



## Application for STCW Qualifications including Service Books FOR OVERSEAS APPLICATIONS

*Please read these notes carefully, they are intended to help you complete your application for one or more AMSA-issued seafarer qualifications.*

**These instructions cover applications for one or more of the following purpose:**

- a. Certificate and/or Endorsement (refer to list below)
- b. The Australian Seafarer's Service Book
- c. Revalidation of a Certificate or Endorsement
- e. Replacement of a Certificate or Endorsement
- f. Certificate of Proficiency Marine Cook
- g. Certificate of Recognition

AMSA 419 replaces the individual forms that had been used for each of the above application purpose (AMSA Forms 63, 66, 107, 409 and 435) and supports applications for one or more purpose listed above.

**The Certificates and/or Endorsements covered within the application form are as follows:**

- a. Certificate of Competency – Engineer or Deck
- b. Certificate of Recognition – Engineer or Deck
- c. Certificate of Proficiency IR or CIR
- d. Certificate of Proficiency Rating – Able Seafarer - Deck  
– Able Seafarer - Engine
- e. Certificate of Proficiency Marine Cook
- f. Certificate of Safety Training
- g. GMDSS Operator's Certificate
- h. GMDSS Operator's Certificate of Recognition
- i. Sailing Ship Endorsement (Square Rig / Fore and Aft)
- j. Tanker Endorsement (oil, gas or chemical)
- k. High Speed Craft - Type Rating Endorsement
- l. Certificate of Proficiency as Ship Security Officer
- m. Security Awareness Training
- n. Designated Security Person
- o. Electronic Chart Display and Information System (ECDIS)
- p. Passenger Vessel
- q. Dynamic Position Operator (Limited)
- r. Dynamic Position Operator

Throughout this information sheet reference is made to the **Marine Order 70 series (70, 71, 72, 73 and 74)**; the relevant Marine Order may be obtained from the AMSA website - [www.amsa.gov.au/](http://www.amsa.gov.au/)

**Please follow the steps below to complete and lodge your application. Failure to comply with the process will introduce delay in the processing of your application.**

**Please note that lodgement of this form DOES NOT automatically entitle you to receive the certificate or endorsement applied for, nor does it indicate acceptance of sea service. The final decision with regards to the issue of a certificate or endorsement is made by the Manager, Shipping Qualifications.**

If you have any questions about the status of your application, or on this process, email AMSA at [quals@amsa.gov.au](mailto:quals@amsa.gov.au). or phone +61 2 6279 5000.

# 1. Application form

The instructions in this Information Guide are relevant **ONLY** to **overseas applications** unable to take advantage of the benefit of lodging applications at the participating Australia Post outlet.

1. Download the application form from the AMSA website using the link indicated above. You must have Adobe Acrobat version 9.1 or later to be able to use the form. You can download the latest Adobe Acrobat reader at [www.adobe.com/](http://www.adobe.com/).
2. This is an interactive form intended to be completed using a computer or laptop. As you complete the form, it will validate certificate types, certificate grades, endorsements, calculate fees and generate a list (titled "Checklist for Supporting Documents") of required documents **specific** to your application. The form is **not complete** and will be **rejected upon receipt** if the printed form does not include the Payment and Checklist for Supporting Documents sections.
3. The generated Checklist for Supporting Documents printed from the second page of your application is meant to guide you on the documents you must provide for the processing of your application. Tick each box to indicate that the specific document is submitted.
4. **Use only the PRINT or SAVE button/s** within the form for printing or saving. These buttons will enable form validation to be completed properly and will prompt you to correct the errors displayed in the **Error Log box**. All errors must be corrected before lodgement. **Use only plain white A4 paper and black ink when printing your application form.**

AMSA advises that you download a new form from the AMSA website each time you need to apply for a new set of Marine Qualifications. This is to ensure that you are using the current version of the form. This version of the form – AMSA 419 (4/14) – supports the regulations within the **Marine Order 70 series (70, 71, 72, 73 and 74)**.

Once AMSA had received the pack and verified all requirements are met, please allow up to 28 days for your certificate to be issued. Note that assessment applications may take longer due to the additional process involved for AMSA to obtain verification of documents submitted.

