

Expedited Mailing Options

The National Maritime Center (NMC) ships completed credentials via standard USPS mail. This method does not include a means of tracking your credential and delivery can take up to 21 days. If you wish to receive your credential via a method that can be tracked and will reach you in fewer days, please consider the below options. Please note, if one of these options is chosen, the cost incurred is the responsibility of the mariner.

If you will be sending a label for an open application, it is imperative that you contact us by phone (1-888-427-5662) or [Live Chat](#) to let us know once it has been sent. This way we can ensure it is noted on your application before the credential is processed and mailed. After it has been processed and mailed, we cannot change the method used for mailing.

When completing your label, keep the following in mind: The “**From**” address should be listed as: 100 Forbes Drive Martinsburg, WV 25404. The date selected can be the day the label is created and has no bearing on when the label can be used.

Option 1: FedEx

To expedite mailing using FedEx, you can create either an account or a shipping label:

1. To create an account:
 - Open www.fedex.com.
 - Select **New Customer** and follow the directions to create an account.
 - Submit this account information with your application along with a note that states what should be sent using this account number.
2. To create a shipping label:
 - Open www.fedex.com.
 - Select **Create a Shipment**.
 - Select **Create a One-time Credit Card Shipment**.
 - Enter the necessary information.
 - When finished, click **Ship**.
 - Include this label with your applications with a note that states what should be sent using the submitted label.

NOTES:

- If adding to an application already submitted, e-mail your FedEx information to iasknmc@uscg.mil, and ensure your e-mail includes the following:
 - Mariner Reference Number (if applicable)
 - First and Last Name.
- The label or account number must be received prior to your Merchant Mariner Credential Being issued.
- FedEx will not deliver to a P.O. Box.
- If you wish to send multiple items via FedEx, we will need multiple labels or will need to charge your FedEx account for each item we are sending.

Option 2: USPS

To expedite mailing using USPS:

1. Open www.usps.com.
2. Select **Print a Shipping Label**, and choose **Sign In**.
 - a. First-time users will need to follow the instructions to set up a user account.
3. Once an account has been created, follow the directions to print a Flat Rate shipping label.
4. Include this label with your application with a note that states what should be sent using the submitted label.

NOTES:

- If adding to an application already submitted, e-mail your USPS label to iasknmc@uscg.mil, and ensure your e-mail includes the following:
 - Mariner Reference Number (if applicable)
 - First Name and Last Name.
- The label must be received prior to your Merchant Mariner Credential being issued.
- USPS will deliver to a P.O. Box.
- If you wish to send multiple items via USPS we will need a label for each item we are sending.