DEEP-SEA APPLICATION CHECKLIST

TO BE COMPLETED BY AN AUTHORIZED UNION OFFICIAL

Applic	ant's Name:
	Last M.I.
Applica	ant's SSN (last 4 digits): Date of application:
Port of	application: Union Official:
	Member & Applicant Data Sheet - Pages 2-3
	Authorization and Application for Membership - Page 4
	Initiation Fee Agreement - Page 5
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	Obligation & Voluntary Relinquishment Forms - Page 13
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	I-9 Completed and Copy of Passport: expires Pages 15-18
	Deep-Sea Follow-up Verification Form Supplied to Applicant - Pages 19-20
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	M.E.B.A. Political Action Fund Authorization (Voluntary) - Page 24
	M.E.B.A. Database Update Form - Page 25
	M.E.B.A. Benefits Plans Permanent Data Form (4 pages) - Pages 26-29
	Beneficiary Designation Form - Pages 30-31
	USCG MMC (copy all pages): Expires Endorsed as:
	Copy of TWIC card: expires
	Copy of current service fee receipt: fromo t
	Copy of completed application forms supplied to applicant, Original completed
	application forms sent to HQ

M.E.B.A. MEMBER & APPLICANT DATA SHEET

Name:		Gender (M/F):	:	
(Last)	(First) BENEFIT (M.I)			
(Social Security Number	er)	(Home Phone Numb	er)	
(E-mail address)		(Cell Phone Number)		
Address of Record:				
(Street Address)	(City, St	nte) (Zip)	
Mailing Address: (If same as ad	ldress of Record put "same")			
(Street Address)	(City, S	tate) (Zip)	
Document Information:				
	(Current MMC Endorsements)			
(Endorsements continued)	(Reference Number)	(MMC Expiration	(MMC Expiration)	
(TWIC Number)		(TWIC Expiration	on)	
(Passport Number)		(Passport Expirat	tion)	
Next of Kin:				
(Name: Last, First)		(Relationship)		
(Contact	Address)	(Phone Numb	er)	
Personal Information:				
(Birth Date)	(Birthplace: City/State/Count	y) (Date Naturali	zed City)	
(Ditti Date)	(Brimpiace, City/State/Count	y) (Date Ivaturan	20u, City)	
(Height)	(Weight)	(Eye Color) (F	Hair Color)	
(Status: Single, Married, Divorced)	(Name of Spouse)	(Number of D	Dependents)	

I. PRIOR MEMBERSHIP Have you ever previously made application for M.E.B.A. membership? If Yes, Where: _____ When:____ (Date of Application) __Dropped __ Withdrawn Prior Membership __ Rejected Have you ever been found guilty of charges or suspended from the shipping or night list in this Union? _____. If Yes, explain reason: _____ II. PRESENT/PRIOR EMPLOYMENT: Have you ever been employed as a licensed marine officer on U.S. flag vessels not working under a contract to District No. 1 – PCD, MEBA? (Yes or No) If **Yes**, supply information covering ALL such employment (use separate sheet if necessary): COMPANY/UNION **SHIP RATING FROM** TO List all Employment in the last three (3) years not listed above (use separate sheet if necessary) **COMPANY** CITY/STATE **POSITION FROM** TO III. EDUCATION Are you a Maritime Academy graduate? ___ (Yes or No) (Graduation Date) (Academy) (If no, then what is the Highest Level of Education for which you have received a diploma?) (Name of School; City, State and Year Graduated) **IV. UNION AFFILIATIONS** (Check here if none ____) Present Union Affiliations (Refer to Obligation for other licensed marine officers' organizations): Name Status (Member, Applicant, Journeyman, Apprentice) (Present Union and Local) Former Union Affiliations Other Than District No. 1 – PCD, MEBA: _____ Status _ Name (Suspended, dropped, expelled, withdrew) (Former Union and Local)



Membership Affiliation: **Deep Sea**



AUTHORIZATION AND APPLICATION FOR MEMBERSHIP

To The Officers and Members of:

DISTRICT NO. 1-PCD, M.E.B.A. (AFL-CIO) of the NATIONAL MARINE ENGINEERS' BENEFICIAL ASSOCIATION (AFL-CIO)

I hereby apply for membership in the District No. 1-PCD, M.E.B.A. (AFL-CIO).

I do hereby authorize and designate the union, District No. 1-PCD, M.E.B.A. (AFL-CIO) as my sole collective bargaining representative to represent me and, in my behalf, to negotiate and conclude all agreements as to wages, hours of labor, and other employment conditions.

It is understood that the Union has the absolute right to reject or terminate this Application at any time prior to my admission as a member into the Union. I also understand that in the event I voluntarily terminate my applicant status or I am dropped from applicant status due to non-payment of initiation or service fees, I shall not be entitled to any refund or reimbursement of such initiation or service fees.

I understand and agree that it shall be exclusively my obligation to notify the Union in writing when I have fulfilled the requirements for membership as set forth in the Constitution, By-Laws, Rules and Regulations of the Union, and any applicable Application Information Fact Sheet which are available upon request.

Pending my admission as a member into the Union, I shall be obligated to pay to the Union a service fee equal to what is being paid by members of their dues and I shall be entitled to exercise and enjoy only such rights and privileges (including shipping rights) as may be accorded to me under the outstanding Constitution, By-Laws, Rules, Regulations of the Union, and any applicable Application Information Fact Sheet.

It is further understood and agreed that the processing of my application for membership is subject to and conditioned upon the Constitution, By-Laws, Rules and Regulations of the Union and any applicable Application Information Fact Sheet covering such subject.

(Print Name of Applicant)	
(Signature of Applicant)	(Date)



DISTRICT NO. 1-PCD, M.E.B.A. (AFL-CIO) INITIATION FEE AGREEMENT

I understand and agree that as an Applicant for Membership in District No. 1 - PCD, M.E.B.A., I will pay the membership Initiation Fee of \$4,000.00 in accordance with the terms and conditions set forth below:

- 1. I hereby agree that upon accepting employment through the offices of District No. 1 PCD, M.E.B.A., I will pay the sum of \$160.00 per month, each month, until the total sum of \$4,000.00 is paid.
- 2. The first payment shall be due and owing thirty (30) days after I first accept employment through the offices of District No. 1 PCD, M.E.B.A.
- 3. I understand that payments toward my Initiation Fee that become due and owing will be deducted from the proceeds of my vacation benefits, in accordance with the policy and procedures set up by the District.
- 4. Authorization for these deductions has been given by me on appropriate forms that were provided with my Application for Membership.
- 5. I understand that if my Initiation Fee is not paid in full within a 25-month Period commencing when I first accept employment through the office of District No. 1-PCD, M.E.B.A., I will be obligated to complete payment of the outstanding balance of my membership Initiation Fee within thirty (30) days.

I further understand I will forfeit any monies paid toward my membership Initiation Fee if I do not comply with all the provisions of this Agreement.

