

U.S. Department of
Homeland Security

United States
Coast Guard



Commanding Officer
United States Coast Guard
Marine Safety Office Pittsburgh

Suite 1150, Kossman Building
Pittsburgh, PA 15222-1371
Phone: (412) 644-5808
Fax: (412) 644-3479

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MSO PITTSBURGH INFORMATION BULLETIN

Fingerprinting and Oaths

Starting May 1, 2005, MSO Pittsburgh will expand its services to enable applicants to complete fingerprinting and take oaths before a designated Coast Guard official for Merchant Mariner's Documents, Coast Guard Licenses, and/or Certificates of Registry, without having to travel to a Regional Exam Center.

MSO Pittsburgh has established guidelines for any merchant mariner interested in acquiring or renewing their license or document. The following guidelines will apply to both oaths and fingerprinting:

- a. Contact MSO Pittsburgh's Investigations Department at (412) 644-5808 (ext 2108) to set up an appointment
- b. Oaths and fingerprinting will be conducted for applicants on Tuesdays and Thursdays between the hours of 8:00 a.m. and 2:00 p.m.
- c. Appointments must be scheduled with the office at least two weeks in advance. **No walk-ins will be accepted.**
- d. Prior to administering the oath or finger printing, the Coast Guard official shall verify the identity of the Merchant Mariner through credible, original picture identification (ID). The picture ID should be issued by a government agency. In addition, a second form of ID (e.g. birth certificate, etc.) will also be required. Applicants will be turned away if unable to provide adequate identification. No exceptions.
- e. All oaths and fingerprinting will take place at MSO Pittsburgh located in the Kossman Building at 100 Forbes Avenue, Suite 1150, Pittsburgh, Pennsylvania. Exceptions may be made for large groups of applicants (i.e. schools with 10+ students).

Your feedback is appreciated to ensure we continue to provide you with the best possible service.

Handwritten signature of W. W. Briggs in black ink.

W. W. BRIGGS
Commander, U. S. Coast Guard
Captain of the Port