



APPLICATION FOR A CERTIFICATE OF EQUIVALENT COMPETENCY

CEC

Please read the attached notes and Marine Guidance Note (MGN) 221 (M) before completing this form.

Please complete in ENGLISH using BLOCK CAPITALS and black ink. All sections must be completed.

Please note your **unique form number** if you wish to check the status of your application online.

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

	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.		
Fax Number		
Mobile No.		Email

DOB

SDS

Please do not write below this line

Received:

Fee:

SDS No	
Receipt No	
RMS No	
Application ID	
CoC No	

Non-UK STCW 95 Certificate of Competency

Title			
Number			
Date of Revalidation	Day /	Month /	Year /
Country and Town of Issue			

Give details below of capacity and limitations which apply to this certificate

Give details below of any Tanker/Dangerous Cargo Endorsements including level of certificate and any GMDSS Certificates held. Please provide the relevant documents.

OIL
CHEMICAL
LIQUIFIED GAS
GMDSS

Is English your first language? (Please tick ✓ the appropriate box)

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

Do you have any formal English qualifications as listed in the attached notes? (Please tick ✓ the appropriate box)

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If you ticked yes, please enclose the relevant original certificate as proof with this application.

Previous Applications

Have you applied for a UK Certificate of Equivalent Competency before? (Please tick ✓ the appropriate box)

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If Yes, please give date of previous application.

Day /	Month /	Year /
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Please return your previous CEC with this application

If you hold either the US Coast Guard 500gt or 3000gt (International Tonnage) Certificates of Competency you will be required to pass one of the MCA oral examinations of competency depending upon the Certificate of Equivalent Competency you have applied for. (An additional fee will be required).

I hold the following Certificate of Competency issued by the US Coast Guard

500 gt (International Tonnage) 3000 gt (International Tonnage)

and wish to apply for (please tick (✓) appropriate capacity)

	Capacity	Oral Examination Required	(✓)
Merchant Navy	Chief Mate <500gt near Coastal	Oral D - from MGN 69	
	Chief Mate <500gt Oceans	Oral D - from MGN 69	
	Master <3000gt Oceans	Oral B - from MGN 69	
Limited to Yacht Service Only	Mate <500gt near coastal	OOW oral from MSN 1802	
	Mate <500gt Oceans	OOW oral from MSN 1802	
	Mate <3000gt near coastal	OOW oral from MSN 1802	
	Mate <3000gt Oceans	OOW oral from MSN 1802	
	Master <500gt near coastal	Master 500gt oral from MSN 1802	
	Master <500gt Oceans	Master 500gt oral from MSN 1802	
	Master <3000gt near coastal	Master 3000gt oral from MSN 1802	
	Master <3000gt Oceans	Master 3000gt oral from MSN 1802	
	Chief Eng (Limited-Oceans) Motorships. (where limitations of power and tonnage are >2999kW & >2999gt)	Y2 oral from MGN 156	
	Chief Eng (Limited-Oceans) Motorships. (where limitations of power and tonnage are >8999kW & >2999gt)	Y1 oral from MGN 156	

Any limitation as to area of operation or capacity on the original Certificate of Competency will be carried forward to the Certificate of Equivalent Competency eg a "near coastal" certificate issued by the USCG will have the CEC endorsed "USA near coastal area only".

3 CHECKLIST OF ESSENTIAL DOCUMENTS

Please send only the requested documents.

Please note that failure to supply the requested documents (either originals or copies which have been attested as being true copies of the original by an Issuing Administration or by an officer of the MCA at a Marine Office), may result in a delay in processing the application. Unattested photocopies of any document cannot be accepted. Particularly where sending original documents we would strongly recommend that they be sent by registered/recorded post.

	✓ if enclosed	Official Use Only	
Non-UK STCW 95 Certificate of Competency			
Passport or Discharge Book			
Two Passport Size Photographs certified as a true likeness (see guidance notes)			
English Certification (in accordance with the attached notes)			
UK Maritime Law (UKLAP) certification (please see the attached notes)			
Fee			
Original CEC must be returned if held			

4 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 STCW95 Certificate

for office use only

Date.....

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

5 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.**

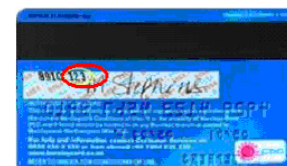
Please tick (✓) the appropriate box below to indicate your chosen method of payment.

Maestro Visa Mastercard/Access Delta Cheque/Bankers Draft Postal Orders Bank transfer

Please charge my Maestro / Visa / Mastercard/Access / Delta Card £.....