Name of Witness	Signature of Applicant				
Witness Signature	Date				

LIMITED POWER OF ATTORNEY FORM

BY THIS DOCUMENT, KNOW THAT	SS' BENEFICIAL P		
I, Social Seconstitute and appoint Secretary-Treasurer Rolan Engineers' Beneficial Association (AFL-CIO), 44 20001, my lawful attorney to act for me and in my the following specific purposes:	nd Rexha, or his 14 North Capitol	successor at Distri Street, NW, Suite	800, Washington, DC
1. To open any envelope addressed to me care NW, Suite 800, Washington, DC 20001 whether delicommercial delivery service from the M.E.B.A. Vacation Plan as payment of vacation	vered by hand or thation Plan and to ta	rough the United St	ates Mail or other
2. To endorse my name on such checks or che and to deposit such check in any bank account of Dis PCD, M.E.B.A.;			
3. To deduct from the proceeds of such check equal in amount to the amount of initiation fee and/o to District No. 1-PCD, M.E.B.A. in accordance with applicable rules and regulations;	r vacation dues or s	ervice charge then o	lue and owing from me
4. To mail to me at the address specified on the District No. 1 - PCD, M.E.B.A. in a sum equal to the Plan check after making the appropriate deductions to amount of the M.E.B.A. Vacation Plan check, the and remaining from the check and to mail to me a written service charge still due and owing by me to District 1.	e balance remaining ogether with a writt nount deducted for a statement of account	from the amount of ten statement of acc dues or service char ant, and the amount,	The M.E.B.A. Vacation ount setting forth the ge and the balance
I hereby give and grant power of attorney to do and pabove as fully as I might or could do were I personal confirming all that my said attorney in fact shall law.	ly present, with full	l power of substituti	on, hereby ratifying and
IN WITNESS WHEREOF, I have hereunto set my h	and and seal this	day of	20
In presence of:	(Full Sig	nature of Applicant))
FOR THE STATE OF:			
COUNTY/PARISH/BOROUGH OF:			

On this _____ day of _____, 20____ before me personally appeared_____, personally known and known to me to be a person who executed the foregoing power of attorney and duly

acknowledged that he/she executed the same.

(Signature of Notary)

(Affix Notary Public - Seal)

DISTRICT NO. 1-PCD, M.E.B.A. (AFL-CIO) M.E.B.A. Vacation Plan Authorization

To: M.E.B.A. Vacation Plan 1007 Eastern Ave. Baltimore, MD 21202

Very Truly Vours

Attn: M.E.B.A. Vacation Plan Administrator:

For the period of five (5) years from the date below, please send to me any checks for vacation due me under the M.E.B.A. Vacation Plan for which I may from time-to-time file the appropriate vacation claim care of District No. 1 – PCD, M.E.B.A. (AFL-CIO), Suite 800, 444 N. Capitol Street, N.W., Washington, D.C., 2001,

very fruity fours,	
(Signature)	(Date)
(Print Name)	(Social Security Number)
(Address of Record)	
(City, State, Zip)	
WITNESS NAME:	
WITNESS SIGNATURE.	



District No. 1-PCD, M.E.B.A. (AFL-CIO) Deep-Sea Applicant Information Fact Sheet



Your Application is subject to the following terms and conditions:

1. Governing Rules and Regulations

Unless otherwise specifically modified by this attachment to your application for membership, your application for membership is subject to all the rules, regulations, terms and conditions contained in the National M.E.B.A. Constitution, the Constitution of District No. 1-PCD, M.E.B.A., the By-Laws of District No. 1-PCD, M.E.B.A., the Shipping Rules, and the Rules and Regulations promulgated by the National Executive Committee and/or the District Executive Committee (DEC) currently in effect or as may be amended in the future. The applicant's attention is directed to Rules and Regulations, number 3, regarding applications for membership in the National M.E.B.A. and a duly affiliated District thereof.

2. <u>Licensing Requirement</u>

- a. Possession of one of the following licenses:
 - i. Current and Valid Third Assistant Engineer, Steam or Motor or Gas Turbine of Any Horsepower upon Oceans or higher.
 - ii. Current and Valid Third Mate Steam or Motor Vessels of Any Gross Registered Tons upon Oceans or higher.
 - iii. Appropriate rating and endorsement if position is not for a licensed marine officer.

3. <u>Sailing Time</u>

a. Restrictions

- i. Only approved time on M.E.B.A. deep-sea contracted vessels, completed per the Union dispatch slip, shall qualify. Certificate of discharge or certificate of employment (for ROS and other) must be provided. Early termination of an assignment due to any of the following may disqualify such time for this Application:
 - 1. Discharge/Firing
 - 2. Termination under any probation clause
 - 3. Quitting under mutual consent before completion of assignment

- ii. For ROS vessels, Sailing Time shall accrue at the rate of five (5) days for every seven (7) days aboard the vessel. Total ROS time may not exceed one hundred and twenty (120) days credit toward completion of this Application in Section 9.
- iii. A combined total of thirty (30) days Sailing Time may be used towards the Sailing Time requirements for successfully completed assignments under the Steamship Authority contracts or any other non-deep-sea unit that participates in the M.E.B.A. Pension Plan, as well as time with federal government fleets (Navy, MSC, ACOE, NOAA), state government fleets and local government fleets, if the request is accompanied by the proper documentation.
- iv. Vacation time will not count as Sailing Time.
- v. Submission to the Union, within twelve (12) months of the date of the Application, proof of successful completion of sixty (60) days of licensed Sailing Time on M.E.B.A. deep-sea contracted vessels subject to the same requirements and limitations above. Failure to complete this provision shall render this application null and void.
- vi. The Applicant must also submit within twelve (12) months of the date of Application, two (2) letters of recommendation from a Chief or 1st Assistant Engineer for engineering applicants or from a Master or Chief Mate for deck applicants with whom they have sailed for at least sixty (60) days as a licensed officer under an M.E.B.A. contract after the effective Date of Application. Failure to complete this provision shall render this application null and void.

b. Other Time

Except as provided for in Section 3(a)(iii) above, time in any other non-deep-sea bargaining units, port relief time and vacation time may not count.

The M.E.B.A. permits Sailing Time accrued by an Officer while onboard a Maritime Academy Training Vessel to count for Group Time. This applies only if the job for the Officer's position is procured through an M.E.B.A Union hall. Jobs requested by any Maritime Academy are posted at each of the Union halls. No more than 60 days of accrued Training Vessel Sailing Time can be counted for Group Time each calendar year. Group Time accrued by applicants through Training Vessel Sailing Time cannot be used toward membership eligibility as it is not covered employment.

4. <u>Initiation Fee Agreement and Application Forms</u>

You must sign an initiation fee agreement, complete the proper authorization and application for membership forms with all attached papers thereto. The application must be reviewed and witnessed by a Union representative of the District and filed with the District Headquarters for a District Investigating Committee (DIC) review.

5. <u>Service Charges</u>

You agree to pay the regular service charge quarterly and in advance during the period of your applicant status and thereafter if elected into membership. The current quarterly service charge is \$150 dollars per calendar quarter and is subject to change. The current initiation fee is \$4,000 and its payment, etc., is covered in the Initiation Fee Agreement.

6. Initial Payment of Service Charge

At the time you apply for membership, you must submit payment of one-quarter's service charge. The District in its discretion may reject your application making it null and void and without recourse. Your application for membership will then be null and void and notification will be mailed to you at your address of record. Service charge payments are not refundable.

7. <u>Initial Status of Applicant</u>

Upon acceptance of your authorization and application for membership, you will be classified as an applicant for membership under the District's deep-sea applicant for membership program.

