



## APPLICATION FOR A DISCHARGE BOOK and/or BRITISH SEAMAN'S CARD

**IMPORTANT – BEFORE** completing this form, please ensure you have read fully the guidance notes and instructions on pages 4, 5 and 6. Your application will not be processed if not fully completed. Entries must be clearly written as mistakes cannot be rectified without payment of a further fee.

Please tick the relevant box below

### **Discharge Book**

1. First Issue
2. Continuation Issue
3. Replacement Issue

### **British Seaman's Card**

1. First Issue
2. Continuation Issue
3. Replacement Issue

<b>FOR OFFICIAL USE ONLY</b>	
<b>SDS No:</b>	
<b>DB No:</b>	
<b>BSC No:</b>	

If you have previously held a Discharge Book please enter the number \_\_\_\_\_

### **PART A: PERSONAL DETAILS**

Title: Mr/Mrs/Miss/Capt etc		Sex: Male/Female	
Surname/Family Name			
Forename (s) in full			
Has your name ever changed? If yes, give details.			
Distinguishing Marks			
Date of Birth			
Place of Birth		Country of Birth	
Height in metres (see note *)		Colour of Eyes	
Nationality (British Nationality Act 1981)		National Insurance Number (must be completed for BSC)	
	Full Home Address	Address for return of documents (if different from home address)	
Address			
Town/City			
Country/State			
Post/Zip Code			
Country			
Contact telephone numbers			
Email			
Next of kin, relationship to you and their address			

**PART B: DECLARATION FOR DISCHARGE BOOK**

I wish to apply for a Discharge Book. I certify that the answers given on page one are true and I am aware that I may be required to supply evidence to support them.

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\* delete as appropriate

I declare that:-

- a. I am employed/have been employed/have been offered employment \* on a United Kingdom registered vessel,
- or
- b. I am a United Kingdom Seafarer with the right of abode in the United Kingdom and am employed/have been offered employment \* on a non-United Kingdom registered vessel and am unable to obtain a discharge book from, or acceptable to, the Flag State of the vessel for the following reason (s): *(please provide full details)*

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- c. I have not held at any time a seaman’s document containing the same information as a Discharge Book issued by one of the Governments listed in Note (4); or
- d. I am applying for replacement of my existing United Kingdom Discharge Book - (If, however, your Discharge Book has been lost or damaged a full explanation of the circumstances should be given in Part “G”), and
- e. I am aware that it is an offence to knowingly or recklessly make a false statement in order to obtain a Discharge Book and hereby certify that, to the best of my knowledge and belief, the details in this application are correct.

Signature	Date

**PART C: DECLARATION FOR A BRITISH SEAMAN’S CARD**

I wish to apply for a British Seaman’s Card. I certify that the answers given on page one are true and I am aware that I may be required to supply evidence to support them.

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I declare that:-

- a. I am a British citizen with the Right of Abode in the United Kingdom; and
- b. I am currently employed as a seafarer and am applying for the first issue of a British Seaman’s Card and do not already hold a seaman’s identity document issued by the United Kingdom Government or any of the other Governments listed in note (5), or
- c. I am applying for replacement of my British Seaman’s Card. (Note – If your existing British Seaman’s Card has expired it should be submitted with this application. If however, your British Seaman’s Card has been lost or damaged a full explanation of the circumstances should be given in Part “G”) and
- d. I am aware that it is an offence to knowingly or recklessly make a false statement in order to obtain a British Seaman’s Card and hereby certify that, to the best of my knowledge and belief, the details given in this application are correct.

Signature	Date

**PART D: Employers Declaration for a Discharge Book (not required for a continuation replacement UK Discharge Books)**

*This must be completed by your current or prospective employer in block capitals; a letter from your employer is NOT acceptable.*

I declare that the applicant (name) \_\_\_\_\_ is serving/has served/will serve on a UK ship (name of vessel) \_\_\_\_\_ port of registration \_\_\_\_\_ registered number \_\_\_\_\_

**OR** is a United Kingdom Seafarer with the Right of Abode in the United Kingdom and will serve on the following Non-United Kingdom registered ship but is unable to obtain a discharge book from \_\_\_\_\_, or acceptable to, the Flag State of the vessel for the following reason(s):- (please provide full details)

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Name of Vessel	Port of Registration	Country of Registration	Registered number

I understand that it is an offence to knowingly make a false statement in order to obtain a Discharge Book and hereby declare that, to the best of my knowledge and belief the details given in this application form are correct.

