



**APPLICATION FOR INITIAL STCW
ENDORSEMENT AND SUBSEQUENT
REVALIDATION TO GMDSS
CERTIFICATE OF COMPETENCE**

GMDSS

1 - PERSONAL DETAILS

Title Mr/Mrs/Miss/Capt etc	Sex Male / Female	
Surname / Family name		
Forename(s) in full		
Date of Birth		
Place and Country of Birth		
Nationality	Discharge Book No or Passport No. or National ID No.	

NAME

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

DOB

Please do not write below this line

SDS

Received:	Fee:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>SDS No</td><td></td></tr> <tr><td>Receipt No</td><td></td></tr> <tr><td>RMS No</td><td></td></tr> <tr><td>COC No</td><td></td></tr> <tr><td>GMDSS No.</td><td></td></tr> </table>	SDS No		Receipt No		RMS No		COC No		GMDSS No.	
SDS No												
Receipt No												
RMS No												
COC No												
GMDSS No.												

2 – CHECKLIST

GMDSS

Please note that failure to supply all the required documents may cause a delay in the processing of this application. Please read the attached Guidance Notes before completing this application.

2A – FOR ALL APPLICATIONS

Tick if enclosed

Official use only

Original GMDSS GOC or ROC	<input type="checkbox"/>	<input type="checkbox"/>
Valid Medical Fitness Certificate* (ENG 1 or acceptable equivalent)	<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 at www.mcga.gov.uk.

2B – APPLICATIONS FOR INITIAL ENDORSEMENT

Valid UK Certificate of Competency OR ALL of the following certificates (Original or attested copies):	<input type="checkbox"/>	<input type="checkbox"/>
STCW A-VI/1-1 Personal Survival Techniques	<input type="checkbox"/>	<input type="checkbox"/>
STCW A-VI/1-2 Fire Fighting & Fire Prevention	<input type="checkbox"/>	<input type="checkbox"/>
STCW A-VI/1-3 Elementary First Aid	<input type="checkbox"/>	<input type="checkbox"/>
STCW A-VI/1-4 Personal Safety & Social Responsibility	<input type="checkbox"/>	<input type="checkbox"/>

2C – APPLICATIONS FOR REVALIDATION

Original OR attested copies of Discharge Book OR Sea service testimonials confirming 12 months sea service within the last five years	<input type="checkbox"/>	<input type="checkbox"/>
OR Original Company letter confirming 2 ½ years within the last 5 years in an acceptable shorebased occupation	<input type="checkbox"/>	<input type="checkbox"/>

3 – DECLARATION

(THE MAXIMUM PENALTY FOR A FALSE DECLARATION IS £5000)

I declare that the information I have given is, to the best of my knowledge, true and complete. I also declare that the documents submitted are genuine, given and signed by the persons whose names appear on them.

Date.....

4 – COURIER PAYMENT

GMDSS

Please enclose the appropriate fee. 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, drafts and orders should be drawn at a UK bank.
CASH WILL NOT BE ACCEPTED.

The cost of the courier service will depend on the location your documents will be returned to.
PLEASE SELECT ONE OF THE FOLLOWING OPTIONS:

Within the European Union or EEA £20

For the rest of the World £30

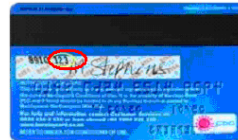
Please tick (✓) the appropriate box below to indicate your chosen method of payment.

Maestro Visa MasterCard/Access Delta Cheque/Banker's 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. (See example right)



Signature Date.....

GUIDANCE NOTES

How do I get my United Kingdom GMDSS certificate endorsed for the first time?

You will need to send **your original GMDSS Certificate of Competence** and either **original OR attested** copies of the following certificates:-

- United Kingdom Certificate of Competency
- Discharge Book OR Sea Service Testimonials **AND**
- Valid Medical Fitness Certificate (ENG 1 or acceptable equivalent)

OR

- **STCW A-VI/1-1** Personal Survival Techniques
- **STCW A-VI/1-2** Fire Prevention and Fire Fighting
- **STCW A-VI/1-3** Elementary First Aid
- **STCW A-VI/1-4** Personal Safety and Social Responsibility
- Valid Medical Fitness Certificate (ENG 1 or acceptable equivalent)

How often does my GMDSS certificate need to be revalidated after the first endorsement?