8. Application for Group Seniority Card

In accordance with DEC policies and the Shipping Rules, your initial Group shipping status will be Group III. A Group Seniority Card will be issued to you at the time your applicant book is issued. An application for your applicant book and Group Seniority Card may be made at any M.E.B.A. Branch office.

The openings in Group II are filled by oldest date of application. To be admitted into Group II, when there are openings, you must have on file with M.E.B.A. Headquarters 150 days of Sailing Time (as defined in the Shipping Rules) from the date of this application. Group II to Group I is generally calculated by total Sailing Time when there are openings as determined by the District and without regard to date of application.

Any changes (including Group III to Group II and Group II to Group I) are governed by the Shipping Rules, which may be amended from time to time. All renewals of or changes

in Group shipping status will be in accordance with the Shipping Rules and DEC policy in effect at the time of renewal or change.

Any application being denied and deemed null and void by the District shall also immediately result in the revocation of all Group shipping privileges.

9. Consideration for Membership

You must complete 200 days of Sailing Time after the date of application, not including vacation time, have your initiation fee paid and two letters of recommendation turned in to Headquarters. Only days completed per Section 3 shall qualify.

Initiation fees must be paid in full. Regular service charges to the District must be paid for a minimum of two (2) years (eight quarters). Any other requirements must be completed. You must verify this information and submit same to the DIC at M.E.B.A. Headquarters. The local Branch can assist you.

This will act as your request for a review of your application for membership. The DIC meets at least twice a year and your application for membership will be reviewed in turn a n d in accordance with the requirements contained in this fact sheet and further subject to all the requirements of all deep-sea applications for membership, unless modified herein. Any negative letters, letters not to recommend or facts contained in the file will be investigated and may delay the membership process or may result in your application being denied and being declared null and void.

The DIC will then issue a report with its recommendations to the membership to vote on at the regular monthly membership meeting, usually at the June and December meetings. If you are accepted by the membership as a member, you will then be advised of your acceptance and you may apply for your membership book.

10. Failure to Complete Application Requirements

The stated purpose of this program is to obtain new members for the deep-sea bargaining unit. The Union therefore expects the applicant will complete all the requirements set forth in this program within five (5) years from the date of application and any failure to complete all the requirements will forfeit and void the authorization and application which was made by you for membership.

11. Effective Date of Application

The Date of Application shall be the date upon which the completed application is submitted to a Union official to be reviewed and witnessed and filed with the District Headquarters for a District Investigating Committee (DIC) review.

For those individuals, who through an immediate need of the Union, are unable to complete the application before joining the M.E.B.A. contracted vessel may - with a

copy of the dispatch for the vessel, receipt for payment of the service fee from that quarter, certificate of discharge for the vessel showing completion of assignment and a signature and seal of a Union Official who is familiar with the assignment - have their Date of Application backdated to reflect the date of dispatch.

Closing the Books

The Union at its sole discretion shall have the right to open or close the books to applications when it so chooses by direction of the District Executive Committee.

	lly completed each and every part of my authorization ve read, understood, and agreed to all of the above
provisions including the District's discretic	on to reject my application making it null and void and and seal thisday of
Signature of Applicant	_
Print Name of Applicant	_
<u>I,</u>	, a full-time Union official or Representative of verify the above-named Applicant in signing this deep-
sea applicant information fact sheet; has rea	ad, understands and agrees to the terms and conditions to as part of this application and all of its parts and do
Union Official Signature	Title
Date:	
	official or Representative of District No. $1 - PCD$, and sealed upon the Applicant's Signature)
Notary's Signature	Notary's Printed Name
Being a Notary for	whose term expires
Municipality and/or	State Date



I, of my own free will and accord, do hereby solemnly and sincerely promise, swear and affirm that I will never impart any internal documents, contracts, proceedings of any meetings or any other verbal or written information deemed confidential or proprietary of the District No. 1 – PCD, M.E.B.A. (AFL-CIO) to any person not duly and justly qualified to receive same. I also bind myself not to join or belong to any other organization of licensed marine officers while I am a member or an applicant of this Organization and understand I will have breached this contract between myself and the Union should I belong to or join another Licensed Marine Officers Union. This aforementioned breach will cause my application to be null and void and I may not be re-considered for reapplication or membership. I also will not accept any employment outside of the M.E.B.A. utilizing my marine officer license without the permission of the Union in accordance with the M.E.B.A. By-Laws and Shipping Rules. I will faithfully obey and use my earnest endeavors to carry out the provisions of the Constitution, By-Laws, Shipping Rules and Regulations of the National M.E.B.A. (AFL-CIO) and of this Organization and its Affiliates.

I have carefully read and signed the Obligation of my own free will and accord. It being understood that it in no way will interfere with my social, political or religious rights. Further, I understand that as an M.E.B.A. applicant, I will voluntarily relinquish any job received through this organization if I fail to become an elected member of this organization within the required time.

(Signature of Applicant)	(Date)
(Print Name of Applicant)	(Social Security Number)
(Witness Name)	(Witness Signature)

Voluntary Applicant Self-Identification Form

(Confidential - For Statistical Use Only)

We would appreciate it if you would take the time to complete this form, as part of our compliance requirements. M.E.B.A. is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, age, national origin, disability, veteran status, sexual orientation, or any other classification protected by federal, state, or local law.

The information below will be used only in the compilation of data for affirmative action reporting. Completion of this form is voluntary and will not affect your opportunity for employment or terms or conditions of employment. Identification can be declared at any time prior to, or, if applicable, after hire.

Gender		
O Male	O Female	
Race/Ethr	nicity	
	Indian/Native American or Alaskan Native A person merica and who maintains cultural identification through	
		the original peoples of the Far East, Southeast Asia, or the Indian Subcontiner tan, Nepal, the Philippine Islands, Thailand, and Vietnam.
O Black or A	African A person having origins in any of the black racia	l groups of Africa.
O Hispanic o	or Latino A person of Cuban, Mexican, Puerto Rican, So	outh or Central American, or other Spanish culture or origin, regardless of race
	awaiian or Other Pacific Islander (not Hispanic or Lat s or Hawaii, Guam, Samoa, or other Pacific Islands.	tino) A person having origins in any of
O White (no	t Hispanic or Latino) A person having origins in any of	the original peoples of Europe, the Middle East, or North Africa.
O Multiracia	al A person whose biological parents are of different race	S.
	hat this form is for self-identification and will not be un Opportunity Commission.	ised for any other purpose than the filing of the required reports to the Equ
	(Signature of Applicant)	(Date)
	(Witness name)	(Witness signature)

Non-Discrimination Notice

The Marine Engineers' Beneficial Association (M.E.B.A.) does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, applying for membership in M.E.B.A., membership in M.E.B.A., hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

M.E.B.A. is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in membership, employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.



Employment Eligibility Verification

Department of Homeland Security

U.S. Citizenship and Immigration Services

USCIS Form I-9

OMB No.1615-0047 Expires 07/31/2026

START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the Instructions.

ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

Section 1. Employee Ir day of employment, but	iformation	n and Attesta	tion: Emplo job offer.	oyee	es must compl	lete an	nd sign S	ection 1 of	Form I-9	no later	than the first
Last Name (Family Name) First Name			me (Given Nar	me)		Middle	Initial (if a	ny) Other La	st Names U	sed (if any	y)
Address (Street Number and Name)			Apt. Number	(if an	ny) City or Towr	1			State	Z	IP Code
Date of Birth (mm/dd/yyyy)	per Em	ploye	ee's Email Addres	S			Employe	e's Teleph	none Number		
I am aware that federal law provides for imprisonment ar fines for false statements, or use of false documents, in connection with the completithis form. I attest, under pend of perjury, that this informatic including my selection of the attesting to my citizenship or		1. A citize 2. A nonc 3. A lawfu	en of the United itizen national ul permanent re itizen (other th	of the eside	e United States (S nt (Enter USCIS o em Numbers 2. a	See Instr or A-Nur and 3. at	ructions.) mber.)	orized to work u	ıntil (exp. da	ate, if any)	,
immigration status, is tre			OR				OR				
Signature of Employee							roday's L	oate (mm/dd/yy	'УУ)		
If a preparer and/or tran	slator assis	ted you in compl	eting Section	1, th	at person MUST	comple	ete the <u>Pre</u>	parer and/or 1	ranslator C	ertification	on Page 3.
Section 2. Employer R business days after the em authorized by the Secretary documentation in the Additi	ployee's firs of DHS. do	st day of employ ocumentation fro ation box; see I	ment, and moment, and moment, and moment in the moment in	iust p R a co	ohysically exam ombination of d	ine, or ocume	ntative mu examine ntation fro	consistent wi om List B and	and sign S th an alteri List C. Er	native pronter any	ocedure additional
		List A	OR	R	Lis	st B		AND		List C	;
Document Title 1											
Issuing Authority											
Document Number (if any)				L							
Expiration Date (if any)				L							
Document Title 2 (if any)			Α.	dditi	onal Information	on					
Issuing Authority											
Document Number (if any)											
Expiration Date (if any)											
Document Title 3 (if any)											
Issuing Authority											
Document Number (if any)											
Expiration Date (if any)				Che	eck here if you us	ed an al	ternative p	rocedure autho	rized by DH	S to exam	nine documents.
Certification: I attest, under employee, (2) the above-liste best of my knowledge, the er	d document	ation appears to	be genuine aı	nd to	relate to the em					ay of Emp d/yyyy):	loyment
Last Name, First Name and Titl	e of Employe	er or Authorized Re	epresentative		Signature of Em	ployer o	or Authorize	ed Representat	ive	Today's	Date (mm/dd/yyyy)
Employer's Business or Organization Name Employer's Business or Organization Address, City or Town, State, ZIP Code											

For reverification or rehire, complete Supplement B, Reverification and Rehire on Page 4.

LISTS OF ACCEPTABLE DOCUMENTS

All documents containing an expiration date must be unexpired.

* Documents extended by the issuing authority are considered unexpired.

Employees may present one selection from List A or a combination of one selection from List B and one selection from List C.

Examples of many of these documents appear in the Handbook for Employers (M-274).

LIST A		LIST B	LIST C		
Documents that Establish Both Identity and Employment Authorization	OR	Documents that Establish Identity ANI	D Documents that Establish Employment Authorization		
1. U.S. Passport or U.S. Passport Card		Driver's license or ID card issued by a State or outlying possession of the United States	A Social Security Account Number card, unless the card includes one of the following restrictions:		
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address	(1) NOT VALID FOR EMPLOYMENT		
Foreign passport that contains a temporary I-551 stamp or temporary		2. ID card issued by federal, state or local	(2) VALID FOR WORK ONLY WITH INS AUTHORIZATION		
I-551 printed notation on a machine- readable immigrant visa		government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color,	(3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION		
4. Employment Authorization Document that contains a photograph (Form I-766)		and address	2. Certification of report of birth issued by the		
5. For an individual temporarily authorized to work for a specific employer because		3. School ID card with a photograph	Department of State (Forms DS-1350, FS-545, FS-240)		
of his or her status or parole:		4. Voter's registration card	Original or certified copy of birth certificate issued by a State, county, municipal		
a. Foreign passport; and		5. U.S. Military card or draft record	authority, or territory of the United States bearing an official seal		
b. Form I-94 or Form I-94A that has the following:		6. Military dependent's ID card	Native American tribal document		
(1) The same name as the passport; and		7. U.S. Coast Guard Merchant Mariner Card	5. U.S. Citizen ID Card (Form I-197)		
(2) An endorsement of the individual's status or parole as		Native American tribal document Driver's license issued by a Canadian	G. Identification Card for Use of Resident Citizen in the United States (Form I-179)		
long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		For persons under age 18 who are unable to present a document listed above:	7. Employment authorization document issued by the Department of Homeland Security For examples, see Section 7 and		
6. Passport from the Federated States of		10. School record or report card	Section 13 of the M-274 on uscis.gov/i-9-central.		
Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or		11. Clinic, doctor, or hospital record	The Form I-766, Employment		
Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		12. Day-care or nursery school record	Authorization Document, is a List A, Item Number 4. document, not a List C document.		
		Acceptable Receipts			
May be prese	ented	in lieu of a document listed above for a te	emporary period.		
		For receipt validity dates, see the M-274.			
Receipt for a replacement of a lost, stolen, or damaged List A document.	OR	Receipt for a replacement of a lost, stolen, or damaged List B document.	Receipt for a replacement of a lost, stolen, or damaged List C document.		
 Form I-94 issued to a lawful permanent resident that contains an I-551 stamp and a photograph of the individual. 					
Form I-94 with "RE" notation or refugee stamp issued to a refugee.					

^{*}Refer to the Employment Authorization Extensions page on <u>I-9 Central</u> for more information.

Form I-9 Edition 08/01/23 Page 2 of 4



Last Name (Family Name) from Section 1.

Supplement A, Preparer and/or Translator Certification for Section 1

Department of Homeland Security

U.S. Citizenship and Immigration Services

First Name (Given Name) from Section 1.

USCIS Form I-9 Supplement A OMB No. 1615-0047 Expires 07/31/2026

Middle initial (if any) from Section 1.

Instructions: This supplement must be completed by any preparer and/or translator who assists an employee in completing Section 1 of Form I-9. The preparer and/or translator must enter the employee's name in the spaces provided above. Each preparer or translator must complete, sign, and date a separate certification area. Employers must retain completed supplement sheets with the employee's completed Form I-9.							
I attest, under penalty of perjury, that I have assisted i knowledge the information is true and correct.	n the	completion of Section 1 of the	his form a	and that to	the best of my		
Signature of Preparer or Translator Date (mm/dd/yyyy)							
Last Name (Family Name) First Name (Given Name) Middle Initial (if any)							
Address (Street Number and Name)	•	City or Town		State	ZIP Code		

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator			Date (mm	/dd/yyyy)	
Last Name (Family Name)	First I	Name (Given Name)			Middle Initial (if any)
Address (Street Number and Name)		City or Town		State	ZIP Code

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

•					
Signature of Preparer or Translator			Date (mm	/dd/yyyy)	
Last Name (Family Name)	First I	Name (Given Name)			Middle Initial (if any)
Address (Street Number and Name)		City or Town		State	ZIP Code

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator			Date (mn	n/dd/yyyy)	
Last Name (Family Name)	First I	Name <i>(Given Name)</i>			Middle Initial (if any)
Address (Street Number and Name)		City or Town		State	ZIP Code

Form I-9 Edition 08/01/23 Page 3 of 4



Last Name (Family Name) from Section 1.

