu**:

1. Hover over the **Missions** tab to display the **Missions Menu**.

NOTE: This menu contains links directly to content that is located in the Homeport website and links to outside websites, depending on the information the user is trying to obtain.



Figure 2-13 Missions Menu

2. To display the sub-menu, hover over the arrow to the right of the menu item.

NOTE: If the Menu item has a small arrow to the right of the title, there is a sub menu. If not, the user clicks the menu item to display the content or website.

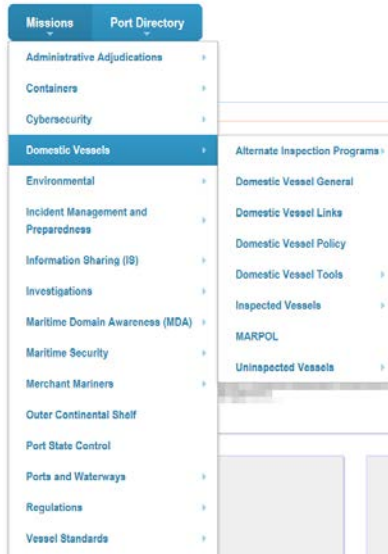


Figure 2-14 Missions Sub Menu

3. From the sub-menu the user can select one of the items by clicking the menu item.

Merchant Mariners is located in the Missions menu, for more information go to [Section 3.0 Merchant Mariners](#).

2.2.3.1 Vessel Response Plan Status Board

Homeport allows users to view Vessel Response Plans (VRP) and Shipboard Oil Pollution Emergency Plans (SOPEP).

Perform the following steps to search for **Vessel Response Plans**:

1. From the **Missions Menu**, click the **VRP Status Board** to be directed to the **VRP Search** page.

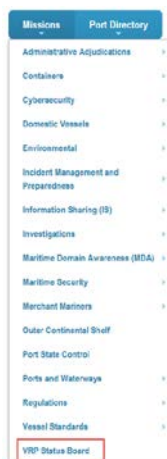




Figure 2-15 VRP Status Board

Missions Port Directory

Search Type: All Plans VRP IMO

Result Listing: Vessels Plans

Plan Number:

Vessel Name:

IMO Number:

Official Number:

Plan Status: Authorized Not Authorized

Vessel Status: Authorized Not Authorized

Advanced VRP Express Search

Reset Search

Figure 2-16 VRP Search Page

2. The user enters the {required criteria}, and clicks **Search**.

The Search Results page appears similar to the following figure:

Show 25 entries

Search:

Vessel Name	IMO Number	Official Number	Status	Plan Num	Plan Exp Date	WCD	Tonnage	Ton Type	Description	Vst Type
			Authorized		04/03/2022	0	67.0	(GRT)	Towing Vessel	SMPEP
			Not Authorized			0	299.0	(ITC)	Towing Vessel	SMPEP
			Not Authorized			3556	299.0	(ITC)	Towing Vessel	TANK (Primary)
			Authorized		06/19/2016	2875	496.0	(ITC)	Industrial Vessel	NT/SOPEP
			Authorized		04/10/2022	564			Freight Ship	TANK (Primary)

Figure 2-17 VRP Search Results Screen

3. The user may select his/her vessel.

The Vessel Details screen appears similar to the following figure:

Vessel Details for

IMO Number:

Official Number:

AUTHORIZED

Return to plan

Vessel Information	
Total WCD:	564
VRP Type:	Tank (Primary)
Owner:	
Operator:	
Flag:	
Call Sign:	
Cargo Type Carried:	Group I Non-Persistent Oils
Vessel Type:	Freight Ship
Largest Oil Tank:	66 barrels
Length:	
Gross Tons null	
Self Propelled:	No

Figure 2-18 Vessel Details Screen

2.3 Port Directory Tab

The **Port Directory** tab contains public information for each US Coast Guard sector.

Perform the following steps to view the **Port Directory**:

NOTE: The following steps are only to view information, the user cannot edit information unless logged on to his/her registered Homeport account.

