

NAVITA Application Instructions - Quick Reference for AMO members

PLEASE READ ENTIRE DOCUMENT PRIOR TO PROCEEDING!

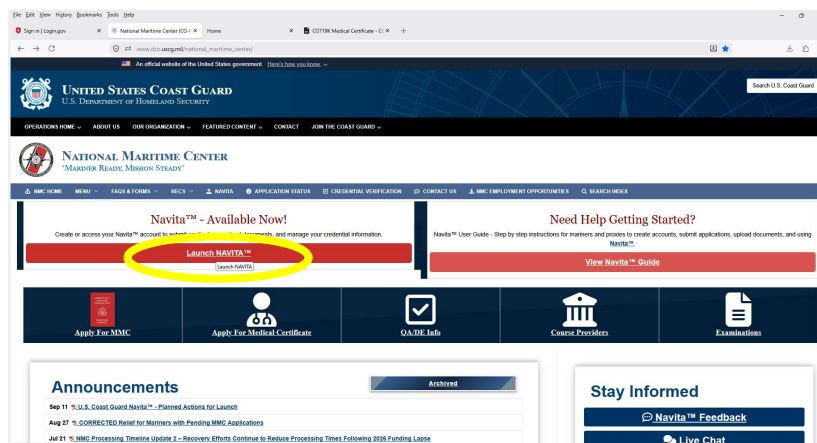
On Monday, September 14, 2026, the NMC launched the new application submission platform, NAVITA. This is the first of a 3-phased launch with several iterations being released within each phase.

For Phase 1, you will need to create an account through NAVITA. The system uses Login.gov. If you have applied for or renewed your TWIC in the past, you should have a Login.gov account already. All applications will now be submitted through the NAVITA portal. IASKNMC email is disabled and the previously utilized “ASAP Portal” is no longer active. You can still call or chat with the NMC as of now.

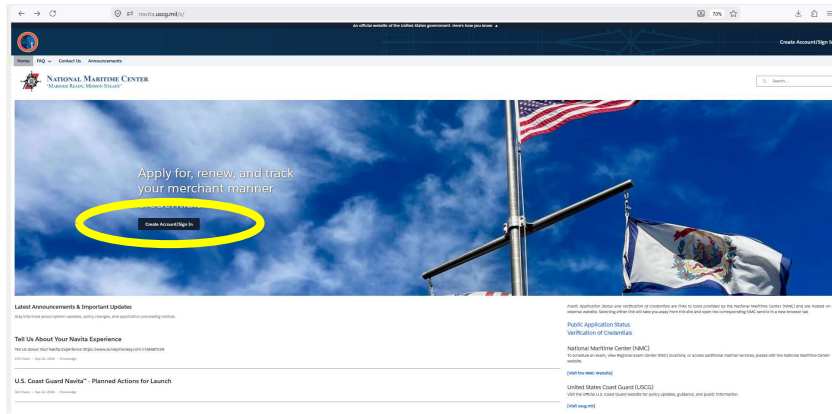
The following is a step-by-step guide on how to accomplish creating/accessing your new account through NAVITA, with some helpful hints along the way:

PART I: Creating an account in NAVITA

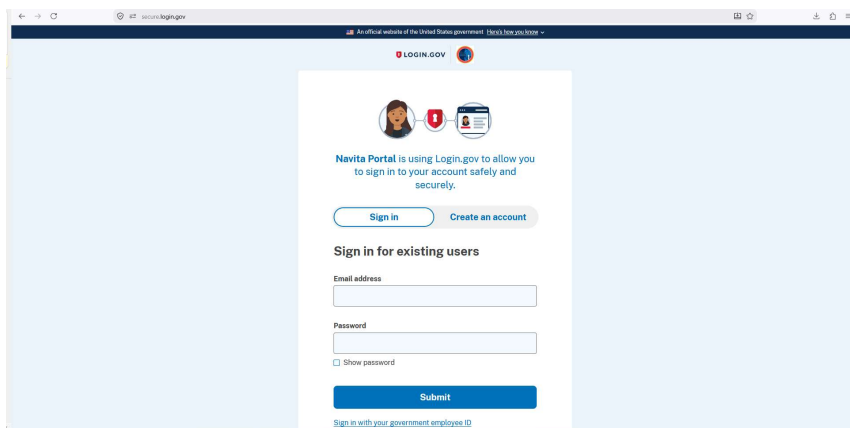
1. **Sign in to NAVITA through the USCG National Maritime Center website** - Visit https://www.dco.uscg.mil/national_maritime_center/ There is an orange box that says “Launch NAVITA” towards the top left of the NMC Home Page. Click this.