Supplement B, **Reverification and Rehire (formerly Section 3)**

Department of Homeland Security

U.S. Citizenship and Immigration Services

First Name (Given Name) from Section 1.

USCIS Form I-9 Supplement B OMB No. 1615-0047

Page 4 of 4

Middle initial (if any) from Section 1.

Expires 07/31/2026

reverification, is rehired wi the employee's name in the completing this page. Kee	thin three years of the date e fields above. Use a new s	the original Form I-9 was section for each reverifica mployee's Form I-9 record	orm I-9. Only use this page in completed, or provides prod tion or rehire. Review the Fo I. Additional guidance can b	of of a legal name corm I-9 instructions	hange. Enter
Date of Rehire (if applicable)	New Name (if applicable)				
Date (mm/dd/yyyy)	Last Name (Family Name)		First Name (Given Name)		Middle Initial
	ee requires reverification, you rization. Enter the document		present any acceptable List A o pelow.	or List C documenta	tion to show
Document Title		Document Number (if any)		Expiration Date (if an	y) (mm/dd/yyyy)
			yee is authorized to work in o be genuine and to relate to		
Name of Employer or Authorize	ed Representative	Signature of Employer or Aut	horized Representative	Today's Date	(mm/dd/yyyy)
Additional Information (Initial	al and date each notation.)				ou used an cedure authorized mine documents.
Date of Rehire (if applicable)	New Name (if applicable)				
Date (mm/dd/yyyy)	Last Name (Family Name)		First Name (Given Name)		Middle Initial
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Document Title		Document Number (if any)		Expiration Date (if an	y) (mm/dd/yyyy)
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Name of Employer or Authorize	ed Representative	Signature of Employer or Autl	norized Representative	Today's Date	(mm/dd/yyyy)
Additional Information (Initi	al and date each notation.)				ou used an cedure authorized mine documents.
Date of Rehire (if applicable)	New Name (if applicable)				
Date (mm/dd/yyyy)	Last Name (Family Name)		First Name (Given Name)		Middle Initial
	ee requires reverification, you		present any acceptable List A o pelow.	or List C documenta	tion to show
Document Title		Document Number (if any)		Expiration Date (if an	y) (mm/dd/yyyy)
I attest, under penalty of employee presented doc	perjury, that to the best of r umentation, the documenta	my knowledge, this emplo tion I examined appears t	yee is authorized to work in o be genuine and to relate to	the United States, a the individual who	and if the presented it.
Name of Employer or Authorize	ed Representative	Signature of Employer or Aut	horized Representative	Today's Date	(mm/dd/yyyy)
Additional Information (Initi	al and date each notation.)				ou used an cedure authorized mine documents.



M.E.B.A. DEEP SEA FOLLOW-UP VERIFICATION FORM



TO: District Investigating Committee (DIC) 444 N. Capitol St, NW Suite 800, Washington, DC 20001

(Today's date)	
(Applicant's Name: Please Print)	(Date of Application)
Last 4 Digits of SSN	 M.E.B.A. Union Hall

In accordance with provisions of the Deep-Sea Applicants Information Fact Sheet, attached hereto are proof of successful completion of sixty (60) days of licensed sailing time on M.E.B.A. deep-sea contracted vessels within twelve (12) months of the date of application and a list with verifications of required sailing time.

Also in accordance with the Deep-Sea Applicants Information Fact Sheet, attached hereto is two letters of recommendation or the indication that one or both letters of recommendation have been forwarded to Headquarters directly

List sailing time in chronological order starting with the most recent time first and attach copies of discharges or letters of employment and also union dispatch slips. Sailing time must be under a District No. 1-PCD, M.E.B.A. (AFL-CIO) deep-sea contracted vessel. ROS time will only count five (5) for seven (7) days. Sailing time on Washington State Ferries or other non-deep-sea unit that participates in the Pension Plan for completed assignments will count for up to thirty (30) days combined total. Time in other bargaining units, including federal, state and local government fleets, does not count. Vacation time, Port Relief or CMES time does not count.

NOTE: The sailing time and letter of recommendation requirements must be completed within one year from the date of application. If you are working as a licensed officer under a District No. 1-PCD, M.E.B.A. Deep-sea contract when the one-year expires, the time will automatically be extended to the completion of your assignment plus reasonable and necessary processing time.

Continued next page

DATES VESSEL **FROM** TO DAYS Total Days: I hereby certify that the above time was after my date of application and was for completed assignments. Attached find letter(s) of recommendation. Letter(s) (0.1, or 2)of recommendation have already been submitted to Headquarters. (Letters from Engineering applicants must be from a Chief Engineer and/or 1st A/E. Letters from Deck applicants must come from a Master and/or Chief Mate). Applicant's Signature Date SPACE BELOW FOR UNION USE ONLY I hereby certify that I have verified the above submitted sailing time is for completed assignments. I have attached the two required letters of recommendation or if one or both letters are not attached, I have verified that the missing letter(s) have been received by Headquarters. Port of: _____ Date: ____ (Signature of Union Official) Verified by: _____ (Title of Union Official)

NOTE: Although Dispatcher or other Office staff can assist with the verification process, the verification must be reviewed and signed by a full-time union official.

District No.1-PCD, M.E.B.A.

MEMORANDUM

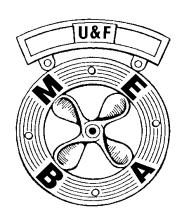
To: All M.E.B.A. Member Chief Engineers,

Masters, 1st A/Es and Chief Mates

From: <u>District Investigating Committee (DIC)</u>

Date: June 2016

Subject: New Applicants



New Applicants to the Union must submit within twelve (12) months of their date of Application, two (2) letters of recommendation from a Chief or 1st Assistant Engineers for engineering applicants or from a Master or Chief Mate for deck applicants with whom they have sailed for at least sixty (60) days as a licensed officer under a M.E.B.A. contract after their effective Date of Application. The M.E.B.A.'s goal is to seek evaluations of new applicants to determine if they have the potential to be good Union members and good licensed officers. If you feel the individual applicant has the potential to be a good Union member and a good licensed officer, please give them your recommendation.

The District Investigating Committee is very concerned and needs to know if this Applicant does not meet the criteria of having the potential to be a good Union member and also a good licensed officer. If this is the case, please complete a letter to not recommend the applicant for membership. During any time in the application process that is at least 25 months from the Date of Application, any negative letters, letters not to recommend or facts contained in the file of the Applicant will be investigated and may delay the membership process or may result in their application being denied and being declared null and void.

The letter can be on ship's letterhead or the Union's standard recommend/not recommend form and given to the individual or sent to Headquarters. The Headquarters address is:

D1 – PCD, M.E.B.A. Attention: DIC 444 North Capitol St, NW Suite 800 Washington, DC 20001

Thank you for your time and attention in participating in this important process. You are an important part of the M.E.B.A.'s process that determines if our applicants are suitable to gain the privilege of membership. We appreciate your help.

