



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

ME

Engineer Officers in the Merchant Navy

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

DOB

2 CERTIFICATE APPLIED FOR

Capacity	STCW Reference	Power Limits kW	Area Limitation	Steam / Motor / Combined	Please tick
OOW Engineer	III/1	Unlimited	None		
Second Engineer	III/2	Unlimited	None		
Second Engineer	III/3	Less than 3000	None		
Second Engineer	III/3	Less than 3000	Near Coastal		
Chief Engineer	III/3	Less than 3000	None		
Chief Engineer	III/2	Less than 6000	Near Coastal		
Chief Engineer	III/2	Unlimited	None		
Marine Engine Operator Licence					
Senior Marine Engine Operator Licence					

SDS

Please do not write below this line

Received:

Fee:

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:
Enter your (Scottish Qualifications Authority) Registration Number:		(Qualification Conditions Met) Date:

tick if enclosed ✓

Official Use Only

4A FOR ALL APPLICATIONS

Birth Certificate OR Passport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Discharge Book OR Certificates of Discharge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sea Service Testimonials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Two Passport Size Photographs (IMPORTANT See Guidance Notes)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Valid Medical Fitness Certificate (ENG 1)*	<input type="checkbox"/>	<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

MNTB Workshop Skills Certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letter of Initial Assessment or Proof of MNTB Approved Cadetship *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Fire Fighting Certificate	Certificate No.	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Proficiency in Survival Craft, OR Proficiency in Survival Craft & Rescue Boats		<input type="checkbox"/>	<input type="checkbox"/>
Valid First Aid at Sea, OR Proficiency in Medical First Aid Certificate OR Proficiency in Medical Care		<input type="checkbox"/>	<input type="checkbox"/>
VQ completion certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MCA letter of initial assessment, IAMI written exam certificate / VQ completion certificate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evidence of engineering skills training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If applicable ISF Training Record Book or VQ Course Attendance Letter *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UK academic qualifications (if claiming exemptions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* Must be submitted prior to issue of notice of eligibility.

4C APPLICATIONS FOR A SUBSEQUENT CERTIFICATE

VQ Completion Certificate OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
UK academic qualifications (if claiming exemptions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IAMI Assessment Certificate OR MCA Letter of assessment OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MCA/SQA written exam certificate(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>If this is your first STCW95 certificate -</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Proficiency in Survival Craft, OR	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proficiency in Survival Craft & Rescue Boats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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 signed by the Chief Engineer or Master, or in exceptional circumstances by the Engineering Superintendent responsible for the vessel.

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 with a white/pale 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. 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. 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: engineering@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. 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

Approved for issue of Notice of Eligibility	Yes	No
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Reasons for Rejection	
Name	
Signed	
Date	

Certificate	Date of Issue	QCM Date	Issuing Officer's Signature
Dangerous Cargo Endorsement	Oil	Gas	Chemical