1. Hover over the **Port Directory** tab to display the Port Directory.

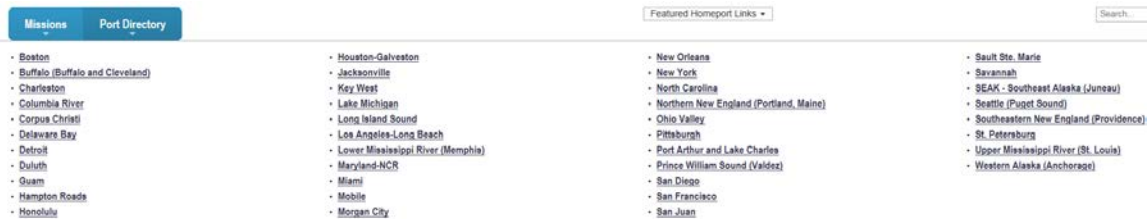


Figure 2-19 Public Port Directory Tab

2. Select a specific sector to view public information, such as: **Port Status**, local **COTP MARSEC** level, **COTP Details**, and so on.

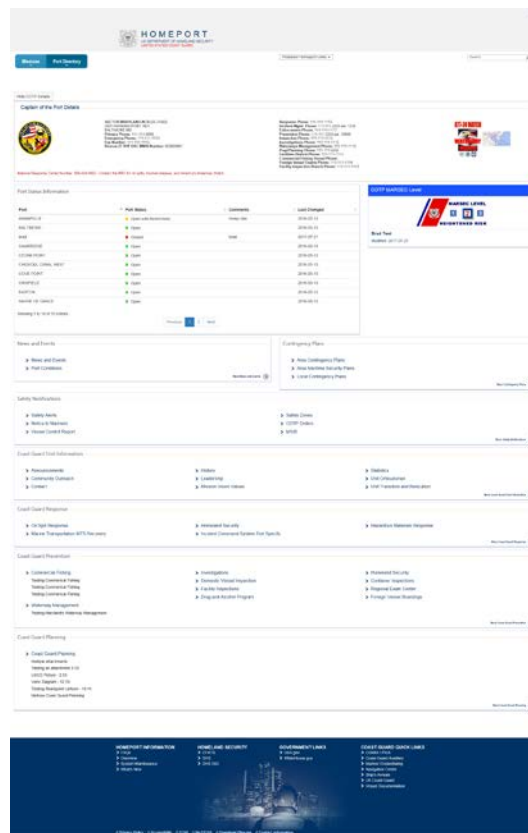


Figure 2-20 Port Directory Page

2.3.1 Port Directory Page Blocks

The **News and Events** block contains information specific to the selected sector.

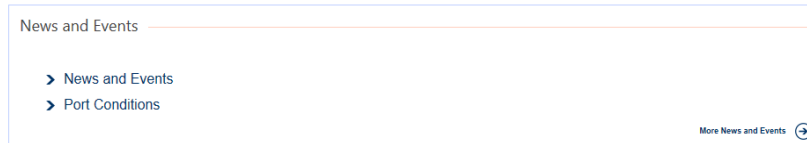


Figure 2-21 News and Events Block

The **Contingency Plans** block contains links to **Contingency Plans** and **Security Plans** specific to the selected sector.

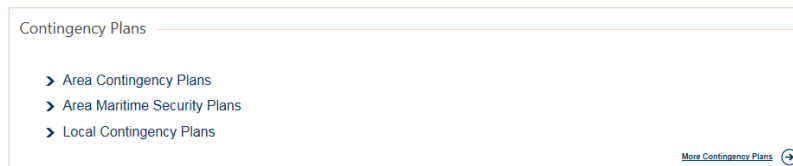


Figure 2-22 Contingency Plans Block

The **Safety Notifications** block contains **Safety Alerts**, **Notice to Mariners**, **Vessel Control Report**, **Safety Zones**, **COTP Order**, and **MSIB** specific to the selected sector.