TO: District Investigating Committee (DIC), District No. 1-PCD, M.E.B.A. (AFL-CIO) FROM: (Title – C/E, Master, 1/E or C/M) SUBJECT: Letter to **Recommend/ Not Recommend** Applicant for Membership (Circle One) FOR: SSN of Applicant: (Please Print Applicant's Name) (Last 4 Numbers) I am the (Title - C/E, Master, 1/E or C/M) (Name of Ship) member of District No. 1-PCD, M.E.B.A. (AFL-CIO) (D1-M.E.B.A.) The above named individual has sailed under the authority of their license as a for approximately _____ days. (Title/Position) His/her assignment started on _____ and ended on _____ (Date) When I left the _____ on ____ the individual completed the assignment/ did not complete the assignment/ was still onboard. I have observed this applicant's job performance and union attitudes and recommend/ do not recommend him/her for membership in our Union, D1-M.E.B.A. (Circle One) Comments: (Use Separate Page or Back for Additional Comments and indicate below) Fraternally Submitted, (Title – C/E, Master, 1/E or C/M) (Signature of Member) (Date) Additional Comments: Enclosed/ Over/ None

NOTE: This letter can be given to the engineer/mate to forward to Headquarters or it can be forwarded directly to Headquarters: Attention: DIC, District No. 1-PCD, M.E.B.A. (AFL-CIO), Suite 800, 444 North Capitol St, NW, Washington, DC 20001

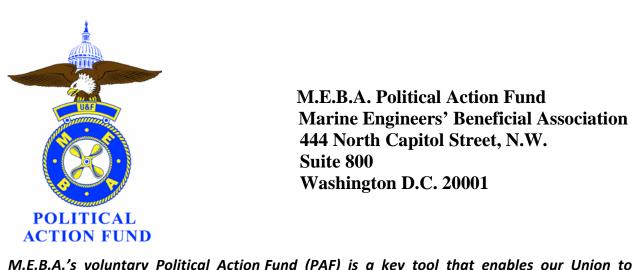
(Circle One)

TO: District Investigating Committee (DIC), District No. 1-PCD, M.E.B.A. (AFL-CIO) FROM: (Title – C/E, Master, 1/E or C/M) SUBJECT: Letter to **Recommend/ Not Recommend** Applicant for Membership (Circle One) FOR: SSN of Applicant: (Please Print Applicant's Name) (Last 4 Numbers) I am the (Title - C/E, Master, 1/E or C/M) (Name of Ship) member of District No. 1-PCD, M.E.B.A. (AFL-CIO) (D1-M.E.B.A.) The above named individual has sailed under the authority of their license as a for approximately _____ days. (Title/Position) His/her assignment started on _____ and ended on _____ (Date) When I left the _____ on ____ the individual completed the assignment/ did not complete the assignment/ was still onboard. I have observed this applicant's job performance and union attitudes and recommend/ do not recommend him/her for membership in our Union, D1-M.E.B.A. (Circle One) Comments: (Use Separate Page or Back for Additional Comments and indicate below) Fraternally Submitted, (Title – C/E, Master, 1/E or C/M) (Signature of Member) (Date)

NOTE: This letter can be given to the engineer/mate to forward to Headquarters or it can be forwarded directly to Headquarters: Attention: DIC, District No. 1-PCD, M.E.B.A. (AFL-CIO), Suite 800, 444 North Capitol St, NW, Washington, DC 20001

Additional Comments:

Enclosed/ Over/ None
(Circle One)



M.E.B.A. Political Action Fund Marine Engineers' Beneficial Association 444 North Capitol Street, N.W. **Suite 800** Washington D.C. 20001

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solidify th	e Union's pol	litical relations	ships in Congr	ess. This is c	rucial fo	r the continued
viability of	f the U.S. Me	erchant Marine	e. We all ben	efit from a si	trong po	olitical advocacy
program. □ Yes ,	I want to s	upport the	Political Act	ion Fund (P	AF) to	promote the
hereby au	uthorize and earnings and	direct the M	.E.B.A. Vacat	ion Plan to	deduct 1	al activities. I from my gross ntribution per
□ \$10	□ \$25	□ \$50	□ \$100	□%	□	_Other
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Email Ac	ddress:		(Cell#		

You are free to contribute more or less than the suggested amounts above. PAF contributions are voluntary and not a condition of membership in or employment through the M.E.B.A. You may refuse to contribute without reprisal. The M.E.B.A.'s PAF will use voluntary contributions for purposes including, but not limited to, making contributions to and expenditures for candidates for federal, state, and local offices. Contributions to the PAF are not deductible as charitable contributions for federal tax purposes. Federal law requires political committees to report to the Federal Election Commission each individual whose contributions aggregate in excess of \$200 in a calendar year. This authorization shall remain in full force and effect until revoked in writing by me to the Administrator of the M.E.B.A. Vacation Plan.

M.E.B.A. DATABASE UPDATE FORM

(Please fill out this form completely)

Completed emailed forms can be sent to membership@mebaunion.org

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Instructions for Completing Permanent Data Forms

You must complete a Permanent Data Form if you are a new Participant, if you are adding a Dependant, if your marital status changes, or if your dependant's eligibility status changes.

The following documents must be included with your completed Permanent Data Form:

Married

• If you are married – a copy of your marriage certificate.

Children

- Biological children a copy of each child's birth certificate.
- Adopted children a copy of each child's adoption papers and birth certificate.
- Stepchildren a copy of each child's birth certificate, a copy of your most recent IRS tax filing, a copy of that part of your spouse's divorce decree that assigns responsibility for the stepchild's medical care.
- Grandchildren a copy of each child's birth certificate, proof of legal custody awarded by a court or state agency, a copy of your most recent IRS tax filing, (additional documentation may be required).

Dependant Parents

• Dependant Parents – a copy of your most recent IRS tax filing as proof that you claim your parent as a dependant on your tax return. You will be required to provide proof of support of your parent(s) annually.

Your parent(s) may be covered as a dependant only if:

- (1) you do not have a spouse, you do not have natural or adopted children under the age of 26, and you do not have stepchildren under age 19 (or 23, if full-time students); and
- (2) you contribute at least one-half of the support of the parent being claimed as a dependant, claim your parent as a dependant on your IRS tax return, and you submit a copy of your most recent IRS tax filing as proof of support.

Additional Requirements for Adult Children (over age 18)

Biological and Adopted Children Age 19 through 25

- Your biological and adopted adult children under the age of 26 may be covered as a dependant provided they are **not** eligible for other employment based coverage (other than parent's coverage). Employment based coverage is coverage that an adult child is eligible for due to the employment of the child or the child's spouse, regardless of whether the child enrolls in such coverage.
- You are required to verify the availability of employment based coverage for each biological and adopted adult child each year.

Stepchildren and Grandchildren

- Your stepchildren and grandchildren age 19 through age 22 may be covered as a dependant provided they are full-time students.
- Student status forms are available from the Plan Office or on the Plan website (www.mebaplans.org).
- You are required to verify full-time student status for each stepchild and/or grandchild each year.

Change in Marital Status

Marriage

• If you are single and become married, you must notify the Plan Office and submit a copy of your marriage certificate with your new Permanent Data Form to enroll your new spouse.

Divorce or legal separation

- If you are married and become divorced or legally separated, you must notify the Plan Office immediately and submit a copy of your divorce decree, legal separation agreement or your written agreement to live separately within 30 days, along with your new Permanent Data Form.
- If you are divorced and are keeping your children as dependants in the Plan, you must provide additional information about other coverage the children may have, such as through your former spouse (or his or her new spouse, if remarried), so that the Plan can properly coordinate benefits. If included in your divorce decree, a copy of the portion that assigns responsibility for medical care may be needed to determine order of payment.