Signed	Name	Date	Position Held*

Vessel/Employers/Company Name	Company/Ship/Master - Seal

**PART E: Employers Declaration for a British Seaman's Card (not required for a continuation or replacement BSC's)**

*This must be completed by your current or prospective employer in block capitals; a letter from your employer is NOT acceptable.*

I declare that the applicant (name) \_\_\_\_\_ is a United Kingdom Seafarer with the right of abode in the United Kingdom and is serving in the capacity of \_\_\_\_\_ on the (name of vessel) \_\_\_\_\_ Port and country of registration \_\_\_\_\_

I understand that it is an offence to knowingly make a false statement in order to obtain a Discharge Book and hereby declare that, to the best of my knowledge and belief the details given in this application form are correct.

Signed	Name	Date	Position Held

Vessel/Employers/Company Name	Company/Ship/Master - Seal

\* Master/Employer/Employers representative

**PART F: Counter Signatory**

To be filled in by someone who has known you for at least two years (refer to note 8 if you are unable to complete this section).

I certify that the applicant has been known to me for \_\_\_\_\_ years and that to the best of my knowledge and belief the details given on page one and the declaration are correct.

I am a British Subject (signed) \_\_\_\_\_ Profession \_\_\_\_\_

Date	
Address or office stamp	

**PART G: Replacements**

Please explain what happened to your previous DB/BSC indicating how it was lost or damaged.

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**PART H: Payment**

Please enclose the appropriate fee (as laid down in the current Merchant Shipping Fees Regulations). Payment may be made in £ sterling by cheque, postal or bankers order, cash (personal applications only), 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. **Please do not send cash with postal applications.**

To pay by credit/debit card please complete the form at the end of this application.

**Official use only**

Photograph	Office of Issue, Date & Stamp	Cashier's Stamp

**IMPORTANT INFORMATION**

1. Please note that the employer's declaration at Part D and E must be fully completed for the relevant document. An employer's letter in place of the declaration will **NOT** be accepted. Photocopied, faxed or scanned versions of the application form cannot be accepted.
2. With each application you should send:
  - (a) Passport-sized photographs (see note 7 about photographs)
  - (b) The appropriate fee
  - (c) If applying for a British Seaman's Card a United Kingdom passport or birth certificate (certified copies are acceptable) OR any document issued by a British Government representative or by the Home Office proving your right of abode in the United Kingdom.

### ADDITIONAL NOTES FOR GUIDANCE

3. Postal applications can only be processed at the Registry of Shipping and Seamen as below.

Registry of Shipping and Seamen  
Anchor Court  
Keen Road  
Cardiff  
CF24 5JW

Telephone: 029 20448844

#### **4. Discharge Book Notes**

Do **NOT** apply for a Discharge Book

- (a) If you already have one which has been issued under the Merchant Shipping (Seaman's Documents Regulations unless it is full and you are applying for a continuation book;
- (b) If you are employed in a vessel which does not go to sea;
- (c) If you are employed in a pleasure vessel and receive no wages for your employment;
- (d) If you are employed in vessels engaged on coastal voyages around the UK solely for the purpose of trials of the vessel, its machinery or equipment, where you are not ordinarily employed as a master or seaman;
- (e) If you are in the employment of the Crown and are not ordinarily employed as a master or seaman;
- (f) If you are employed in a vessel solely in connection with the construction, alteration, repair or testing of the vessel and are not on an unregistered vessel;
- (g) If you are employed on an unregistered vessel;
- (h) If you are a non-UK seafarer employed on a non-UK registered vessel;
- (i) If you hold a document containing substantially the same information, issued by one of the Governments listed below:

Bangladesh	Barbados	Canada	Falkland Islands	Fiji
Ghana	Guyana	Hong Kong	India	Republic of Ireland
Isle of Man	Jamaica	Kenya	Kiribati	Malaysia
Malta	Mauritius	Nigeria	Pakistan	Papua New Guinea
Saint Lucia	Seychelles	Sierra Leone	Singapore	South Africa
Sri Lanka	Tanzania	Tonga	Trinidad & Tobago	Tuvalu
Western Samoa	Zambia			