Figure 2-23 Safety Notifications Block

The **Coast Guard Unit Information** contains links to **Announcements**, **History**, **Statistics**, and so on for the specific to the selected sector.



Figure 2-24 Coast Guard Unit Information Block

The **Coast Guard Response** block contains links to **Oil Spill Response**, **Marine Transportation MTS Recovery**, **Homeland Security**, **Incident Command System Port Specific** and **Hazardous Materials Response** specific to the selected sector.



Figure 2-25 Coast Guard Response Block

The **Coast Guard Prevention** block contains links to **Commercial Fishing**, **Waterway Management**, **Investigations** and **Homeland Security** specific to the selected sector.



Figure 2-26 Coast Guard Prevention Block

The **Coast Guard Planning** block contains information for planning specific to the selected sector.

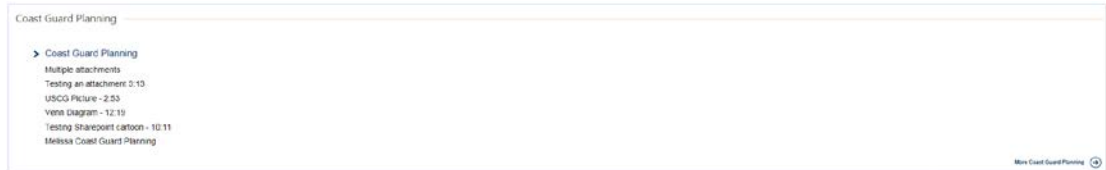


Figure 2-27 Coast Guard Planning Block

2.4 Featured Homeport Links

The **Featured Homeport Links** dropdown is located at the top of the page to the right of the tabs. It provides access to select featured Homeport Content.

***NOTE:** Marine Event Permits is a menu item located on this drop down box.*

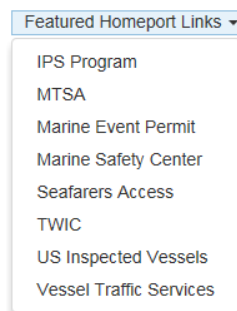


Figure 2-28 Featured Homeport Links

2.4.1 Marine Event Permits

Homeport makes it easy for sponsors of an event such as a regatta or fireworks display to submit the necessary paperwork to the USCG for approval. From the drop down menu under **Featured Homeport Links**, users can perform the following steps to submit their application for permission to hold a **Marine Event**:

1. In the **Homeport Featured Links Dropdown** from the top of the screen, click **Marine Event Permit**.

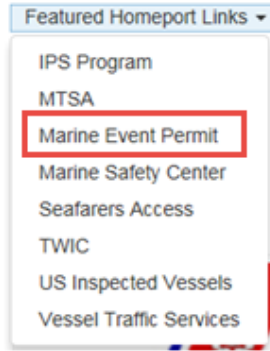


Figure 2-29 Marine Even Permit Link

The Warning screen appears.

2. Click **OK**.

The Application for Marine Event Permit Warning Window appears similar to the following figure:

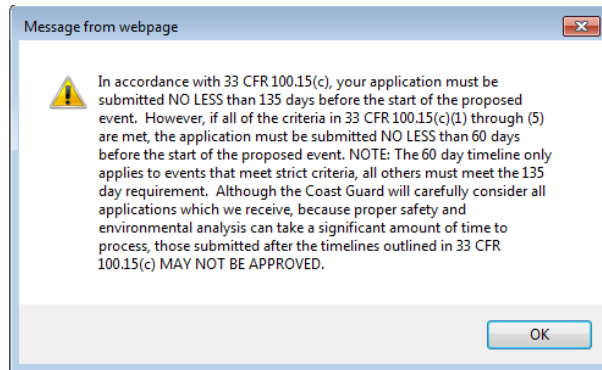


Figure 2-30 Application for Marine Event Permit Warning Window

3. Click **OK** on the **Application for Marine Event Permit Alert** before advancing to the site.

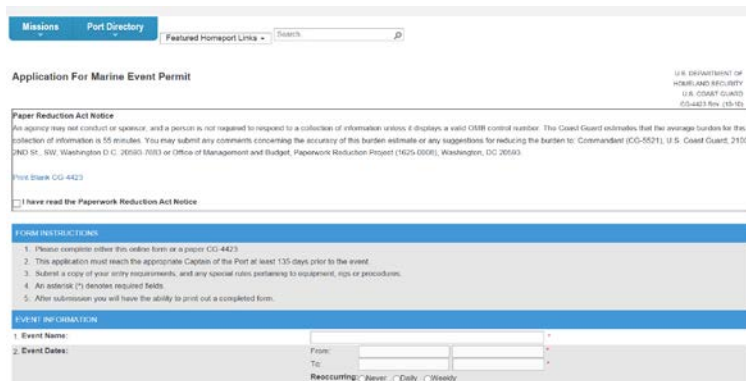


Figure 2-31 Application for Marine Event Permit

4. From the Application for **Marine Event Permit** window, click **Paperwork Reduction Act Notice** checkbox.

5. Complete the *{required fields}* on the form. These fields are marked with an asterisk (*).
6. Near the bottom of the form, click the **Privacy Act Statement** checkbox to verify the Privacy Act has been read.
7. Click **Submit** to submit the form.

Warning: Only click Submit one time and wait for the page to load. Clicking Submit multiple times will submit more than one event.

NOTE 1: The user must complete the form within 55 minutes or less or he/she will have to complete the form again and resubmit it.

NOTE 2: When the form has been successfully submitted, a screen is displayed notifying the submitter that the submission was successful and providing information to submit additional information.

2.5 Search Box

Homeport provides search functionality to find specific information in the system. The **Search Box** appears on the right side of all Homeport pages. The Search Box allows the user to search for specific information pertaining to content and/or users.



Figure 2-32 Homeport Search Box

2.5.1 Content Search

Homeport includes a great deal of content, to make it easier for the user to locate information Homeport has a content **Search** option at the top of the screen.

Perform the following steps to complete a **Content Search**:

1. Enter a *{keyword}* in the **Content Search** field located beside the **Featured Homeport Links** at the top of the screen.
2. Click **Search**.
3. From the **Content Search Results** screen, the user can modify how the results are displayed by selecting a filter on the left side of the screen.

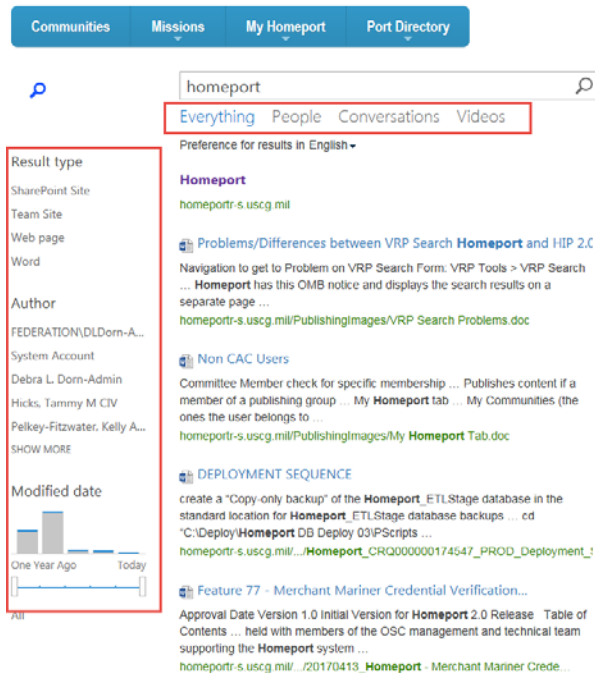


Figure 2-33 Filters for Search Results

2.6 MARSEC Level

The US Coast Guard's **Maritime Security (MARSEC)** level is a three-tiered system that provides the current threat condition of a maritime area. The current MARSEC level reflects the prevailing threat environment to the maritime elements of the national transportation system. MARSEC levels provide for easily communicating planned, scalable responses to increased threat levels.