Address and Address Changes

- If you use a PO Box as either your permanent address or your mailing address, you must also provide a physical address.
- If you are advising the Plan of a change of address <u>only</u> and have no other changes to make you can complete a new Permanent Data Form or you can simply notify the Plan Office in writing of the address change. Include your name and social security number. The Participant <u>must</u> sign this notification in order to allow the Plan Office to change your address.

IMPORTANT - When Coverage Terminates

If you and/or your dependant no longer meet the eligibility requirements your coverage and/or your dependant's coverage will end. You are required to notify the Plan Office in writing and within 30 days of events that impact your and/or your dependant's eligibility under the Plan. Events that may lead to ineligibility and a loss of coverage under the Plan include, but are not limited to:

- Failure to report a divorce;
- Failure to report a legal separation;
- Failure to report a child's eligibility for other coverage, including the availability of such coverage;
- For stepchildren and grandchildren, failure to report a change in student status, a change in residency or a change in support;
- For stepchildren and grandchildren, failure to report a child's marriage;
- For grandchildren, failure to meet the grandchild eligibility rules; and
- Failure to pay any required premiums (e.g., COBRA, pensioner contributions, Alternate Plan premiums) timely.
- For Pensioners, return to work under certain circumstances without the permission of the Trustees.

If you do not timely notify the Plan Office of an event that causes a change in your or your dependant's eligibility under the Plan, you will be required to reimburse the Plan for benefits that were paid after your and/or your dependant's coverage terminated.

In addition, your or your dependant's coverage under the Plan may be terminated retroactively in the case of fraud or intentional misrepresentation.

MEBA Medical & Benefits Plan 1007 Eastern Avenue Baltimore, MD 21202-4345 410-547-9111 * 800-811-MEBA (6322) * 410-547-6665 (Fax) * www.mebaplans.org

PERMANENT DATA FORM

COMPLETE BOTH PAGES OF THIS FORM , SIGN AND DATE WHERE INDICATED, AND RETURN TO THE PLAN OFFICE IN BALTIMORE

Member Name									
	Last Name			First Na	ame		In	itial	
Social Security Number									
Date of Birth (mm/dd/yyyy)				Sex (Select on	ie)	0 M	Tale Temale		
Home Telephone Number	(Area Code:								
Cellular Phone Number	(Area Code:								
E-mail address (If applicable)	@								
Affiliation (Check One)	O District No. 1	-PCD	o, MEBA O	Plan Empl	oyee O	Unio	n Employee O Other	:	
Active/Pensioner (Check One)	O Active O Pensioner							er:	
Marital Status (Check One)	O Single O	Marri	ied O Wid	owed O	Divorce	ed O	Legally Separated		
Date Married, Widowed, Divorced or Legally Separated (mm/dd/yyyy)	d O Married O Widowed O Divorced O Legally Separated						arated		
Permanent Address (Home of Record):	Number & Stree	et							
(Home of Record):	City, State, Zip	City, State, Zip							
Mailing Address	Number & Street								
(if different than Permanent Address above):	City, State, Zip	City, State, Zip							
DEPEN	DANTS TO BE A		ED TO YO		DICAL	COV	ERAGE		
			LUZZI					STEP/GRAND	
LAST NAME FIRST NAME INITL	AL DATE OF BIRTH (MM/DD/YYYY)	D	EPENDANT S	SN		T	LATIONSHIP O MEMBER CHECK ONE	CHILD CHECK IF FT STUDENT	
					o Spo		CHECK ONE	• Yes	
	ļ				o Chi		 Adopted Child 	o No	
	ļ				o Step	pchild	l o Grandchild		
If dependant is an adult child/adopted					Based C	overa	ge? (check one) O	Yes O No	
If eligible for Employment Based Cov Child's Employer Name	Child's Employe			ons	Child's	s Emple	oyer Phone		
	J 3 p p p						-,		
Child's Spouse's Employer Name	Child's Spouse's	s Emp	loyer Address		Child's Spouse's Employer Phone				

LAST NAME	FIRST NAME	INITIAL	DATE OF BIRTH (MM/DD/YYYY)	DEPENDANT SSN	RELATIONSHIP TO MEMBER CHECK ONE	STEP/GRAND CHILD CHECK IF FT STUDENT
					○ Child ○ Adopted Child	o Yes
					○ Stepchild ○ Grandchild	o No
If dependant i	s an adult child	/adopted cl	hild, is he or she	eligible for Employmen	t Based Coverage? (check one) o	Yes O No
		sed Covera		e following sections		
Child's Employe	r Name		Child's Employe	r Address	Child's Employer Phone	
Child's Spousa's	Employer Name		Child's Spousa's	Employer Address	Child's Spouse's Employer Phone	
Ciliu s spouse s	Employer Name		Clina's Spouse's	Employer Address	Cinia's Spouse's Employer Fnone	
					•	
						STEP/GRAND
LAST NAME	FIRST NAME	INITIAL	DATE OF BIRTH (MM/DD/YYYY)	DEPENDANT SSN	RELATIONSHIP TO MEMBER	CHILD CHECK IF
LAST NAME	PIKSI NAME	IMITAL	(MM/DD/1111)	DEI ENDANT 55N	CHECK ONE	FT STUDENT
					○ Child ○ Adopted Child	o Yes
					○ Stepchild ○ Grandchild	o No
If dependant is	s an adult child	/adopted cl	hild, is he or she	eligible for Employmen	t Based Coverage? (check one) O	Yes O No
		sed Covera		e following sections		
Child's Employe	r Name		Child's Employe	r Address	Child's Employer Phone	
Child's Spouss's	Employer Name		Child's Spouss's	Employer Address	Child's Spouse's Employer Phone	
Cilia s spouse s	Employer Name		Cliffd's Spouse's	Employer Address	Clind's Spouse's Employer Phone	
					-	
						STEP/GRAND
T A CUT NIA NATE	FIRST NAME	INITETAT	DATE OF BIRTH	DEDENID A NIT CON	RELATIONSHIP	CHILD
LAST NAME	FIRST NAME	INITIAL	(MM/DD/YYYY)	DEPENDANT SSN	TO MEMBER CHECK ONE	CHECK IF FT STUDENT
					○ Child ○ Adopted Child	o Yes
					○ Stepchild ○ Grandchild	o No
If dependant i	s an adult child	/adopted cl	hild, is he or she	eligible for Employmen	t Based Coverage? (check one) O	Yes O No
If eligible for l	Employment Ba	sed Cover	age, complete th	e following sections	<u> </u>	
Child's Employe	r Name		Child's Employe	r Address	Child's Employer Phone	
GI II II G	F 1 37		G1 :1 1) G	T 1 11		
Child's Spouse's	Employer Name		Child's Spouse's	Employer Address	Child's Spouse's Employer Phone	
(Atta	ich a separate sl	neet to you	r Permanent Da	nta Form if you have mo	re than four Dependants)	
	•					
Signature of	f				Date	
Employee	1				Date	

FORM IS NOT VALID IF NOT SIGNED AND DATED BY PARTICIPANT FORM WILL BE RETURNED IF NOT SIGNED AND DATED.

Instructions for Completing Beneficiary Designation Form You must complete a Beneficiary Designation Form if you are a new Participant in the Plan or if you are changing your beneficiary for life insurance.

