



# APPLICATION FOR AN ORAL EXAMINATION LEADING TO THE ISSUE OF A CERTIFICATE OF COMPETENCY (STCW 95) FOR

## Masters, Chief Mates and Deck Officers in the Merchant Navy

# MD

**IMPORTANT - BEFORE completing this form, please ensure you have read fully the guidance notes and instructions on pages 5 and 6**

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

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 CERTIFICATE APPLIED FOR

Capacity	STCW Reference	Tonnage Limits (gt)	Area Limitation	Please tick
OOW	II/3	Less than 500	Near Coastal	
OOW	II/1	None	None	
OOW	II/3	Less than 500	Category 'D' Waters	
OOW	II/3	Less than 3000	Specified Area	
Chief Mate	II/2	Less than 3000	Near Coastal	
Chief Mate	II/2	None	Near Coastal	
Chief Mate	II/2	Less than 3000	None	
Chief Mate	II/2	None	None	
Master	II/3	Less than 500	Near Coastal	
Master	II/2	None	Near Coastal	
Master	II/3	Less than 3000	Specified Area, Domestic Vessels Only	
Master	II/2	Less than 3000	None	
Master	II/2	None	None	
Master	II/3	Less than 500	Category 'D' Waters	

SDS

**Please do not write below this line**

<b>Received:</b>

<b>Fee:</b>

SDS No	
Receipt No	
Efin No	
Application ID	
NoE ID	
Form Number	
CoC No	



**4 CHECKLIST**

Before a Certificate of Competency can be issued, you will need to submit the following documentation - Original Documents **MUST** be supplied

If you already hold a Certificate of Competency 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**

	tick if enclosed ✓	Official Use Only
Birth Certificate <b>OR</b> Passport	<input type="checkbox"/>	<input type="checkbox"/>
Discharge Book <b>OR</b> Certificates of Discharge	<input type="checkbox"/>	<input type="checkbox"/>
Sea Service Testimonials	<input type="checkbox"/>	<input type="checkbox"/>
Two Passport Size Photographs	<input type="checkbox"/>	<input type="checkbox"/>
VQ Candidates wishing to claim reduced Sea Service <b>MUST</b> enclose evidence of their VQ	<input type="checkbox"/>	<input type="checkbox"/>
Sight Test Certificate (if valid medical certificate is more than 2 years old at time of application and only for <b>FIRST</b> UK COC)	<input type="checkbox"/>	<input type="checkbox"/>
Valid Medical Fitness Certificate*	<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. Further information may be obtained from the MCA.

**4B APPLICATIONS FOR A FIRST CERTIFICATE**

VQ Completion Certificate (If Appropriate)	<input type="checkbox"/>	<input type="checkbox"/>
Signals Certificate (not required for applications for Master)	<input type="checkbox"/>	<input type="checkbox"/>
GMDSS General Operators Certificate of Competency	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Fire Fighting Certificate	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Proficiency in Survival Craft, <b>OR</b> Proficiency in Survival Craft & Rescue Boats	<input type="checkbox"/>	<input type="checkbox"/>
Valid First Aid at Sea, <b>OR</b> Medical First Aid Certificate	<input type="checkbox"/>	<input type="checkbox"/>
MCA / SQA written exam certificate <b>AND</b> HND or Certificate of Achievement	<input type="checkbox"/>	<input type="checkbox"/>
Electronic Navigation Systems Certificate, <b>OR</b> Navigation, Radar and ARPA Simulator (Operational Level)	<input type="checkbox"/>	<input type="checkbox"/>
Efficient Deck Hand <b>OR</b> VQ Level 2 Certificate <b>OR</b> AB Certificate	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of completion of MCA approved course of training (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>

**4C APPLICATIONS FOR A SUBSEQUENT CERTIFICATE**

Navigation Control Course Certificate <b>OR</b> Navigation, Radar and ARPA Simulator (Management Level)	<input type="checkbox"/>	<input type="checkbox"/>
Valid Ship's Captain's Medical Certificate <b>OR</b> Proficiency in Medical Care	<input type="checkbox"/>	<input type="checkbox"/>
Watchkeeping Certificates	<input type="checkbox"/>	<input type="checkbox"/>

**5 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

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for office use only

Date.....

