

**APPLICATION FOR AN ORAL EXAMINATION LEADING TO
THE ISSUE OF A CERTIFICATE OF COMPETENCY (STCW) FOR
Masters, Chief Mates and Deck Officers in the Merchant Navy**

MD

IMPORTANT - BEFORE completing this form, please ensure you have read the guidance notes and instructions on pages 6, 7, 8 and 9. Please provide an email address in block capitals in order for us to inform you of the receipt of your application (see section 9 of the guidance notes). We do not offer a counter service.

1 PERSONAL DETAILS

Title Mr/Mrs/Miss/Capt etc		Sex: Male/Female	
Surname /Family name			
Forename(s) in full			
Date of Birth			
Place of Birth		Country of Birth	
Nationality		Passport Number	
	Full home address	Address for return of documents (if different from home address)	
Address			
District			
Town/City			
County/State			
Post Code/Zip			
Country			
Telephone No			
Mobile No		Email	

Name

DOB

SDS

2 CERTIFICATE APPLIED FOR

Capacity	STCW Reg.	Tonnage Limits (GT)	Limitations	Please (✓)
OOW	II/3	Less than 500 GT	Near Coastal	
OOW	II/3	Less than 500 GT	Category "D" Waters	
OOW	II/1	None	None	
Chief Mate	II/2	Less than 3000 GT	Near Coastal	
Chief Mate	II/2	Less than 3000 GT	None	
Chief Mate	II/2	None	Near Coastal	
Chief Mate	II/2	None	None	
Master	II/3	Less than 500 GT	Near Coastal	
Master	II/3	Less than 500 GT	Category "D" Waters	
Master	II/2	Less than 3000 GT	Specified Area, Domestic Vessels Only	
Master	II/2	Less than 3000 GT	None	
Master	II/2	None	Near Coastal	
Master	II/2	None	None	

Please do not write below this line

Received:	Fee:	SDS No	
		Receipt No	
		RMS No	
		Application ID	
		NoE ID	
		CoC No	

3 SEA SERVICE

- take details from your Discharge Book or Certificates of Discharge

Please refer to the flow chart on page 10 for the new sea service requirements. If you are using yacht service you must complete the table on page 9.

Deck Officers – this means service on crew agreement as a Deck Officer. The sea service must be supported by testimonials which include watchkeeping time, which must be signed by the Master. Please refer to guidance notes (3) on page 6 for the requirements.

ALL RELEVANT SEA SERVICE MUST BE LISTED. If there is insufficient space, please continue on a separate sheet. Sea service on foreign flag ships will be accepted under the same conditions as service on UK ships provided it can be properly verified.

LENGTH OF VOYAGE: this must be given in calendar months and days, e.g. from 3 January to 5 March = 2 months and 3 days. Odd days should be added together and reckoned at 30 days to the month.

SHIP AND VOYAGE DETAILS							DATES		DURATION	
Vessel Name	Official Number	Flag	GT	Type *	Voyage **	Rank/Capacity	From	To	Months	Days
								Total		

* Type – you should state whether: Tanker, Cargo, Passenger, Ro-Ro, Supply, Tug, Drilling, Survey, Stand-by, Yacht etc – if Yacht please provide vessel length in metres

** Voyage – you should give the area in which the ship traded using the following codes; U = Unlimited, NC = Near Coastal Area

Before a Notice of Eligibility can be issued, you will need to submit the following documentation - Original documents MUST be supplied unless otherwise stated.

4 CHECKLISTS

If you already hold a Certificate of Competency (CoC) or Certificate of Service you must send it in with this application and give the following details below

Certificate No:	Capacity:	Country of Issue:
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4A FOR ALL APPLICATIONS

	Please tick (✓)	Official use only
Attested copy of Passport and Visa if applicable (Please refer to guidance notes) – Please do not send your original	<input type="checkbox"/>	<input type="checkbox"/>
Discharge Book OR Certificates of Discharge	<input type="checkbox"/>	<input type="checkbox"/>
Sea Service Testimonials which include watchkeeping evidence	<input type="checkbox"/>	<input type="checkbox"/>
Two countersigned passport photographs (please refer to guidance notes)	<input type="checkbox"/>	<input type="checkbox"/>
Valid Medical Fitness Certificate *	<input type="checkbox"/>	<input type="checkbox"/>
Fire Prevention and Fire Fighting <5 years old	<input type="checkbox"/>	<input type="checkbox"/>
Personal Survival Techniques <5 years old	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Fire Fighting <5 years old	<input type="checkbox"/>	<input type="checkbox"/>
Proficiency in Survival Craft and Rescue Boats <5 years old	<input type="checkbox"/>	<input type="checkbox"/>

