

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. COAST GUARD	CERTIFICATE OF DISCHARGE TO MERCHANT MARINERS	OMB No. 1625-0012 Exp: 06/30/2012
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<b>Who must comply?</b>	Each master or individual in charge of a vessel.
<b>What is this collection about?</b>	This information helps to provide merchant mariners with evidence of sea service to determine eligibility for various benefits, such as medical and retirement. The information collected is also used to show eligibility for an original, renewed or upgraded Merchant Mariner Credential (MMC), to develop maritime sea service statistics, and to provide information to the U.S. Maritime Administration (MARAD) on the availability of mariners in a time of national emergency.
<b>Where do I find the requirements for this information?</b>	Title 46 CFR Part 14, which can be obtained electronically at — <a href="http://ecfr.gpoaccess.gov">http://ecfr.gpoaccess.gov</a>
<b>When must information be submitted to the Coast Guard?</b>	Shipping companies shall provide the data for foreign and intercoastal voyages at the end of each voyage. For coastwise voyages or of each voyage by such a vessel that sails exclusively on bays or sounds (or by such a vessel at the close of the season of the Great Lakes, or once the vessel is withdrawn from service there, whichever occurs later), the shipping companies shall submit a copy of each certificate of discharge to the Coast Guard at least once per calendar month.
<b>How is the information submitted?</b>	Information is submitted using form CG-718A to the National Maritime Center. The form is available upon request via the National Maritime Center website at — <a href="http://www.uscg.mil/nmc/cd.asp">http://www.uscg.mil/nmc/cd.asp</a> . In addition, the Coast Guard developed an online version in an editable .pdf format which is being submitted with the revision of this currently approved collection. The .pdf format will be available in addition to the paper format (CG-718A), which is still used as the primary means to document the discharge of mariners. The online version will be available to the general public via the internet. Instructions on submission of Certificates of Discharge to Merchant Mariners via the U.S. Postal Service can be found online at <a href="http://www.uscg.mil/nmc/correspondence.asp">http://www.uscg.mil/nmc/correspondence.asp</a> .
<b>What happens when complete information is received?</b>	The Coast Guard enters the data from the Certificate of Discharge to Merchant Mariners into the Merchant Mariner Licensing and Documentation (MMLD) system for use during the merchant mariners next credential application evaluation.
<b>For additional information, contact--</b>	The Coast Guard National Maritime Center.  Commanding Officer National Maritime Center (NMC) 100 Forbes Drive

An agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The Coast Guard estimates that the average burden for this report is 2 minutes. You may submit any comments concerning the accuracy of this burden estimate or any suggestions for reducing the burden to: Commanding Officer, U.S. Coast Guard National Maritime Center, 100 Forbes Drive, Martinsburg, WV 25404 or Office of Management and Budget, Paperwork Reduction Project (1625-0012), Washington, DC 20503.

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