

**THE FOLLOWING INSTRUCTION WILL ASSIST YOU IN MEETING THE DRUG TEST REQUIREMENTS FOR LICENSE AND/OR MERCHANT MARINER DOCUMENT ISSUANCE:**

1. Look in the local phone book in the Yellow Pages
2. Go to the category “**DRUG TESTING DETECTION SERVICES OR DRUG DETECTION SERVICES**”.
3. In that category, look for a business entity that can assist in providing a **DOT (Department of Transportation)** drug test.
4. Contact that business and explain that you need a DOT drug test to complete your USCG license/MMD transaction.
5. The business entity should be able to provide a one-stop service to include arranging for the collection of the specimen, laboratory analysis of the specimen at a SAMHSA accredited laboratory, and Medical Review Officer (MRO) services for review of the specimen results.

**THINGS TO LOOK FOR:**

1. The chain-of-custody form should have the words on the top line “**Federal Drug Testing Custody and Control Form**”. If those words are not present on the form in the top space, it is not a DOT (Federal) drug test and will not be accepted by the USCG Regional Examination Center (REC).
2. Make sure that the name of the MRO appears in Section 1 on the right hand side.

**AFTER TAKING THE TEST OR HAVING THE SPECIMEN COLLECTED:**

1. You should be given **Copy 5 (Donor’s copy)** to take with you. That is your copy and receipt that you have taken the drug test. **THIS DOES NOT HAVE THE TEST RESULTS ON IT.**
2. The test results should be available approximately 24 to 48 hours after the time that you had your specimen collected.
3. When arranging for the drug test services, ensure that you will be able to get the results back.
4. Drug test results need to be submitted with your complete application package to the REC that is handling your transaction.
5. Acceptable proof of a drug test result can be any one of the following:
  - a. Copy 2 of the Federal Drug Testing Custody and Control Form signed by the MRO. Make sure that the test result can be seen clearly; or
  - b. Completion of the DOT/USCG PERIODIC DRUG TESTING FORM (CG-719P) that was issued to you by the REC. The MRO needs to complete this form; or
  - c. A letter issued by the business entity that made the arrangements for you to take a drug test. The letter should contain the following:
    - i. Your name and Social Security Number
    - ii. The date that the specimen was collected

- iii. The name and address of the SAMHSA accredited laboratory that did the analysis of your specimen.
- iv. The MRO's name, address, and registration number showing that the MRO meets DOT requirements for performing MRO services for DOT regulated individuals.
- v. The final verified test results as reported by the MRO.

**IF YOU HAVE ANY QUESTIONS REGARDING THE DRUG TESTING PROCESS, PLEASE CONTACT YOUR LOCAL USCG REGIONAL EXAMINATION CENTER.**