Figure 2-34 COTP MARSEC Level Link

Perform the following steps to view the **MARSEC** level for a specific port:

1. Click **View All COTP MARSEC Levels**.

The following COTP Zone screen appears similar to the following:






COTP Zone	Marsec Level	Abstract	Date Set
BOSTON		This is a test abstract for BOSTON COTP TZONE	2015-11-13
BUFFALO (BUFFALO AND CLEVELAND)		This is a test abstract for GUAM COTP ZONE	2017-02-08
CHARLESTON		This is a test abstract for CHARLESTON COTP ZONE	2015-05-17
COLUMBIA RIVER		This is a test abstract for COLUMBIA RIVER COTP ZONE	2015-05-17
CORPUS CHRISTI		This is a test abstract for CORPUS CHRISTI COTP ZONE	2015-05-17

Figure 2-35 COTP Zones

2. A user can view the **MARSEC** level for a specific **COTP** zone.

2.7 Homeport Footer

The **Homeport Footer** is located at the bottom of each page viewed throughout Homeport. The footer provides quick access to **Homeport Information, Homeland Security, and Government Links**.



Figure 2-36 Homeport Footer

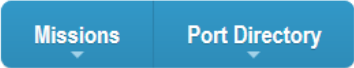
The **Coast Guard Quick Links** are located in the footer as well and allow the user quick access to: **CGMIX/PSIX, Coast Guard Auxiliary, Mariner Credentialing, Navigation Center, Ship's Arrivals, US Coast Guard, and Vessel Documentation**.



Figure 2-37 Coast Guard Quick Links

2.7.1 Contact Information

If users are encountering a technical problem or need assistance that is not addressed in the **Homeport 2.0 User Guide**, the **Homeport Footer** at the bottom of the pages contains a link to **Contact Information**. Also, the following link will direct users to a **SharePoint Training** website that covers many topics for using SharePoint: <https://support.office.com/en-us/article/SharePoint-2013-Training-ed074945-4ddc-4479-9efe-6b3945cf8266>



Homeport Contact Information

Homeport Phone Numbers: 304-262-5971 or 877-872-4999

Homeport E-mail: OSC-Homeport@uscg.mil

Figure 2-38 Contact Information

3. MERCHANT MARINERS

From the Merchant Mariners Menu, the user can view Merchant Mariner credentials, certificates and check on his/her Merchant Mariner Application Status.

Perform the following steps to display the Merchant Mariners menu:

1. Hover over the **Missions** tab to display the **Missions Menu**.



Figure 3-1 Merchant Mariners

2. Hover over the **Merchant Mariners** to display the menu for Merchant Mariners.

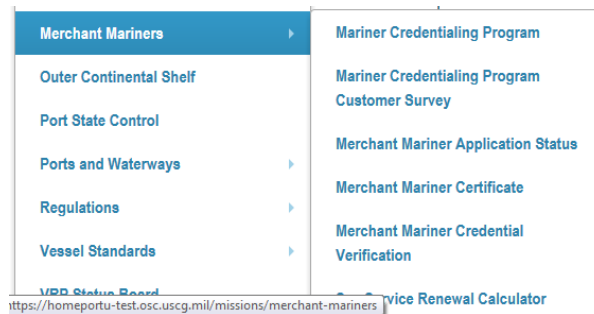


Figure 3-2 Merchant Mariners Sub Menu

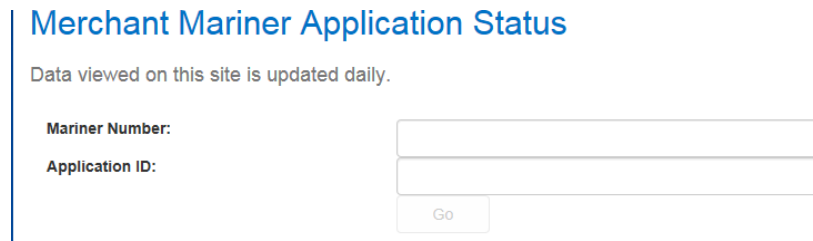
3. Select the Merchant Mariner sub-menu title to view credentials, certificates or to view application status.