2. **“Create an account”** - You will be brought to a screen with a picture of the NMC in the background. Click the prompt “Sign In/Create an Account. This is where you will be directed to Login.gov



3. **Verify or establish a LOGIN.gov account** -most mariners will have established an account previously when obtaining a TWIC card or interacting with other US government agencies (ie. SSA, VA etc.).
 - a. Additional resources- <https://www.login.gov/help/create-account/how-do-i-create-an-account/>



Enter your previously established login info OR create a new account. It is advised that you use your personal email account as work emails may change or you may not always be able to access a work email.

- a. If you had an existing account and attempt to create a new one, the system will tell you that an account already exists.
- b. ****If you forgot your previously used password, you only set up ONE means of 2-factor authentication, and you still cannot gain access to your account, you must follow the**

prompts to delete your existing account and create a new one. This process takes 24 hours.**

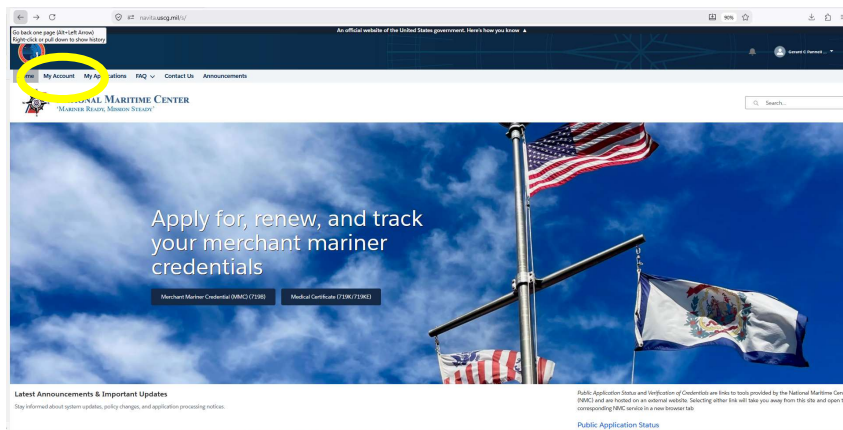
- c. **When creating a new account, it is advised that you choose two different methods of 2-factor authentication.** If you choose one, and you forget your password in the future, you will have to go through deleting your account and creating a new one as stated in 3) b.

4. Compete/fill mariner account profile details-

Once you create an account, you will be directed back to NAVITA. You are given an option to sign up as a Proxy or a Mariner. **Choose MARINER!!!** Continue following the prompts to set up your account. You will eventually end up at your Mariner Dashboard.

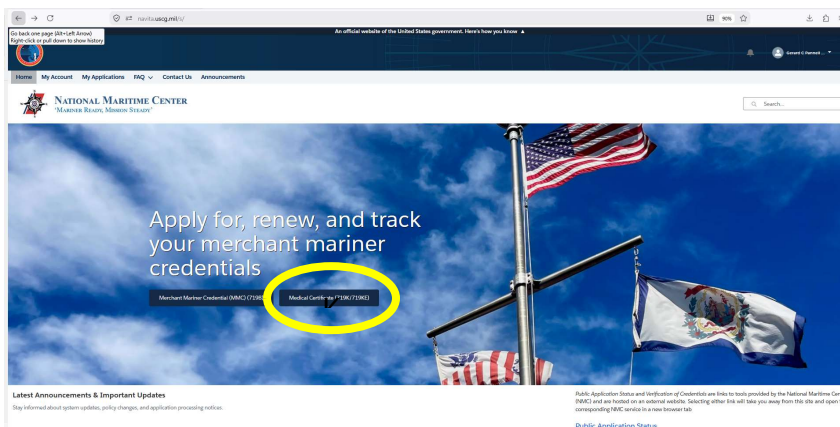
To finish your account set-up, on the top left of your Dashboard click “My Account”. From here, you will need to input your personal info under “Details”. This will allow the info to automatically populate into your future applications.

