

U.S. Department
of Transportation

**United States
Coast Guard**

**Commanding Officer
United States Coast Guard
National Maritime Center**

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16721
NMC Policy Letter 11-02
July 16, 2002

From: Commanding Officer, U.S. Coast Guard National Maritime Center
To: Distribution

Subj: VERIFICATION OF IDENTITY OF STUDENTS IN COAST GUARD APPROVED
COURSES

1. **PURPOSE.** This policy letter authorizes and provides guidance for the verification of the identity of students enrolled in Coast Guard approved courses.
2. **ACTION.** Commanding officers of units with marine safety responsibilities should bring this policy letter to the attention of the maritime industry and to institutions that offer U. S. Coast Guard approved training. This policy letter will be distributed by electronic means only and is available on the Internet at <http://www.uscg.mil/STCW/m-policy.htm>
3. **BACKGROUND.** Coast Guard approved courses are used to satisfy regulatory training requirements, to substitute for a portion of a sea service requirement, or to substitute for a Coast Guard administered examination. In order to avoid the issuance of fraudulent documents and to insure that mariners meet all requirements for issuance of a mariner credential, it is essential that the identity of all students in Coast Guard approved courses be verified.
4. **DISCUSSION.**
 - a. This policy applies to all schools offering Coast Guard approved courses.
 - b. Before enrolling a student in a Coast Guard approved course, schools must verify the identity of the student by one of the following forms of photo identification listed in Enclosure (1). The school should keep a copy of each student's identification document(s) in their files.
 - c. If the student enrolls in advance of the start of the course, the student's identity should be confirmed at the start of training.
 - d. Students who refuse or are unable to provide the identification described above must not be issued a course completion certificate.

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- e. Schools should be alert to documents that are of suspect authenticity, and to other circumstances that are suspicious, such as a student with little or no maritime knowledge or experience enrolling in an advanced course that has prerequisite skills and experience. Suspicious documents or circumstances should be reported to the local Coast Guard Investigations Office or the Federal Bureau of Investigation.

DONALD J. KERLIN
Acting

Enclosure: (1) Acceptable Forms of Identification

Distribution: Commandant (G-MSO)
Area Commanders (m)
All District Commanders (m)
Ail COs, MSOs
AH Activity Commanders
All RECs

ACCEPTABLE FORMS OF IDENTIFICATION

- U.S. Coast Guard issued Merchant Mariner Document (MMD)
- U.S. Coast Guard issued STCW 95 certificate (with photograph)
- STCW 95 certificate (with photograph) issued by a foreign country
- U.S. Passport (unexpired or expired)
- Unexpired foreign passport
- United States Armed Forces identification card
- Identification card issued by federal, state or local government agencies, provided it contains a photograph
- Driver's license or identification card issued by a state or U.S. possession, provided it contains a photograph
- Permanent Resident Card or Alien Registration Receipt with photograph (INS Form 1-151 or 1-551)
- Unexpired Employment Authorization Document issued by the INS which contains a photograph (INS Form 1-688B)