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

**6 COUNTER SIGNATURE**

Name			
Address			
Town / City			
Country / State			
Postcode/ Zip Code		Country	
Telephone No.		Occupation	

Capacity in which you know the applicant	
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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.

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

**7 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.**

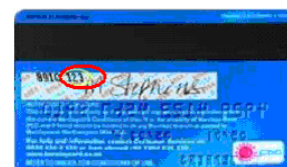
Please tick (✓) the appropriate box below to indicate your chosen method of payment.

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

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

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.....

## 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 examination for an STCW 95 Certificate of Competency. You must send in ORIGINAL documents, photocopies will NOT be accepted. A document checklist is on page 3 to help you.

If eligible you will be issued with a Notice of Eligibility enabling you to sit your written exams and the MCA oral examination. 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.

A series of Training and Certification Guidance Notes, giving further details of requirements, is available from:- Mail Marketing (Scotland), Blooms Grove Industrial Estate, Norton Street, Nottingham, NG7 3JG, United Kingdom, TEL: 0155 901 3336, FAX: 0115 901 3334, or on our website - [www.mcga.gov.uk](http://www.mcga.gov.uk)

## 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.

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 include a contact telephone should there be any queries with your delivery.

## 2 CERTIFICATE APPLIED FOR

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

## 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, or some other responsible company representative. Full details are contained in Training and Certification Guidance Note Part 1.

## 4 CHECKLIST

Before a United Kingdom Certificate of Competency can be issued, you will need to submit certain documentation as specified in this section. ORIGINAL documents MUST be supplied, copies will not be accepted.

All the documentation indicated in section 4 must be supplied. Documentation listed in Section 4A MUST be supplied BEFORE the Notice of Eligibility can be issued if appropriate. Other documentation can be supplied either before the Notice of Eligibility is issued, OR after the oral examination has been passed, prior to the issue of the Certificate of Competency.

**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. 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 7. 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.

**4B - APPLICATIONS FOR A FIRST CERTIFICATE** - documents in this section may be provided with this application, OR when returning the Notice of Eligibility and applying for the Certificate of Competency. Please ensure you tick (✓) the relevant boxes to indicate which documents you have enclosed with this application.

**4C - APPLICATIONS FOR A SUBSEQUENT CERTIFICATE** - documents in this section may be provided with this application, OR when returning the Notice of Eligibility and applying for the Certificate of Competency. Please ensure you tick (✓) the relevant boxes to indicate which documents you have enclosed with this application.

**4D - YOUR SIGNATURE** - please sign your usual signature. Ensure that the whole of your signature is contained within the outline of the box - this will be transferred to your new Certificate of Competency.

## 5 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.

## 6 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 add their usual signature and date. See also guidance note 4 on Photographs

## 7 PAYMENT

You must enclose the appropriate 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, 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.

### NOW RETURN YOUR COMPLETED APPLICATION TO:-

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

Tel +44 (0) 23 8032 9231  
Fax +44 (0) 23 8032 9252  
e-mail: deck@mcga.gov.uk

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

### YOU SHOULD ALLOW 28 DAYS FOR US TO PROCESS YOUR APPLICATION

## 8 APPLICATION TRACKING

You can now track the progress of your application on the MCA website at: [www.mcga.gov.uk](http://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.

Please do NOT write or mark below this line

## 9 OFFICIAL USE ONLY

Medical standards met	Yes	No
Minimum sea service requirements met	Yes	No
Ancillary certificates supplied	Yes	No
Awaiting VQ result	Yes	No
Vocational & academic standards met	Yes	No
Approved for issue of Notice of Eligibility	Yes	No

Reasons for Rejection	
Name	
Signed	
Date	

Certificate	Date of Issue	QCM Date	Issuing Officer's Signature