



**APPLICATION FOR REVALIDATION OF AN EXISTING STCW DECK  
OR ENGINEER OFFICER CERTIFICATE OF COMPETENCY**

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**Officers in the Merchant Navy**

**IMPORTANT - BEFORE completing this form, please ensure you have read fully the guidance notes and instructions on page 5.**

1 PERSONAL DETAILS		FORM NUMBER	
Title Mr/Mrs/Miss/Capt etc		Sex: Male / Female	
Surname / Family name / Last name			
Forename(s) in full			
Date of Birth			
Place of Birth		Country of Birth	
Nationality		National Identity No.	

Name

Address	Full Home Address	Address for return of documents (if different from home address)
District		
Town / City		
County / State		
Post Code / Zip		
Country		
Telephone No.		
Mobile No.		Email

DOB

**2 DETAILS OF CURRENT CERTIFICATE OF COMPETENCY**

Certificate No			
Expiry Date			
STCW Reg (eg II/2, III/1)			
Highest Capacity			
Limitations			
Tanker Endorsements	Gas	Oil	Chemical
Please tick if held			

SDS

**Please do not write below this line**

Received:

Fee:

SDS No	
Receipt No	
Efin No	
Application ID	
CoC No	



## 4 CHECKLIST - ALL REVALIDATION APPLICATIONS

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You MUST provide all documents listed in this section before your certificate of competency will be revalidated. ORIGINAL documents must be enclosed, copies will NOT be accepted.

Document	✓ if enclosed	Official Use Only
Current certificate of competency		
2 passport photographs		
Discharge Book(s) or sea service testimonials		
Masters: You must provide a company letter verifying at least 12 months of your sea time		
Fee		
Valid medical fitness certificate*		
Deck Officers: Please include your GMDSS (GOC) or ROC for Re-Validation		

\* 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. Further information may be obtained from the MCA.

## 5 ADDITIONAL CHECKLISTS FOR REVALIDATION APPLICATIONS MADE AFTER 31 DECEMBER 2011

The STCW Convention 1978 has been amended by the 2010 Manila Amendments and contains new requirements for all seafarers. Seafarers revalidating their Certificates of Competency (CoC) will be required to submit additional evidence to ensure their Certificate is valid for service on certain types of ships after 31 December 2016. **ORIGINAL documents must be enclosed, copies will NOT be accepted.**

### DECK OFFICERS

For the revalidation of a UK CoC valid after 31 December 2011 please submit documentary evidence of any one of the following:

- MCA approved NARAS/ NAEST\* (Operational Level) course completed on or after 01 January 2005; or
- MCA approved NARAS/ NAEST\* (Management Level) course completed on or after 01 January 2005; or
- MCA approved ECDIS course completed on or after 01 January 2005; or
- ECDIS simulator training course in compliance with IMO Model Course 1.27, accepted by the MCA and approved by an Administration whose CoC we accept for the issue of a CEC.

\* NARAS/NAEST:

NARAS - Navigation Radar and ARPA Simulator

NAEST - Navigation Aids and Equipment and Simulator Training

Deck Officers not meeting the above requirement will receive the following limitation:

**"From the 1 January 2017 this certificate is not valid for service on ships fitted with ECDIS."**

### ENGINEER OFFICERS

The 2010 Manila Amendments bring in the requirement for engineers to undergo education and training in High Voltage (over 1000V) systems, at both the operational and management levels.

There is no additional action required for Engineer Officers who do not work on and do not intend to work on ships with High Voltage systems. These Engineer Officers will receive the following limitation:

**"From the 1 January 2017 this certificate is not valid for service on ships fitted with High Voltage (over 1000V) systems."**

For the revalidation of a UK CoC valid after 31 December 2011 without this limitation, please submit the following documentary evidence:

For EOOW CoC Reg.III/1 (Operational Level):

- completion of High Voltage (HV) course<sup>(\*)</sup> or
- of completion of the following sea service in the engine room on vessels fitted with HV systems.
  - o six months in the preceding five years; or
  - o three months sea service during the last twelve months.

For Second/Chief Engineer Officer CoC Reg. III/2 and III/3 (Management Level):

- Completion of High Voltage Course<sup>(\*)</sup>
- Documentary evidence of all topics covered in the course

\* **High Voltage Courses:** Courses previously undertaken prior to 1 July 2013 do not need to be MCA approved, but you must provide documentary evidence of all the topics covered in the course. **For a definition of High Voltage please refer to the guidance notes.**

# TANKER ENDORSEMENTS

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## Officer Requiring the Revalidation of a Tanker Endorsement(s)

As of 1 January 2012 seafarers revalidating tanker endorsements, in addition to the current revalidation requirements, must provide evidence of approved tanker sea service appropriate to the endorsement(s) in their CoC.