Changing Your Beneficiary for Life Insurance

Active/Pensioner (Check One)

Marital Status (Check One)

Date of Birth (mm/dd/yyyy)

• A new Beneficiary Designation Form must be completed in its entirety.

O Active O Pensioner

Single

• The Beneficiary Designation Form **must be signed** for the change of beneficiary to become effective.

MEBA Medical & Benefits Plan 1007 Eastern Avenue Baltimore, MD 21202-4345 410-547-9111 * 800-811-MEBA (6322) * 410-547-6665 (Fax) * www.mebaplans.org

BENEFICIARY DESIGNATION FORM

COMPLETE BOTH PAGES OF THIS FORM, SIGN AND DATE WHERE INDICATED, AND RETURN TO THE PLAN OFFICE IN BALTIMORE Member Name Last Name First Name Initial Social Security Number Sex O Male Date of Birth (mm/dd/yyyy) (Select one) O Female Home Telephone Number (Area Code: Cellular Phone Number (Area Code: **(a**) E-mail address (If applicable) Affiliation (Check One) O District No. 1-PCD, MEBA O Plan Employee O Union Employee O Other:

If Actively Employed, Name of Present Employer:

○ Married ○ Widowed ○ Divorced ○ Legally Separated

Sex

(Check One)

BENEFICIARY DESIGNATION FORM

I designate the following person(s) as my beneficiary (ies) to receive benefits which may be payable from the MEBA Medical and Benefits Plan upon my death. I revoke all previous beneficiary designations and make the designation of beneficiary(ies) shown below with respect to benefits provided now or at any time in the future under the above Plan, still reserving to myself the privilege of making other and future changes subject to the Plan provisions. If more than one beneficiary is designated, settlement will be made in equal shares to such of the designated beneficiaries (or beneficiary) as survive me, unless otherwise provided herein (total must equal 100%). If no beneficiary survives me, settlement will be made in accordance with the provisions of the Plan. NOTE: Co-beneficiaries receive proceeds in equal shares, unless otherwise indicated. Contingent Beneficiary is the person who will receive the proceeds if the primary beneficiary should predecease the person whose life is insured. Name: Check One: ☐ Beneficiary *or* Last Name First Name Initial Relationship ☐ Co-Beneficiary Address of Beneficiary Number & Street City State Zip Beneficiary's Social Percent (%) % of Benefit: Security Number

o Male

o Female

	CO-BENE	FICIARY (IES) OR	CONTINGENT I	BENEFI	CIA	ARY (IES)
Name: Check Beneficiary							
☐ Co-Benefic	ciary	Last Name	First Na	ne		Initial	Relationship
Address of Be	neficiary						
- a	~	Number & Street	City		Ι_	Sta	te Zip
Beneficiary's Security Number						cent (%) Benefit:	%
Date of Birth (mm/dd/yyyy)			Sex (Check On	e)	MaleFemale	
Name: Check						1 2 3111012	
	Beneficiary	Last Name	First Name			Initial	Relationship
Address of Be	neficiary						
D C	G : 1	Number & Street	City		Lb	State	1
Beneficiary's Security Number						cent (%) Benefit:	%
Date of Birth (mm/dd/yyyy)			Sex	`	o Male	
Dute of Birth ((Check On	.e)	o Female	,
Name: Check	One:	1					
☐ Co-Benefic	- —						
☐ Contingent	Beneficiary	Last Name	First Name			Initial	Relationship
Address of Be	neficiary						
		Number & Street	City			State	
Beneficiary's Security Number						rcent (%) Benefit:	%
Date of Birth (mm/dd/mmu)			Sex		o Male	
Date of Bitti (IIIII/dd/yyyy)			(Check On	e)	o Female	·
(Attac	h a separate sh	eet to your Permanent Data	a Form if you have more	than two (Co-Be	neficiaries)	
Signature of Employee				Da	ate		

FORM IS NOT VALID IF NOT SIGNED AND DATED BY PARTICIPANT FORM WILL BE RETURNED IF NOT SIGNED AND DATED.

Union Members: Know Your Rights



U.S. Department of Labor Washington, D.C. 20210

Office of Labor-Management Standards

The Labor-Management Reporting and Disclosure Act (LMRDA) guarantees certain rights to union members and imposes certain responsibilities on union officers to ensure union democracy, financial integrity and transparency. The Office of Labor-Management Standards (OLMS) is the Federal agency with primary authority to enforce many LMRDA provisions. If you suspect a violation of these rights or responsibilities please contact the Department of Labor at 1-866-4-USA-DOL.

Union Member Rights

Bill of Rights - Union members have:

- equal rights to participate in union activities
- freedom of speech and assembly
- voice in setting rates of dues, fees, and assessments
- protection of the right to sue
- safeguards against improper discipline

Copies of Collective Bargaining Agreements -

Union members and nonunion employees have the right to receive or inspect copies of collective bargaining agreements.

Reports - Unions are required to file an initial information report (Form LM-1), copies of constitutions and bylaws, and an annual financial report (Form LM-2/3/4) with OLMS. Unions must make the reports available to members and permit members to examine supporting records for just cause. The reports are public information and copies are available from OLMS.

Officer Elections - Union members have the right to:

- nominate candidates for office
- run for office
- cast a secret ballot
- protest the conduct of an election

Officer Removal - Local union members have the right to an adequate procedure for the removal of an elected officer guilty of serious misconduct.

Trusteeships - Unions may only be placed in trusteeship by a parent body for the reasons specified in the LMRDA.

Protection for Exercising LMRDA Rights - A union or any of its officials may not fine, expel, or otherwise discipline a member for exercising any LMRDA right.

Prohibition Against Violence - No one may use or threaten to use force or violence to interfere with a union member in the exercise of LMRDA rights.

Union Officer Responsibilities

Financial Safeguards - Union officers have a duty to manage the funds and property of the union solely for the benefit of the union and its members in accordance with the union's constitution and bylaws. Union officers or employees who embezzle or steal union funds or other assets commit a Federal crime punishable by a fine and/or imprisonment.

Bonding - Union officers or employees who handle union funds or property must be bonded to provide protection against losses if their union has property and annual financial receipts which exceed \$5,000.

Labor Organization Reports - Union officers must:

- file an initial information report (Form LM-1) and annual financial reports (Forms LM-2/3/4) with OLMS.
- retain the records necessary to verify the reports for at least five years.

Officer Reports - Union officers and employees must file reports concerning any loans and benefits received from, or certain financial interests in, employers whose employees their unions represent and businesses that deal with their unions.

Officer Elections - Unions must:

- hold elections of officers of local unions by secret ballot at least every three years.
- conduct regular elections in accordance with their constitution and bylaws and preserve all records for one year.
- mail a notice of election to every member at least 15 days prior to the election.
- comply with a candidate's request to distribute campaign material.
- not use union funds or resources to promote any candidate (nor may employer funds or resources be used).
- permit candidates to have election observers.
- allow candidates to inspect the union's membership list once within 30 days prior to the election.

Restrictions on Holding Office - A person convicted of certain crimes may not serve as a union officer, employee, or other representative of a union for up to 13 years.

Loans - A union may not have outstanding loans to any one officer or employee that in total exceed \$2,000 at any time.

Fines - A union may not pay the fine of any officer or employee convicted of any willful violation of the LMRDA.