3.1 Searching Merchant Mariner Application Status and Credentials

Merchant Mariners who have submitted an application can check the status on-line. To search for the status of the application, use the following steps:

1. From the **Missions** tab, click **Merchant Mariners**.

2. Click **Merchant Mariners Application Status** link.



Merchant Mariner Application Status

Data viewed on this site is updated daily.

Mariner Number:

Application ID:

Go

Figure 3-3 Merchant Mariner Application Status Search

3. From the **Merchant Mariner Application Status Search** enter the *{Mariner Number}* and the *{Application ID}*.
4. Click **Go**.

MMLD Application Search Results

Mariner Number: 22222
Application ID: 22222

Searching...

For questions concerning this credential, please contact the Regional Exam Center below:
U.S. Coast Guard Regional Exam Center
OPERATIONS SYSTEM CENTER, WV

Or call:
1-888-IA SKNMC or email IASKNMC@uscg.mil
[MMLD Privacy Information](#)

Back

Figure 3-4 MMLD Application Search Results

5. From the **MMLD Application Search Results** screen, click the credential's link in the **Credential Status** area to view information about specific credentials.

3.2 Using the Sea Service Renewal Calculator

Homeport provides Merchant Mariners with a **Sea Service Renewal Calculator** to calculate the sea service time required for renewing their credentials.

NOTE: This tool is not an official evaluation of the amount of sea service time an individual merchant marine has accumulated.

Perform following steps to use the **Merchant Mariner Sea Service Renewal Calculator**:

1. From the **Missions** tab, click **Merchant Mariners**, and then click **Sea Service Renewal Calculator**.

The following MMLD Privacy Policy Screen appears:

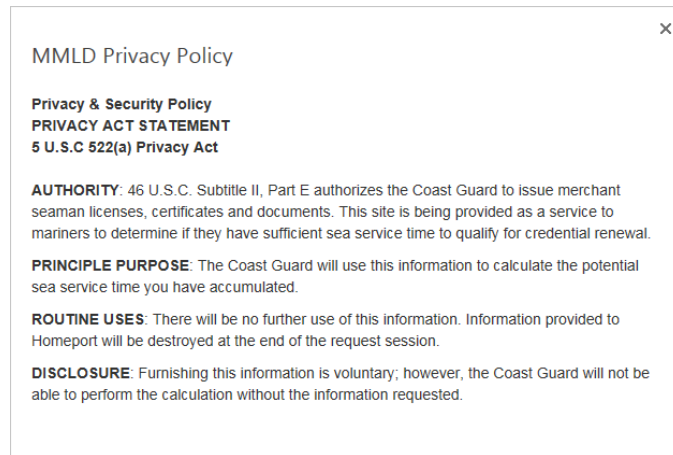


Figure 3-5 MMLD Privacy Policy

2. Close out of the **MMLD Privacy Policy** screen.
3. From the **Merchant Mariner Sea Service Renewal Calculator** page, select a **Credential Type** from the drop-down menu.
4. Select a *{Ship date}* and a *{Discharge Date}* from the calendars.
5. Choose a **Sea Service Type** from the drop-down menu.
6. To add more dates for the same type of service, click **Add Date** and then perform **Step 3** though **Step 5**.
7. Click **Calculate**.

Based on the information entered, you have **2 sea service days** and you need an **additional 358 days** of Sea Service to qualify for the Renewal of your **Master** credential. Please print your results and keep a copy with your sea service documentation. When you have accumulated enough sea time to renew your credential you may bring your be eligible to renew your credential without the required sea time. For more information, visit: <http://www.uscg.mil/nmc/>

DISCLAIMER: This tool is not an official evaluation of a Mariner's Sea Service. Actual credit for Sea Service will be based on the date of application. All information is subject to verification amount and nature of the sea service signed by appropriate officials or licensed masters.