* To comply with health and safety requirements in accordance with the Merchant Shipping Training & Certification (Medical Examination) Regulations 2002 and STCW Regulation I/9, any seafarer employed or engaged in any capacity aboard a seagoing Vessel must hold a valid medical fitness certificate attesting to their medical fitness for the work for which they are employed. **If you are unable to take a solo watch of not fit for lookout duties you will not be issued with a UK Deck Officer CoC. Medical Fitness Certificates must be valid at the time of issue of the CoC. This should be re-submitted with your NOE pass.**

For a list of MCA approved doctors please visit our website: www.gov.uk and search “MCA approved doctors”.

4B APPLICATIONS FOR FIRST CERTIFICATE

	Please tick (✓)	Official use only
Candidates following the Foundation Degree OR HNC OR Alternative Route and claiming reduced sea service must provide a letter from their college confirming the route being undertaken – template in MIN 563	<input type="checkbox"/>	<input type="checkbox"/>
STCW – Full course Elementary First Aid (STCW A-VI/1-3)	<input type="checkbox"/>	<input type="checkbox"/>
STCW – Full course Fire Prevention and Fire Fighting (STCW A-VI/1-2)	<input type="checkbox"/>	<input type="checkbox"/>
STCW – Full course Personal Survival Techniques (STCW A-VI/1-1)	<input type="checkbox"/>	<input type="checkbox"/>
STCW – Full course Personal Safety and Social Responsibilities (STCW A-VI/1-4)	<input type="checkbox"/>	<input type="checkbox"/>
MNTB approved Training Record Book for candidates claiming reduced sea service*	<input type="checkbox"/>	<input type="checkbox"/>

* Please ensure the following is completed when submitting your MNTB Training Record Book. An incomplete MNTB can lead to your application taking longer to process or not being approved:

- a) Complete all contact details;
- b) Ensure that your Designated Shipboard Training Officer (DSTO) has inspected your work and signed to confirm this;
- c) All tasks are completed and the appointed supervisor has signed off against them.

Before your CoC can be issued you will be required to submit further documentary evidence of training as per MSN 1856. These documents are not required for the issue of your NOE, however you may wish to submit these now. Please refer to section 5 of the Guidance Notes. The documents will be requested on your NOE.

5 DECLARATION

(The maximum penalty for a false declaration is £5000)

I declare that the data contained in this application is, to the best of my knowledge, true and complete. I also declare that the documents are genuine, given and signed by the persons whose names appear on them. I consent to any processing of the data contained in this application by the MCA (including any processing necessary to establish the authenticity and validity of the issued certificate). Please refer to our privacy statement in Section 2 of the guidance notes which explains how we use the personal information we collect from you.

Please sign this form in the centre of the space opposite, in BLACK BALL POINT PEN, this will be transferred to your new STCW Certificate.

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FOR OFFICIAL USE
ONLY

Date.....

IMPORTANT – KEEP WITHIN THE BORDER
FAILURE TO COMPLY WITH THIS
INSTRUCTION WILL INVALIDATE THE APPLICATION

6 COUNTER SIGNATURE

Name			
Address			
Town / City			
County/State			
Post Code/Zip		Country	
Telephone No		Occupation	
Capacity in which you know the applicant			

I declare that the information given is, to the best of my knowledge, true and complete. I also declare that the documents submitted are, to the best of my knowledge, genuine and relate to the person(s) whose names appear on them. I confirm that the photographs submitted bear a true current likeness of the applicant.

Signed..... Date.....

MD

7 PAYMENT

IMPORTANT NOTE: If you are sending documents from outside the UK you must indicate to your courier company that they have no value. Otherwise you may be liable to pay an import tax.

Please enclose the appropriate fee (as laid down in the current Merchant Shipping Fees Regulations)

Payment should be made in pounds sterling (£) by cheque, postal order or banker's draft, BACS, credit or debit card.

Cheques, postal orders and banker's drafts should be made payable to the "Maritime and Coastguard Agency" and crossed "account payee" and "not negotiable". Cheques and banker's drafts should be drawn at a UK bank. **CASH WILL NOT BE ACCEPTED.**

The fee for an NoE application is £201.00 which includes the cost of a courier service.

The fee for an upgrade with no oral examination is £58.00* which includes the cost of a courier service.

The fee for a combined Master <500 GT near-coastal and Master <3,000 GT Specified Area CoC is £376**.