- Sea service testimonials or Discharge Book entries for 3 months sea service onboard Gas tankers
- Sea service testimonials or Discharge Book entries for 3 months sea Service onboard Oil tankers:
- Sea service testimonials or Discharge Book entries for 3 months sea Service onboard Chemical tankers:
- Sea service testimonials or Discharge Book entries for 3 months sea service onboard Vegetable Oil tankers:

If you are unable to provide evidence appropriate to a tanker endorsement in your CoC, but able to demonstrate the current revalidation requirements for tanker endorsements, you will have that tanker endorsement revalidated until 31 December 2016. Depending on the tanker endorsement(s) that can not be revalidated past 31 December 2016 you will receive the appropriate limitation(s):

**"From the 1 January 2017 this certificate is not valid for service on \*\*\* Tankers."**

\*\*\* Gas, Oil, Chemical or Vegetable Oil

## 6 PAYMENT

Please enclose the appropriate fee (as laid down in the current Merchant Shipping Fees Regulations) Payment should be made in £ sterling by cheque, postal order or banker's order, credit or debit card.

Cheques, Postal Orders and Bankers Drafts should be made payable to the "Maritime and Coastguard Agency" and crossed "Account Payee" and "not negotiable". Cheques and orders should be drawn at a UK bank. **CASH WILL NOT BE ACCEPTED.**

The fee for a re-validation includes the cost of a courier service. **PLEASE SELECT ONE OF THE FOLLOWING OPTIONS:**

For the European Union or EAA: £56.00

For the rest of the World: £66.00

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

Maestro  Visa  Mastercard/Access  Delta  Cheque/bankers draft  Postal Orders

Please charge my Maestro / Visa / Mastercard/Access / Delta Card with the amount selected above.

Name of Card Holder	
Card Number (16-18 digits)	
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, near to the signature strip



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

## 7 YOUR SIGNATURE AND 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 sign this form in the centre of the space opposite, in BALL POINT PEN, which will be transferred to your new STCW Certificate

Date.....

for office use only

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

## GUIDANCE NOTES FOR THE COMPLETION OF THIS APPLICATION FORM

### PLEASE ENSURE THAT YOU READ AND UNDERSTAND THESE NOTES BEFORE COMPLETING THE FORM

Please complete this form in **BLOCK LETTERS** and in black ink. If a section is not relevant to your application enter **NIL**.

**ENSURE YOU COMPLETE THIS FORM IN FULL - FAILURE TO DO SO MAY MEAN WE WILL HAVE TO RETURN YOUR APPLICATION TO YOU, AND WILL RESULT IN A DELAY TO YOUR APPLICATION BEING PROCESSED.**

A series of Training and Certification Guidance Notes, giving further details of requirements, is available from on our website - [www.dft.gov.uk/mca](http://www.dft.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 other national identity document.

Your date of birth should be given in the format DD/MM/YYYY, eg 18 February 1960 would be written 18/02/1960.

National Identity Number should be that in your Passport or Discharge Book.

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, eg if you are away at College.

## 2 CURRENT CERTIFICATE

Please complete the details for your current Certificate of Competency in full.

## 3 SEA SERVICE

Sea Service must be supported by Discharge Book entries, testimonials, and where appropriate, Watch Keeping Certificates. Testimonials must be countersigned by the Master, Chief Engineer or some other responsible company representative. Full details are contained in Training and Certification Guidance Note Part 9.

Sea service must total twelve months in the proceeding five years, or three months in total during the preceding six months immediately prior to revalidation. Masters must provide a company letter to verify their sea time; self certified sea time will not be accepted.

## 4 & 5 CHECKLIST

Before a United Kingdom Certificate of Competency can be issued, you will need to submit ALL documentation as specified in this section. ORIGINAL documents MUST be supplied, copies will not be accepted. In addition to the documents listed in section 4, you will need to submit the documents listed in section 5 if you do not want your certificate limited to certain types of ships after 31 December 2016. Further information can be found on our website [www.dft.gov.uk/mca](http://www.dft.gov.uk/mca) and select "Working at Sea" > "Training and Certification".

**High Voltage Definition:** A High Voltage (over 1000V) system is one where voltage is generated and distributed at high voltage or transformed to and distributed at high voltage. It does not include systems where high voltage utilised locally e.g. ignition systems, radio transmission, Radar and other navigational equipment.

**PHOTOGRAPHS** - Your photographs must be taken full face without a hat and must be passport approved photographs, measuring a maximum of 50mm x 40mm, 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. The person who certifies your photographs must either be a British citizen or a citizen of a Commonwealth country. 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.

## 6 PAYMENT

You must enclose the appropriate fee with your application. Please tick (✓) the appropriate box to indicate your chosen method of payment. Payment must be made in Pounds Sterling (£). Payment by cheque, bankers 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.

## 7 YOUR SIGNATURE AND 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.

## NOW RETURN YOUR APPLICATION - SEND TO

Seafarer Training and Certification, Maritime and Coastguard Agency, Spring Place,  
105 Commercial Road, Southampton, SO15 1EG, UK. Tel +44 (0) 23 8032 9231, Fax  
+44 (0) 23 8032 9252, e-mail: Deck Officers: [deck@mcga.gov.uk](mailto:deck@mcga.gov.uk), Engineer Officers:  
[engineering@mcga.gov.uk](mailto:engineering@mcga.gov.uk)

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

**YOU SHOULD ALLOW 14 DAYS FOR US TO PROCESS YOUR APPLICATION**