## 2. How to lodge your application

The completed application, supporting documentation and fee payment may be sent by mail to one of the addresses below:

### Postal Address

Australian Maritime Safety Authority  
Shipping Qualifications  
GPO Box 2181  
Canberra City, ACT 2601, Australia

### Courier Address

Australian Maritime Safety Authority  
Shipping Qualifications  
82 Northbourne Avenue  
Braddon, ACT 2612, Australia

Submit your application together with:

- Payment (see 2.1)
- Completed application (see 2.2)
- Certified true copies of supporting documentation (see 2.3)
- Certified true copies of proof of identity documents (see 2.3)
- Original company letters testifying sea service (see 2.8)
- Recent passport quality colour photograph

### 2.1 Application fee

The application fee specific to your application is calculated as you complete the form. Please go to the **Payment** section of the form for the exact application fee amount that must be paid for the application to be processed.

PLEASE NOTE: DO NOT send cash in the mail with your application form as this is an illegal action and there is a high possibility of the money being lost or stolen in transit.

#### Payment Options

1. By bank draft/cheque made payable in Australian dollars to Australian Maritime Safety Authority. **Please write your name and reason for payment on the back of bank draft/cheque.**
2. By credit card (VISA or Mastercard only) – Please complete Credit Card Payment Authorisation form (AMSA 161). [www.amsa.gov.au/forms-and-publications/AMSA419o.pdf](http://www.amsa.gov.au/forms-and-publications/AMSA419o.pdf)

**AMSA WILL NOT ACCEPT FORM AMSA161 VIA EMAIL OR FAX**

## 2.2 Supporting documents

Your application form will print a **Checklist for Supporting Documents**. This list will be specific to the combination of seafarer qualifications (certificates and endorsement) you have selected when completing your application.

You must go through the list and ensure that all documentation listed is complied with before you submit your application. You must provide everything that is outlined within the supporting document checklist, with your application, in the mail. Failure to do so will delay your application process.

Apart from original sea service letters, documents should be true certified copies.

## 2.3 Proof of identity

Proof of Identity is essential when applying for a Marine Qualification or Australian Seafarers Service Book. This is necessary to protect your identity, as well as the qualification/license system.

You must provide a certified true copy of your current passport with your application.

If the name on your passport does not match the name on your application form, you must submit a copy of a change of name document to prove your name change.

### How to obtain Certified Copies

A certified copy is a copy of an original document (not a copy of a copy) that has been certified as a true and correct copy by a person who is authorised to witness a statutory declaration.

Certified copies can be obtained by presenting the original document together with a photocopy of that document to an authorised person for them to sight and certify.

Persons who are authorised to witness statutory declarations (under the *Commonwealth Statutory Declarations Act 1959*) include:

- Accountant (Chartered or Certified)
- Clerk of Court
- Commissioner for Affidavits
- Commissioner for Declarations
- Dentist
- Justice of the Peace
- Legal Practitioner
- Magistrate
- Medical Practitioner
- Nurse
- Pharmacist
- Police Officer
- Sheriff or Sheriff's Officer
- Teacher
- Veterinary Surgeon

Any cost for certifying true copies is not included in the application fee and must be paid separately by the applicant.

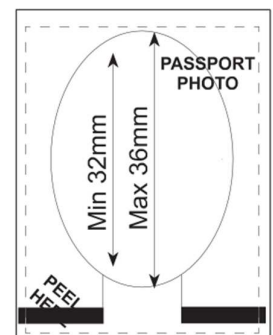
## 2.4 Photograph

You must attach one recent colour passport photograph of yourself on the designated area in the last page of your application form. If you are lodging the application at an Australian Post Office, the photograph will be taken at that office.

The photograph must comply with ALL of the following requirements. If it DOES NOT, your application will be returned to you unprocessed. Your application will not be attended to until you supply the photograph that is correct to the specifications listed below.

The photograph must:

- Be between 35mm and 40mm in width and between 45mm and 50mm in height. With the head of the applicant taking up between 32mm and 36mm of the photo (see diagram).
- Be of good quality colour on photo –quality paper, with no ink or marks on the image (especially relevant for digital photos).
- Have a plain, light coloured background with no shadows.
- Have appropriate brightness and contrast to accurately show applicant's skin tones naturally.
- Be taken with no shadows across the face.
- Be in sharp focus and clear.
- Be of the applicant's head and top of shoulders (see diagram).
- Show the applicant's head and shoulders square on (both edges of the face should be visible) with the applicant looking straight at the camera and head not tilted.
- Be taken with a natural expression (not laughing or frowning) with applicants mouth closed.
- Show the eyes open and eye colour clearly visible (if glasses are worn, ensure there is no reflection in the lenses).
- Show the applicant with no hat or head covering (head covering is acceptable if worn for religious reasons however the facial features from the bottom of the chin to top of the forehead and both edges of the face must be clearly shown).