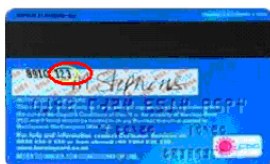
Please tick (✓) the appropriate box below to indicate your chosen method of payment.

Maestro Visa MasterCard Delta Cheque/banker's draft Postal Orders BACS

Please charge £201 or £58.00 £376 to y Maestro / Visa / MasterCard

Name of Card Holder	
Card Number	<input type="text"/>
Start Date	
Expiry Date	
Maestro Issue Number (Maestro Cards Only)	

Security Code:



The Security Code is the last three digits of the numbers on the reverse of the card the card, near the signature strip.

Signature..... Date.....

* **The upgrade that does not require an oral examination (£58) is:** Master less than 3000 GT unlimited area from Chief Mate unlimited (Please note that the Master unlimited GT, near coastal endorsement now requires a separate oral examination (£201).

**You may apply for these Certificates of Competency at the same time, however you must meet all the requirements for the issue of a Master <500 GT near-coastal prior to being issued a Master, less than 3,000 GT, specified trading area NoE.

Receipt: If you would like a receipt please tick (✓) the box below and confirm the email address you would like it sent to:

Please issue me with a receipt

Email address:	<input type="text"/>
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For Official Use only:

Name, if different from card holder:	<input type="text"/>
SDS Number:	<input type="text"/>
Email, if not stated above:	<input type="text"/>
All payment details entered on SDS (initial):	<input type="text"/>

PLEASE ENSURE THAT YOU READ AND UNDERSTAND THESE NOTES BEFORE COMPLETING THE FORM. YOU SHOULD ALSO REFER TO GUIDANCE FROM [MSN 1856](#).

Please complete this form in **BLOCK LETTERS** and in **black ink**.

ENSURE YOU COMPLETE THIS FORM IN FULL - FAILURE TO DO SO MAY MEAN THAT WE WILL HAVE TO RETURN YOUR APPLICATION TO YOU, AND WILL RESULT IN A DELAY TO YOUR APPLICATION BEING PROCESSED. The MCA will email you once your application has been received by the branch. We will then email you if we require any further evidence. You will receive a further email from our courier company once your package has been dispatched.

Enclose all documents necessary to establish your eligibility for examination for an STCW Certificate of Competency. **Please do not send your original passport.** All other documents must be ORIGINAL, photocopies will **NOT** be accepted. A document checklist is on pages 3 & 4 to help you.

If eligible you will be issued with a Notice of Eligibility enabling you to sit an MCA oral examination. The NoE will be valid for 5 years from the date of issue.

The Notice of Eligibility will advise you how to apply for an appointment for the examination and what you should do once you have taken the examination.

Oral examination passes for each level of certification are valid for three years from the date of the oral exam.

The oral examination pass **must** be in date at the time of issue of the CoC.

A series of Training and Certification Guidance Notes, giving further details of requirements are available from the Seafarer Training & Certification Branch, the contact details are below, or they can be found on our website www.gov.uk/mca.

1 PERSONAL DETAILS

Enter your personal details in the boxes provided. Your name should be given IN FULL, and should be given in the same format as appears in your passport or birth certificate.

Your date of birth should be given in the format DD/MM/YYYY, e.g. 25 September 1984 would be written 25/09/1984.

You should give your permanent home address, where you are normally resident.

You may also provide an alternative address for return of documents or correspondence relating to this application, e.g. if you are away at college.

Your documents will be returned by courier and will need to be signed for. Please ensure you provide us with the **full address** details you would like your documents sent to and you **must** include a contact telephone number and email address should there be any queries with your delivery.

2 PRIVACY STATEMENT

Personal information which you supply to us will be used to process your application to meet the applicable Standards of Training Certification and Watchkeeping (STCW) requirements. To check and report on how effective the MCA and the services it commissions have been. To make sure that the MCA gives value for money. We may use your information to investigate complaints, legal claims or important incidents. We may use your information for crime prevention and prosecution of offenders.

The information you provide is primarily used for issuing your UK Certificate of Competency (CoC)/Certificate of Equivalent Competency (CEC) but may also be used for other related purposes, and shared with other statutory bodies/organisations to enable them to fulfil their statutory obligations.

We will not disclose any financial details you provide to us. Once your payment has been processed all financial details are securely destroyed.

For more information on how we use your information, and your rights to access information we hold on you, please see our full privacy policy available on our website:

<https://www.gov.uk/government/organisations/maritime-and-coastguard-agency>

3 CERTIFICATE APPLIED FOR

Please tick (✓) the capacity / limitations for which you are applying. Only tick ONE box.

