



**APPLICATION FOR AN ORAL EXAMINATION LEADING TO THE
ISSUE OF A CERTIFICATE OF COMPETENCY (STCW 95) FOR
Engineer Officers on Large, Commercial and Privately Owned
Yachts and Sail Training Vessels**

YE

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/Ms 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>		DOB
District				
Town / City				
County / State				
Post Code / Zip				
Country				
Telephone No.				
Mobile No.		Email		

2 CERTIFICATE APPLIED FOR

Capacity	STCW Reference	Limitations		Known As	Please tick	SDS
Chief Engineer	III/2	< 9000 kW	< 3000 gt	Yacht 1		
Chief Engineer	III/2	< 3000 kW	< 3000 gt	Yacht 2		
Chief Engineer	III/3	< 3000 kW	< 500 gt	Yacht 3		
Chief Engineer	III/3	< 1500 kW	< 200 gt	Yacht 4		
Marine Engine Operator	III/3	< 1500 kW	< 200 gt	MEOL (Yacht)		

Please do not write below this line

Received:	Fee:	SDS No	
		Receipt No	
		RMS 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 UK Certificate of Competency or Engine Operator Licence (Merchant Navy or Yachts) you must send it in with this application and give the following details below

Certificate No:	Capacity:	MN / Yacht Limitations
Enter your SQA Registration Number:		(Qualification Conditions Met) Date:

4A FOR ALL APPLICATIONS

tick if enclosed ✓

Official Use Only

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

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<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

If Yacht Service commenced after 1/9/2000

Basic Training - Personal Survival Techniques AND	<input type="checkbox"/>	<input type="checkbox"/>
Basic Training - Elementary First Aid AND	<input type="checkbox"/>	<input type="checkbox"/>
Basic Training - Fire Prevention & Fire Fighting AND	<input type="checkbox"/>	<input type="checkbox"/>
Basic Training - Personal Safety & Social Responsibilities	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Fire Fighting Certificate	<input type="checkbox"/>	<input type="checkbox"/>
Proficiency in Survival Craft & Rescue Boats (Holders of existing UK MN Certificates of Competency) OR Sea Survival for Yachtsmen (Yacht system only)	<input type="checkbox"/>	<input type="checkbox"/>
Proficiency in Medical First Aid Certificate OR Proficiency in Medical Care OR Valid First Aid at Sea	<input type="checkbox"/>	<input type="checkbox"/>
SQA Written Examinations (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
UK engineering craft apprenticeship OR UK Royal Navy Artificer / Mechanician Training OR Yacht Skills Test Certificate (not required for MEOL Yachts)	<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

4C APPLICATIONS FOR A SUBSEQUENT CERTIFICATE

UK academic qualifications (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
MCA / SQA written exam certificate(s) if applicable (not required for MEOL Yachts)	<input type="checkbox"/>	<input type="checkbox"/>

<input type="checkbox"/>	<input type="checkbox"/>
<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

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			
County / State			
Postcode/ Zip Code		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.

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.**

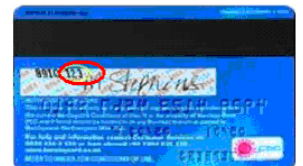
Please tick (✓) the appropriate box below to indicate your chosen method of payment.

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)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></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 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), Bloomsgrove 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 countersigned by the Chief Engineer, Engineer Superintendent or 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 issue, **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 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) 2920 44 88 00
 Fax: (+44) (0) 2920 44 88 20
 exams_section@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

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
Dangerous Cargo Endorsement	Oil	Gas	Chemical