Figure 3-6 Results of Service

8. To remove a date range, click the **Delete** checkbox next to the line, and then click **Remove date**.

NOTE: *When calculating service time, remember the time entered must have been completed within the last five years to count toward the 360 day requirement for renewing credentials.*

3.3 Verifying Merchant Mariner Credentials

Homeport allows for Port State Control Officers, employers, and others to verify the validity of a US Merchant Marine Credential. There are many ways to search for these credentials. This section discusses each method and provides information on how the results are displayed.

Click **Missions** | **Merchant Mariners** | **Merchant Mariner Credential Verification**.

The following screen appears:

- **IMPORTANT INFORMATION:** The U. S. Coast Guard has exercised its authority under Title 46, United States Code, Section 7507, and has granted an extension of national endorsements for any mariner whose MMC expires on or after December 1, 2016. This extension is effective immediately and will be valid until September 30, 2017. The Merchant Mariner Credential Verification tool will not reflect the extension date.
- **GENERAL:** This tool is intended for Port State Control Officers, employers and others who wish to verify the validity of a United States Merchant Mariner Credential (MMC) and Medical Certificate. This tool displays only the most recently issued valid MMC and Medical Certificate. Data viewed on this site is updated daily at 0700.
- **Medical Certificates:** The Coast Guard will use this information in order to match your request with the appropriate database entry regarding your credential application status.
 - **DATES:** Medical Certificates display the certificate issue and expiration dates for service under National, STCW and/or First Class Pilot Endorsements. For example, if the mariner is sailing under STCW, then the expiration date displayed for STCW applies. If the STCW and Pilot expiration dates are past but the National date is still valid, the mariner may continue to sail under the authority of their National Endorsement(s) until a new Medical Certificate has been issued.
 - **REQUIREMENT TO CARRY:** All credentialed U.S. Mariners who have been issued a medical certificate must carry both a valid MMC and Medical Certificate to sail under the authority of their MMC. All mariners holding STCW Endorsements should currently hold a Medical Certificate and in all cases are required to have a valid Medical Certificate to sail under the authority of their STCW Endorsement by January 1, 2017. All credentialed U.S. Mariners must have a valid Medical Certificate by March 24, 2019 in order to sail under the authority of their MMC.
- **EMPLOYERS:** It is recommended you visually verify original credentials before offering employment based on this tool.
- **HOW TO VERIFY:** Furnishing this information is voluntary, however, The Coast Guard will not be able to process your application status inquiry without the information requested.
 - Enter the document number and credential type.
 - Enter the reference number and last name of the mariner(s).
- **NEED MORE HELP:**
 - If you have any questions or concerns about the data you receive, please contact the National Maritime Center at IASHNMIC@uscg.mil, 1-888-IASHNMIC (domestic US calls only) or, from outside the U.S. (your country's exit code)-1-304-435-3400.
 - Additional information regarding U.S. Merchant Mariner Credentials can be found at <http://www.uscg.mtinmc/>.

Select One

Figure 3-7 Merchant Mariner Credential Verification

3.3.1 Merchant Mariner Document Search

Homeport provides a way to perform a search based on the document itself. If user knows the **Document Number** and **Document Type**, perform a **Document Search** by using the following steps:

1. Select **Document Search** from the drop-down menu.
2. Click **Go**.

Document Search

Document Number Search

Choose the document type you are searching for then enter the document number:

- [Where to find the document number](#)
- New Document of Continuity certificates do not have document numbers and will be inaccessible via this search.

Document Type

Choose Document Type

Document Number

Figure 3-8 Document Number Search Area

3. Select the **Document Type**, and then enter the *{Document Number}*.
4. Click **Search**.

3.3.2 Performing a Single Mariner Search

To perform a search for one **Mariner's Credentials**, use the following steps:

1. Click **Missions | Merchant Mariners | Merchant Mariner Credential Verification**.
2. Select **Single Mariner Search** from the drop-down box.
3. Click **Go**.