Name of Card Holder																					
Card Number (16-18 digits)	<table border="1" style="width: 100%; height: 15px;"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																				
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.....

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.

Enclose all documents necessary to establish your eligibility for a Certificate of Equivalent Competency. You must send in **ORIGINAL** documents or copies which have been attested as being a true copy of the original by a solicitor, Notary Public, Issuing Administration or a MCA officer at a Marine Office. Unattested photocopies of any document will **NOT** be accepted. An essential document check list is on page 3 to help you.

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 either your passport number or your discharge book number.

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 CERTIFICATES HELD

Please include with your application only the relevant certificates/documents required.

3 CHECK LIST

Before a United Kingdom Certificate of Equivalent Competency can be issued, you will need to submit certain documentation as specified in this section. Please tick the appropriate box to show that you have included the necessary certificate/document. All the documentation indicated in this section must be submitted. **ORIGINAL** documents must be supplied, copies will not be accepted unless they have been attested as being a true copy of the original by an Issuing Administration or a MCA officer at a Marine Office. We cannot accept unattested copies of any document.

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 **OR** black & white on a white background. 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. 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.

4 YOUR SIGNATURE AND DECLARATION

YOUR SIGNATURE - please sign the label with your usual signature. Ensure that the whole of your signature is contained on the label - this will be affixed to your new Certificate of Equivalent Competency. Please ensure that this is completed, as without your signature here your certificate cannot be issued.

Please read the declaration. **Only the applicant may sign the declaration, signatures of others on behalf of the applicant cannot be accepted.** 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.

5 PAYMENT

You must enclose the appropriate fee with your application. Currently the fee for processign a CEC is £76.00. This fee includes worldwide postage. Please tick (✓) the appropriate box to indicate your chosen method of payment. Payment must be made in Pounds Sterling (£). An additional fee of £141 will be required for holders of USCG certificates taking MCA oral examination of competence.

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.

ENGLISH LANGUAGE

The following is acceptable evidence of competency in English:

Satisfying the MCA that English is the candidate's mother tongue (first language).

Holding an advanced English Language certificate issued by the British Council.

Holding a Berlitz Language School level 2+ certificate endorsed by the company.

Holding a certificate of TOEFL (Test of English as a Foreign Language) as applicable for admission to US Universities.

Passing the Marlins test at an approved Marlins Test Centre (addresses of approved Marlins Test Centres are available from the MCA). In addition to the Marlins Test Result, we require either (a) written confirmation from the owners/managers stating that the applicant has been interviewed and that his standard if spoken English was found to be satisfactory for the capacity in which he is to be employed, or (b), passing the Marlins Test of Spoken English (TOSE) at an approved Marlins test centre.

Passing the MCA English Language test.

If you are unable to supply any of the above you may be required to complete the English Oral examination for seafarers. This is an oral MCA English language test, which can be undertaken through the Scottish Qualifications Authority (SQA) administered for the MCA and conducted by arrangement with SQA in any British Council offices in most places world-wide. Please note that you must first make application for a Certificate of Equivalent Competency BEFORE a Notice of Assessment can be issued allowing you to undertake the English and/or UKLAP examinations. Examinations cannot be taken prior to issue of the relevant Notice of Assessment.

UKLAP

Before a Certificate of Equivalent Competency can be issued at the following levels it is necessary to complete the UKLAP examination as indicated below.

Master

UKLAP Grade 1 test

Please note that Adaptation Periods can only be served on a UK registered vessel under a Master who has a full UK Certificate of Competency or a full UK Certificate of Equivalent Competency.

NOW RETURN YOUR APPLICATION - SEND TO

Seafarer Training & Certification Branch
 Maritime and Coastguard Agency
 Spring Place
 105 Commercial Road
 Southampton
 SO15 1EG
 UK

Tel: (+44) (0) 2380 329 254
 Fax: (+44) (0) 2380 329 252
 Email: exams_section@mcga.gov.uk

YOU SHOULD ALLOW 28 DAYS FOR US TO PROCESS YOUR APPLICATION

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

6 APPLICATION TRACKING

You can now track the progress of your application on the MCA website at: www.mcga.gov.uk
Ensure you have made a note of your Form Number (found on Page 1), as this will be required to check your application.

OFFICIAL USE ONLY

Acceptable Non-UK COC	Yes	No
English confirmation	Yes	No
UKLAP confirmation	Yes	No
Fee	Yes	No
Original CEC returned if held	Yes	No

Reasons for Rejection	
Name	
Signed	
Date	

Certificate	Date of Issue	QCM Date	Examiner's Signature