

# Seafarer certificate pre-assessment form

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Last updated: January 2017

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**Use this form to find out whether you have sufficient sea service for the seafarer certificate you intend to apply for.**

- There is a fee for this pre-assessment service (see 4. *Fees and payment options*).
- For the Marine Engineer Class 3 (MEC 3) certificate only, you can also apply to have your mechanical engineering or workshop skills training pre-assessed (see 3. *Pre-assessment of MEC 3 training*).
- Pre-assessment is not available for all certificates (refer to 7. *Certificates eligible for pre-assessment*).

**Refer to the certificate guideline for details about:**

- how much and what kind of sea service you need for the certificate
- the documents you need to provide as evidence for your pre-assessment.

You must complete this form correctly for your application to be valid. Check the certificate requirements to make sure you have provided all of the information we need – your sea service may be assessed as inadequate if your information is incomplete.

You will receive a decision within 20 working days and a reference number to include with your application for a seafarer certificate.

If you do not have enough sea service, we will tell you about the additional sea service you need to complete (and provide evidence for).

# 1. Personal details

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**All applicants must complete this section.**

Complete all of these fields.

Title (tick only one)  Mr  Mrs  Miss  Ms   
Other (please specify)

Surname

Given name(s)

Nationality

Place of birth

Fill in both city and country

Date of birth

DD / MM / YYYY

Home phone

Eg +64 1 234-5678

Mobile phone

Eg +64 21 123-4567

Fax number

Eg +64 1 234-6789

Email address

Postal address

City and country

Postcode

Preferred means of contact  Email  Post  Phone  Fax  
(tick only one)

## 2. Pre-assessment of sea service

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**Complete this section to have your sea service pre-assessed.**

Please indicate which certificate you want to be pre-assessed for (see 7. *Certificates eligible for pre-assessment*).

Certificate name

For engineering certificates, indicate the main propulsion power (motor, steam or both)

If the certificate has different options for sea service, indicate the number of the option you have chosen (Option 1, Option 2, etc)

(The *summary of sea service form* on MNZ's website can be used to check your sea service.)

Refer to the guideline for the certificate for details about the information and documents you must provide. Make sure your documents show all of the information we need.

Provide copies of your documents (do not send the originals, except for your training record book if required).

# 3. Pre-assessment of MEC 3 training

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**Complete this section if you want to have your mechanical engineering or workshop skills training pre-assessed for the MEC 3 certificate.**

**Note:** You must apply separately if you also want to have your sea service pre-assessed.

Indicate which type of main propulsion power you have selected (steam, motor or both)

Indicate whether you wish to have training pre-assessed for Option 1 or Option 2

Refer to the MEC 3 guideline for more details about the information you must provide. Provide copies of your documents (do not send the originals, except for your training record book if required).

## Option 1

Only mechanical and/or marine engineering qualifications will be considered (electrical, chemical or other engineering qualifications are not acceptable).

For MNZ to assess whether your certificate or shore-based training are equivalent to NCME (Level 4), you need to provide the following information:

- course name, training provider and course dates
- course outline, detailing the subjects taught
- your course record (academic transcript or marks sheet)
- your diploma, certificate or course completion letter, also showing your name and the date of issue.

You will be referred to the New Zealand Qualifications Authority if your training course is not familiar to us.

Your documents need to be in English or accompanied by a translation in English from an independent recognised translation service.

You will receive a decision indicating whether your course and workshop skills training meet the required standards and the minimum sea service you must complete to meet the requirement for 12 months' combined sea service and workshop skills (with at least six months spent on engine room watchkeeping).

### 3. Pre-assessment of MEC 3 training (continued)

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#### Option 2

For MNZ to assess whether your workshop skills training or experience meet the STCW requirements for workshop skills, you need to provide the following information:

- name of the workshop skills course, training provider and course dates
- course outline, detailing the subjects taught
- your course record (academic transcript or marks sheet)
- your diploma, certificate or course completion letter, also showing your name and the date of issue

Your documents need to be in English or accompanied by a translation in English from an independent recognised translation service.

You will receive a decision indicating whether your training meets the required standards and the minimum sea service you must complete to meet the requirement for 36 months' combined sea service and workshop skills (with at least 30 months' sea service).

## 4. Fees and payment options

All applicants must complete this section.

### Application fee

The fee for sea service pre-assessment is NZ\$398, including goods and services tax (GST).

The fee for pre-assessment of MEC 3 training is NZ\$111, including GST.

With pre-assessment, the application fee for the certificate is reduced. (Refer to the relevant guideline to find out the discounted application fee for the certificate.)