4 SEA SERVICE

All sea service submitted on page 2 of the application form must be supported by a Discharge Book OR Certificates of Discharge **AND** Sea Service Testimonials which include watchkeeping evidence. A pro forma for the Sea Service Testimonial can be found in MSN 1856. Acceptable testimonials must be signed, stamped and dated by the Master **OR** other responsible company representative. There is a

Below is the required sea service for the different MCA approved routes:

Officer of the Watch:

- Examination: 36 months with 6 months bridge watchkeeping
- Foundation Degree: 12 months with 6 months bridge watchkeeping
- HNC/HND (**With an MNTB Training Record Book**) : 12 months with 6 months bridge watchkeeping
- AMET: 15 months with 6 months bridge watchkeeping
- If you are following an MCA approved overseas collaborative programme (so called one plus one schemes) you should consult with the UK parent college as agreements will be made with the MCA on a programme by programme basis.

Chief Mate: 12 months as a Deck Officer since obtaining your OOW CoC.

For upgrades to Chief Mate <3000 GT unlimited area: 6 months watchkeeping sea service. **This will include an oral examination (£201).** For all other upgrades please refer to the diagram on page 4 of MSN 1856.

Master: 36 months as Deck Officer since qualifying as an OOW or 12 months whilst holding a Chief Mate CoC and sailing as Chief Mate.

For upgrades to Master <3000GT unlimited area: at least 12 months serving as Chief Mate or 36 months as Deck Officer since qualifying for an OOW unlimited. For all other upgrades please refer to MSN 1856. **This does not require an oral examination (£58).**

5 CHECKLISTS

Before a Notice of Eligibility can be issued ALL the documents in this section **MUST** be provided with this application. Please ensure you tick (✓) each box to indicate that you have enclosed the documents. If you are applying to upgrade or add an endorsement to your Certificate of Competency (CoC) you must hold the applicable MCA-issued Certificate of Competency prior to making your application. The required CoCs are listed in MSN 1856. Non UK CoC holders will need to convert their CoC to a UK CoC as per section 14 of [MSN 1856](#).

With the exception of passports, as described below, the supporting documents **must be original**. Any candidate failing to submit all the required documents may have their application returned without being processed.

Passport

Please do not send your original passport. Applicants for a UK Certificate of Competency (CoC) should submit a photocopy of their passport attested by:

- A Notary Public (UK or Foreign)
- MCA approved Nautical Colleges
- Your Maritime Administration

The copy should be stamped, signed and sighted as an original copy. Copies must be clear and to scale. **Your original passport and visa (if required) will be checked against your Notice of Eligibility at the oral examination stage.**

Photographs

Your photographs must be taken full face without a hat and must be passport approved photographs, measuring a maximum of 50mm x 40mm, in colour. The back of one photograph must include your name in BLOCK LETTERS and the signature of a Doctor, Bank Officer, Established Civil Servant, School Teacher or someone of similar standing. They should also write on the back of the photograph "I certify that this is a true likeness of Mr/Mrs/Miss/Ms/Dr etc....." and add their signature. They must also provide their details at Section 6. A member of your family is **NOT** allowed to counter sign your photograph. The back of the other photograph must include your name in BLOCK LETTERS and your date of birth.

Medical Fitness Certificates

All candidates for any CoC **must** provide a valid medical fitness certificate, either

- The UK medical fitness certificate, currently known as an ENG 1, issued by an MCA approved medical practitioner, or
- A certificate issued by the Administration of any country whose medical fitness certificate is recognised as equivalent to the UK ENG 1

Medical Fitness Certificates must be valid at the time of issue of the CoC.

Further Evidence of Training required before your CoC can be issued

The following documentary evidence will need to be provided before your CoC can be issued, however it is not required for the issue of your NOE.