Single Mariner Search

Reference Number Search

Enter the referenece number and the last name of the mariner

Reference Number
Numerical Digits Only

Last Name

Figure 3-9 Reference Number Search

4. From the **Reference Number Search** area, enter a *{Reference Number}* and a *{Last Name}*.
5. Click **Search**.

3.3.3 Multiple Mariner Search Using Reference Numbers

When searching for information on more than one mariner, the same steps as the Single Mariner Search can be used. However, entering the information is different.

Perform the following steps to complete a **Multiple Mariner Search**:

1. Using another program (preferably Microsoft Excel), create a document with *{Reference Numbers and Last Names}* of mariners for which information is needed.

NOTE: *When using MS Excel, enter reference numbers and last names in separate columns. If using a .txt file, enter the reference number followed by a TAB and then the last name. Each mariner's information must be on a separate line regardless of which program is used.*

2. From the **Merchant Mariner Credential Verification** page, select **Multiple Mariner Search by Reference Number** from the drop-down menu.
3. Click **Go**.

Mariner Number Search

This function allows searches for multiple records and requires the use of a copy/paste function from a spreadsheet.

- Credentials will be returned for each mariner entered.
- To submit requests for multiple record searches, copy the reference numbers and last names from adjoining columns in a spreadsheet. Paste selection into query block and press the Search button.
- To search for single mariner only, please select Single Mariner Search from the drop-down above and click GO.

Figure 3-10 Multiple Mariner Search

4. Copy the information from the created reference document and paste the information into the box in the **Mariner Number Search Area**.
5. Click **Search**.

3.3.4 Credential Verification Search Results

After the user performs a successful **Merchant Mariner Credential Verification** search, the **MMLD Credential Verification Search Results** page displays the results.

- The screen displays the mariner's name, reference number, citizenship, and so forth.

• MMLD Credential Verification Search Results for Wednesday, August 02, 2017 12:59:45 PM

Mariner Information						
First Name:			Reference Number:			
Middle Initial:			Citizenship:	UNITED STATES		
Last Name:			Gender:	M		
Suffix:						

Credentials						
Credential Type	Credential Number	Credential Status	Credential Issued	National Expiration	STCW Expiration	Pilot Expiration
MEDICAL CERTIFICATE		Valid	11-30-2016	11-30-2021	11-30-2018	11-30-2018
Credential Type	Credential Number	Credential Status	Credential Issued	Credential Expiration		
MMC		Valid	02-03-2017	02-03-2022		

Figure 3-11 Mariner Information

NOTE: From here, the results can be printed by clicking **Print Friendly Version**. This creates a **PDF** document which can be printed or saved.

- Duplicate credentials appear if a mariner has a Merchant Mariners Document (MMD) credential listed. If the mariner holds Merchant Mariner Credentials (MMC), other credentials which are rolled in with the MMC are not invalidated and will display in the list until they expire.
- If credential details need to be viewed, click the link under either **Credential Type** or **Credential Number**, both links open the **Detailed Credential Information** page.

Reference Number:	
Document Number:	
Document Type: MMC	
Credential Issue Date - Expiration Date: 02-03-2017 - 02-03-2022	
International Regulations	
VI4: First Aid and Medical Care	
IV2: GMDSS Radio Operator	
V5: Vessel Security Officer	
VI2: Proficiency in the use of survival craft, rescue boats and fast rescue boats	
VI3: Advanced Fire Fighting	
II2: Master, Chief Mates (500 Gross Tons or More)	
VI1: Basic Training (BT)	
II3: Officers in Charge of a Navigational Watch and Masters (Less Than 500 Gross Tons)	
VI6: Vessel Personnel With Designated Security Duties/ Security Awareness	
II5: Able Seafarer-Deck	
II1: Officers in Charge of a Navigational Watch (500 Gross Tons or More)	
II4: Rating forming part of a navigational watch (RFPNW)	

Figure 3-12 Detailed Credential Information