Due to security printing requirements, the photograph reproduced in your certificate will not be photographic quality and will appear slightly different from that supplied.

## 2.5 Signature

There are 2 sections on the application form that requires your signature:

- The Declaration and Submission
- The Specimen Signature

Your Specimen Signature will be digitally imaged into your Certificate. For this purpose, your signature must fit within the box. There is an additional specimen signature box on the form if your signature falls outside the first specimen signature box. If your signature falls outside both specimen signature boxes, you will be required **to lodge another fully completed application form**. This will delay the processing of your certificate application.

A practice signature box for your Specimen Signature is provided below.



## 2.6 Medical Certificates

**Refer to the current issue of the Marine Order 70 series (70, 71, 72, 73 and 74) and Marine Order 9.**

If listed in the **Checklist for Supporting Documents**, a copy of your current Certificate of Medical Fitness (AMSA 303) and Medical Examinations Report (AMSA 232) must be included when submitting your application form. You may obtain these documents as follows:

1. Obtain the name of a doctor who is approved by the Maritime Administration in a country that has an agreement with Australia.
2. From the AMSA website ([www.amsa.gov.au](http://www.amsa.gov.au)) print the Medical Examination Report (AMSA 232) and Certificate of Medical Fitness (AMSA 303).

Take both forms to the approved doctor. The doctor must use form AMSA 233 for the medical examination. Upon satisfactory completion of the medical examination the doctor will complete form AMSA 303. You should take BOTH completed forms from the doctor.

Attach BOTH forms, AMSA 232 and AMSA 303, to your application form.

**DO NOT SEND X-RAYS OR OTHER MEDICAL DOCUMENTS WITH YOUR APPLICATION AS THESE ARE NOT REQUIRED.**

## 2.7 Oral Examinations

Oral examinations are required for the following applications:

- Certificate of Competency for a Deck or Engineer, or
- Certificate of Recognition for a Deck or Engineer.

Oral Examination fees are paid in a separate Transaction. For planning purposes, you have to state your preferred examination centre and range of dates in the application form. AMSA will assess if you do qualify for the certificate and grade you are applying for before confirming your oral examination requirement. Upon confirmation, the examination fee must be paid.

## 2.8 Qualifying Sea Service

Refer to the current issue of the Marine Order 70 series (70, 71, 72 and 73).

Documented sea service will be assessed for Competency certificates (Deck Officers and Engineer Officers) and Certificate of Proficiency (Ratings). Documents that must be prepared in compliance to the requirements include:

For **Deck Officers, Engineer Officers**, and Ratings,

- **Original letter(s)** or certified true copies from the shipping company, written on company letterhead paper verifying the qualifying sea service (Marine Order 70 series (70, 71, 72, 73 and 74)

Details in each letter must include:

- a. Position held aboard, duties performed and dates signed on and off each ship.
- b. name of ship;
- c. IMO number;
- d. Vessel specific
  - i. Deck - Gross Tonnage
  - ii. Engineer - Total Propulsion Power - Kilowatts;
  - iii. Engineer – Propulsion type (Motor, Steam or Other (specify))
  - iv. Ship type:
    - Oil tanker (OT);
    - Gas carrier (GC);
    - Chemical Tanker (CT);
    - Offshore Service Vessel (OSV);
    - Mobile Offshore Drilling Unit or Floating Petroleum Storage Offtake (MODU);
    - Special Purpose Ship (including RAN ships) (SPS);
    - High Speed Passenger Craft (HSPC);
    - High Speed Cargo Craft (HSCC);
    - Fishing Vessels (FV), or
    - Other type of ship (Other).
- e. Continued competence in sea survival & fire fighting and fast rescue boat (revalidation only)
- f. **For Deck Officers only**, that the ship was fitted with a full GMDSS station and that the applicant operated it on a regular basis.

For **Engineer Officers**,

- Copies of sea service testimonials (for initial issue only)

**NOTE: Sea-time letters obtained from ships will not be accepted.**