OOW:

All:

- (1) UK Signals Certificate – issued within the last 3 years
- (2) NARAS/NAEST Operational
- (3) STCW - Advanced Fire Fighting
- (4) STCW - Certificate of Proficiency in Survival Craft and Rescue Boats (CPSC & RB)
- (5) STCW - Medical First Aid
- (6) Efficient Deck Hand (EDH)
- (7) HELM Operational
- (8) GMDSS GOC (Book)

Foundation Degree:

- (1) Course Completion Certificate/ Letter

All other routes:

- (1) SQA Safety Paper results
- (2) HNC Course Completion letter

Chief Mate Unlimited:

- (1) GMDSS GOC (Book)
- (2) UK NARAS/ NAEST (Management)
- (3) Medical Care Certificate or Proficiency in Medical Care (less than 5 years old)
- (4) HELM Management

Chief Mate Unlimited, less than 3000 GT unlimited area:

- (1) GMDSS GOC (Book)
- (2) NARAS Management
- (3) HELM Management

Master Unlimited:

- (1) GMDSS GOC (Book)
- (2) Medical Care Certificate (less than 5 years old)
- (3) NARAS/NAEST (Management) and evidence of MCA **approved** NARAS/ NAEST (operational) or ECDIS training completed after 01 January 2005.
- (4) HELM Management

Upgrade to Master less than 3000gt unlimited area, from Chief Mate Unlimited:

- (1) GMDSS GOC (Book)
- (2) Medical Care Certificate (less than 5 years old)
- (3) NARAS/ NAEST (Management) and evidence of MCA **approved** NARAS/ NAEST (operational) or ECDIS training completed after 01 January 2005.
- (4) HELM Management

The documents will be requested on your NOE and it is essential that you submit these with your NOE pass. Failure to do so will result in the delay of the issue of your full CoC.

HELM: STCW Convention and Code, 1978 as amended 2010 brings in new requirements for leadership and management training. Although the UK has identified that these requirements are broadly met in the current MNTB approved officer training programmes for the operational level, specific training programmes in Human Element Leadership and Management (HELM) have been developed at both the operational level (to be used for non-MNTB officer cadet training programmes) and at the management level. For further information please refer to [MSN 1856](#) (section 10.4, page 12) which is available on our website: Go to www.gov.uk and search [MSN 1856](#).

6 DECLARATION

Please read the declaration. Once you are sure that the information you have given is, to the best of your knowledge, true and complete, and that the documents submitted are genuine, given and signed by the persons whose names appear on them, you should sign the declaration with your usual signature, including the date. Please ensure your signature is inside the box as this will be transferred to your CoC.

7 COUNTER SIGNATURE

You should obtain a counter signature from a responsible person who is NOT related to you and has known you for at least 2 years. They should enter their details in this section. This person must endorse the rear of one of your passport style photographs "I confirm that this is a true current likeness of [your name] and their usual signature and date. See also note 4 on photographs.

8 PAYMENT

You must enclose the correct fee with your application. The published fee includes worldwide postage Please tick (✓) the appropriate box to indicate your chosen method of payment. Payment must be made in pounds sterling (£). Payment by cheque, banker's draft or postal orders should be made payable to "The Maritime and Coastguard Agency" and crossed "account payee" and "not negotiable". For payment by Maestro, Visa, Access/MasterCard or Delta, ensure you enter the card details in the spaces provided. Please sign to confirm the amount and chosen method of payment.

9 APPLICATION TRACKING

If you have provided an email address you will receive confirmation of receipt. We will then email you if we require any further evidence or if your application is incomplete. Once we have processed your application we will dispatch your documents by courier. The courier company will email you confirmation of dispatch allowing you to track and trace your package.

NOW RETURN YOUR COMPLETED APPLICATION - PLEASE SEND TO:

Seafarer Training and Certification Branch
Maritime and Coastguard Agency
Spring Place
105 Commercial Road
Southampton
SO15 1EG
UK.
Tel +44 (0)20381 72000
e-mail: deck@mcga.gov.uk

Completed forms must not be emailed to the MCA – Please post them with the required documents.

WE DO NOT OFFER A COUNTER SERVICE

**YOU SHOULD ALLOW 28 DAYS FOR US TO PROCESS YOUR APPLICATION, PLUS POSTAGE TIME.
AN INCOMPLETE APPLICATION WILL DELAY THE ISSUE OF YOUR NOE**

You must use this table if you are using yacht service. For definitions please refer to MSN 1858. For details of how yacht sea service is calculated towards a Merchant Navy CoC please refer to Annex F of MSN 1856 (page 30).

VESSEL AND VOYAGE DETAILS						DATES		DURATION		SEA SERVICE DURATION (DAYS)				
Vessel Name	Flag	GT	Length*/Type**/ Voyage***			Rank/Capacity	From	To	Months	Days	Actual Sea Service	Standby Service	Yard Service	Watch- keeping
Totals														

* Length - Load line length
 ** Type - Type of yacht (motor/sail)

*** Voyage - You should give the area in which the ship traded using the following codes U = Unlimited, NC = Near Coastal Area

New Sea Time Requirements for Unlimited Route

Full Requirements in MSN 1856