#### **5. British Seaman's Card Notes**

Do **NOT** apply for a **British Seaman's Card**

- (a) If you work in a ship belonging to a general lighthouse authority;
- (b) If you receive little or no wages (but do apply if you are a cadet);
- (c) If you are not a citizen of the United Kingdom or a British protected person working on a ship registered outside the United Kingdom, the Channel Isles, the Isle of Man or any colony, protectorate, protected state or associated state;
- (d) If you hold a valid seaman's identity document issued by the Government or a representative of any country listed below:

Antigua & Barbuda	Australia	The Bahamas	Bangladesh	Barbados
Belize	Botswana	Canada	Republic of Cyprus	Dominica
Falkland Islands	Fiji	The Gambia	Ghana	Grenada
Guyana	Hong Kong	India	Republic of Ireland	Isle of Man
Jamaica	Kenya	Kiribati	Lesotho	Malawi
Malta	Mauritius	Nauru	New Zealand	Nigeria
Pakistan	Papua New Guinea	Saint Lucia	Saint Vincent & the Grenadines	Seychelles
Sierra Leone	Singapore	Solomon Islands		Sri Lanka
Swaziland	Tanzania	Tonga	Trinidad & Tobago	Tuvalu
Uganda	Vanuatu	Western Samoa	Zambia	Zimbabwe

## 6. Personal Applications

If you wish to obtain a Discharge Book or British Seaman's Card in person you need to visit either your nearest Marine Office or the Registry of Shipping and Seamen in person. Personal applications are more expensive than postal ones. Please ensure that you telephone to book an appointment PRIOR to attending.

<p>Aberdeen Marine Office Marine House Blaikies Quay ABERDEEN AB11 5EZ</p> <p>TEL: 01224 597900 FAX: 01224 571920</p>	<p>Hull Marine Office Crosshill House Mill Lane BEVERLEY HU17 9JB</p> <p>TEL: 01482 866606 FAX: 01482 869989</p>	<p>Glasgow Marine Office Navy Buildings Eldon Street GREENOCK Inverclyde PA16 7QY</p> <p>TEL: 01475 553370 FAX: 01475 553357</p>	<p>Liverpool Marine Office Hall Road West Crosby LIVERPOOL L23 8SY</p> <p>TEL: 0151 9316600 FAX: 0151 9316615</p>
<p>Tyne Marine Office Compass House Tyne Dock SOUTH SHIELDS NE34 9PY</p> <p>TEL: 0191 4969900 FAX: 0191 4969901</p>	<p>Southampton Marine Office Spring Place 105 Commercial Road SOUTHAMPTON SO15 1EG</p> <p>TEL: 02380 329329 FAX: 02380 329351</p>	<p><b>PLEASE NOTE:</b></p> <p><b>FACILITIES TO PAY BY CREDIT OR DEBIT CARD MAY NOT BE AVAILABLE IN YOUR LOCAL MARINE OFFICE. PLEASE ASK WHEN BOOKING YOUR APPOINTMENT.</b></p>	

## 7. Photographs

- You will need to supply a (colour not black and white) photograph for each document you are applying for (Discharge Book and/or British Seaman's Card) plus an additional one for filing.
- The photographs should be taken full face without a hat and should be printed on photographic paper, un-mounted. Photographs must be of clear exposure.
- Scanned and printed photographs will **NOT** be accepted.
- Unless you are sending a valid United Kingdom Passport (endorsed to show you have the right of abode) with your application, the person who countersigns your application should also endorse the back of one of your photographs with the words: I CERTIFY THAT THIS IS A TRUE LIKENESS OF Mr/Mrs/Miss/Ms or Title and add his/her signature.

## 8. Counter Signatory

Part F should be completed by a Member of Parliament, a Justice of the Peace, minister of religion, medical or legal practitioner, established civil servant, bank official, public official, police officer, head or senior official of a shipping company, union official or any other person of similar standing who is a British subject and has known you personally for at least 2 years. A member of your family should NOT countersign your photograph or application form. In the case of foreign applicants who do not reside in the UK a certified copy of your passport signed by your company or a notary public is acceptable.

## 9. Height Conversion Chart (ft/m)

4.9	1.45	5.7	1.70
4.10	1.47	5.8	1.73
4.11	1.50	5.9	1.75
5.0	1.52	5.10	1.78
5.1	1.55	5.11	1.80
5.2	1.57	6.0	1.83
5.3	1.60	6.1	1.85
5.4	1.63	6.2	1.88
5.5	1.65	6.3	1.90
5.6	1.68	6.4	1.93