Refer to the MNZ website for more information about fees and how to pay your fees.

[maritimenz.govt.nz/fees](https://maritimenz.govt.nz/fees)

[maritimenz.govt.nz/howtopay](https://maritimenz.govt.nz/howtopay)

### Please indicate how you have paid the application fee:

Online using a credit card or debit card

If you have ticked any of these boxes, provide the date you made the payment below:

Internet banking or bank deposit

DD / MM / YYYY

Cheque

(made out to Maritime New Zealand)

If you have ticked this box, attach your cheque with this application form.

Invoice (for companies only)

The invoice will be in the name and address of the entity listed below who has agreed to be invoiced (eg your employer).

Name on the invoice

Postal address

City and country

Postcode

# 5. Declaration

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**All applicants must complete this section.**

By signing this form, you (the above-named person) agree that the details provided on this form are true and correct. You also agree that any papers sent with this form are true and genuine and were given and signed by the persons whose names appear on them. (Note: we will only need copies of any supporting documents, apart from your training record book, if you have one, which must be the original.)

Your signature also indicates that you authorise us to:

- 1. use any of the personal information you have provided on this form for maritime safety purposes, or to further our lawful activities
- 2. disclose this information to any division of Maritime New Zealand, our agents, contractors, or any other person where such disclosure is necessary to further the purposes, activities or objectives specified in 1 above.

We will keep the information secure and only disclose it in the manner stated above. You are entitled to see and correct the personal information you have provided on this form.

**Caution:** Providing false information or failing to disclose information relevant to the granting or holding of a maritime document is an offence under section 406 of the Maritime Transport Act. The penalty for this offence, in the case of an individual, is imprisonment for a term of up to 12 months or a fine of up to NZ\$10,000.

Your signature

Date

DD / MM / YYYY

## 6. Where to send your application

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Send your completed form and your other documents required to MNZ by email, courier or post.

Sending your application by email is preferred. Remember to sign the form before scanning and attaching it to your email. Make sure the scanned copies of your documents are legible and of a good quality.

Note that if you send your application by email, you will need to courier the original of your training record book if you have one.

**Email your application to:**

seafarers@maritimenz.govt.nz

**Or**

**Courier your application to:**

Seafarer Certification  
Maritime New Zealand  
1 Grey Street  
Wellington 6011  
NEW ZEALAND

**Or**

**Post your application to:**

Seafarer Certification  
Maritime New Zealand  
PO Box 25620  
Wellington 6146  
NEW ZEALAND



# 7. Certificates eligible for pre-assessment

## Masters and mates

Chief Mate Yacht	Watchkeeper Deck
Master Yacht less than 500GT (Master Yacht <500GT)	Watchkeeper Deck on ships less than 500GT (Watchkeeper Deck <500GT)
Master Yacht	Watchkeeper Deck on ships less than 500GT in near-coastal area (Watchkeeper Deck <500GT NC)
Master Yacht less than 24m (Master Yacht <24m )	Master on ships less than 3000GT (Master <3000GT)
Master	Master on ships less than 500GT in near-coastal area (Master <500GT NC)
Master on ships less than 500GT in near-coastal area (Master <500GT NC)	Mate Fishing Vessel – Unlimited (MFV-U)
Master on ships less than 500GT (Master <500GT)	Mate Fishing Vessel – Limited (MFV)
Master on ships less than 3000GT (Master<3000GT)	Skipper Fishing Vessel – Unlimited (SFV-U)
Chief Mate	Skipper Fishing Vessel – Limited (SFV)
Chief Mate on ships less than 3000GT (Chief Mate <3000GT)	Skipper Coastal/Offshore (SCO)

## Marine engineers

Electro-technical Officer (ETO)	Marine Engineer Class 4 (MEC 4)
Marine Engineer Class 1 (MEC 1)	Marine Engineer Class 5 (MEC 5)
Marine Engineer Class 2 (MEC 2)	Marine Engineer Class 5 – Steam (MEC 5 Steam)
Marine Engineer Class 2 on ships less than 3000kW (MEC 2 <3000kW)	Marine Engineer Class 5 – Motor and Steam (MEC 5 Motor and Steam)
Marine Engineer Class 2 endorsed Chief Engineer (MEC 2 ECE)	Marine Engineer Class 3 (MEC 3)

## Deck and ratings

Able Seafarer Deck (AB Deck)	Engine Room Watch Rating (EWR)
Able Seafarer Engine (AB Engine)	Integrated Rating (IR)
Electro-technical Rating (ETR)	Advanced Deckhand – Fishing (ADH-F)
Deck Watch Rating (DWR)	Qualified Deck Crew (QDC)