After obtaining the initial STCW endorsement GMDSS certificates must be revalidated every 5 years.

To **revalidate** your GMDSS certificate you will need to send the following:

- **Original GMDSS Certificate of Competence.**
- **Original OR attested copies** of discharge book or sea service testimonials to confirm at least 1 year sea service in the last 5 years **OR** company letter confirming at least 2 ½ years service in the last 5 years in an acceptable shorebased occupation **and**
- **Original OR attested copy** Valid Medical Fitness Certificate (ENG 1 or acceptable equivalent)

How do I get my GMDSS revalidated if I am working in a shorebased occupation?

You can revalidate your GMDSS if you submit a letter from your company confirming at least 2 ½ years service within the last 5 years in a shorebased occupation. If you are unsure if your occupation is acceptable please send an email to deck@mcga.gov.uk outlining details of your role and duties.

Where do I send my GMDSS Certificate for endorsement or revalidation?

Please send the documents to **Deck & GMDSS Section, Maritime & Coastguard Agency, Seafarer Training & Certification Branch, Spring Place, 105 Commercial Road, Southampton, SO15 1EG**; we recommend that documents are sent by registered post or courier. If unsure of which documents are to be submitted, please contact our customer helpline on +44 (0)2380 329 231 for advice, or send an email request to deck@mcga.gov.uk.

Can I submit photocopies of my documents?

You must submit the original GMDSS certificate. Photocopies of other documents are accepted, however they must have been **attested** to as being true copies of the original by a solicitor, issuing administration, Notary Public, or by an authorised MCA official.

Is there a fee to endorse or revalidate my GMDSS Certificate?

No, currently there is no fee payable for the endorsement or revalidation of a GMDSS certificate. The only fee will be for the despatch by courier of your documents. There is a fee for courier despatch.

How will my documents be returned?

The documents will be returned by Registered or International Registered mail if no fee is received. If a fee of £20 (EU or EEA) or £30 (for the rest of the World) is received the documents will be returned by courier service. If this method is chosen, you will need to include a contact telephone number to enable the courier to make the delivery. **Courier service cannot be made without a contact telephone number.**

How can I pay to have my documents returned by courier?

We accept cheques, postal orders, bankers' drafts and credit/debit cards. These should be made payable to the 'Maritime and Coastguard Agency'. **Cash cannot be accepted.**

If I work on an offshore installation can I endorse my GMDSS certificate?

Personnel working on all offshore installations are not required to have their GMDSS Certificates endorsed as they are not regulated under STCW78 (as amended) regulations. If they require an endorsement they must comply with all of the requirements overleaf. No certification from OPITO or COGENT will be accepted in lieu of the STCW Basic training certification.

If I work on a fishing vessel can I endorse my GMDSS certificate?

Personnel working on fishing vessels are not required to have their GMDSS Certificates endorsed as they are not regulated under STCW78 (as amended) regulations. If they require an endorsement they must comply with all of the requirements overleaf. No certification from OPITO or COGENT will be accepted in lieu of the STCW Basic training certification.

Where do I send my GMDSS Certificate if it is incorrect?

You will need to send your certificate and a letter stating the information which is incorrect to: AMERC NAC Manager, AMERC Limited NAC (GMDSS), Wray Castle Limited, Bridge Mills, Stramongate, Kendal, Cumbria LA9 4UB Tel: +44 (0) 1539 742 745 fax: +44 (0) 1539 742 746 email: amerc_nac@wraycastle.com website: www.amerc.ac.uk.

How do I replace a lost GMDSS Certificate?

If your GMDSS Certificate has been lost you need to contact the Maritime & Coastguard Agency, Seafarer Training & Certification Branch, Spring Place, 105 Commercial Rd, Southampton, SO15 1EG. (deck@mcga.gov.uk) or AMERC NAC to obtain an application form. You are required to report the loss to the police. The completed form including 2 attested passport photographs and a fee of £30 will need to be sent to AMERC NAC Manager, AMERC Limited NAC c/o Wray Castle Limited, Bridge Mills, Stramongate, Kendal, Cumbria LA9 4UB Tel: +44 (0) 1539 742 745 fax: +44 (0) 1539 742 746 email: amerc_nac@wraycastle.com website: www.amerc.ac.uk.