Your account is now set-up.



PART II: Filling out the preliminary application (CG-719K) for Medical Certificate

- 1) After logging into your NAVITA account, you will be brought to the “Home” page. Click on Medical Certificate (719K/719E) in the blue box on the graphic.



- 2) Choose the STCW option on the first screen.
- 3) Choose CG-719K. **DO NOT CHOOSE CG-719E!!!**
- 4) Acknowledge the Privacy Notice
- 5) Here you will be brought to the actual CG-719K form. Fill the form out as you normally would. The new online form and system are designed to ensure all required fields are completed before allowing you to move on.
 - a. ***DO NOT FORGET TO CHECK STCW*** on “Applicant Information” page if you are Deep Sea and have STCW endorsement on your credential
 - b. There is an option to select a check box to provide additional attachments if more room is needed for explanations and or medication information. Check this if needed.
 - c. On the “Applicant Consent” portion of the form, it is advised that you fill out sections b. & c. with the following information ***if you currently have or expect to receive a medical waiver:***

American Maritime Officers
T. Christian Spain & Alaina Carouge
700 Pennsylvania Ave SE, STE 530
Washington, DC 20003
202-658-8887
(Same Info for b. & c.)

PART III: Completing the form at the AMO Clinic or with your Provider

Once you have completed the initial process of filling in all required sections the mariner is responsible for, reviewed and electronically signed the form, the system will prompt you to complete the medical certificate process as follows:

- 1) **Print Your Form-** When you are finished, review, download, and print the generated form. The Dr. will fill out the other sections on the form as they did in the past. Ensure all sections are complete and all necessary boxes are checked!
 - a. If you have a “PR” or Previously Reported medical condition, **make sure the appropriate boxes are checked on the form AFTER you print.** The same applies for a waivable condition as delineated by checking the “MW” or Medical Waiver box next to the appropriate condition.
 - b. **Double check all of the information BEFORE and AFTER you print. Edit with a pen as necessary.**
 - c. You must bring this printed form to your medical appointment. Please bring copies of prior medical waivers if applicable.
- 2) **Schedule a Medical Examination-** Take the printed form to the AMO clinic or a U.S. licensed healthcare provider, such as:
 - a. Medical Doctor (MD) or Doctor of Osteopathic Medicine (DO)
 - b. Nurse Practitioner (NP)
 - c. Physician Assistant (PA)

NOTE: a chiropractor is NOT an authorized provider

- 3) **Complete the Examination-** Your healthcare provider must:
 - a. Perform the required physician examination
 - b. Complete all applicable sections of the form
 - c. Sign and date the form where indicated

NOTE: Incomplete or unsigned forms will not be processed. **AGAIN-ENSURE ALL REQUIRED BOXES ARE FILLED OUT AND BOXES ARE CHECKED PRIOR TO LEAVING THE MEDICAL OFFICE!!!**

Part IV: Submission

- 1) **Upload Your Completed Form-** After your provider has completed and signed the form, upload the finalized document. Return to your NAVITA account and upload the completed form under your open application. Don't forget to attach any supplementary information if needed at this time.
- 2) Submit.

It is recommended that during the initial implementation phase of the NAVITA system, if you have 719-K form completed manually, you should upload/submit this form along with and in addition to the printed version of the form generated by NAVITA. Note: The USCG has not issued formal guidance on transitional processes.

1. Confirm Submission

Ensure your upload is successful and retain a copy of the completed form for your records.

2. Need Assistance?

If you have questions or need help with your application, please visit the NMC's **Contact Us** page for support options and assistance by clicking on "Contact Us" option on the top left of your NAVITA dashboard.

