



Maritime and Coastguard Agency

**APPLICATION FOR VESSEL TRAFFIC SERVICES (VTS)  
OPERATOR LOGBOOK, SUPERVISOR, INSTRUCTOR  
ENDORSEMENT AND REVALIDATION**

# VTS

## 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			
Height (in metres)			
Nationality		Discharge Book No <b>or</b> Passport No. <b>or</b> National ID No.	
	Full Home Address	Address for return of documents <b>(if different from home address)</b>	
Address			
District			
Town / City			
County/State			
Post Code/Zip			
Country			
Telephone No		Mobile No.	
Email Address			

NAME

DOB

SDS

## 2 - CERTIFICATE APPLIED FOR

Vessel Traffic Services Operator Logbook (V103/1)	
Vessel Traffic Services Supervisor Endorsement (V103/2)	
Vessel Traffic Services Instructor Endorsement (V103/4)	
Vessel Traffic Services Revalidation	

**Please do not write below this line**

<b>Received:</b>

<b>Fee:</b>

SDS No	
Receipt No	
RMS No	
VTS No	

**3 - CHECKLIST**

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.

**3A - INITIAL APPLICATION for candidates without marine qualifications.**

Tick if enclosed

Official use only

Certificate of Nautical Knowledge	
VTS Induction Certificate	
VTS Operator Course Certificate	
Radar / ARPA Course Certificate	
Radio Certification (GoC/ RoC/ LRC/VTS VHF)	
2 Attested passport photographs	
Letter from Employer confirming medical fitness & Language ability (e.g. IELTS level 7)	


**3B - INITIAL APPLICATION for candidates with marine qualifications.**

Evidence of Accreditation of Prior Learning (Deck Officer CoC or acceptable equivalent)	
VTS Induction Certificate	
VTS Operator Course Certificate	
Radar / ARPA Course Certificate-	
Radio Certification (GoC/ RoC/ LRC/VTS VHF)	
2 Attested passport photographs	
Letter from Employer confirming medical fitness & Language ability (e.g. IELTS level 7)	


**3C - APPLICATIONS FOR VTS SUPERVISOR OR VTS INSTRUCTOR**

Original VTS Logbook	
VTS Supervisor Training Certificate (V-103/2) or VTS Instructor Training Certificate (V103/4)	
Letter from Employer confirming continuous service and medical fitness	


**3D - APPLICATIONS FOR REVALIDATION**

Original VTS Logbook with annual assessments	
Refresher Certificate from Training Institute or MCA accredited VTS Authority	
Letter from Employer confirming continuous service and medical fitness	


**4 - 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.....

**5 - 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.**

If you wish to have your documents returned by courier please enclose an additional £20.

I enclose the MCA fee of £.....

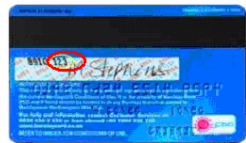
Please tick (✓) the appropriate box below to indicate your chosen method of payment.

Switch  Visa  MasterCard/Access  Delta  Cheque/Bankers Draft  Postal Orders

Please charge my Switch / Visa /MasterCard/Access / Delta Card £.....

Name of Card Holder			
Card Number			
Start Date			
Expiry Date			
Switch Issue Number (Switch 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 FOR INITIAL VTS OPERATOR LOGBOOK AND SUPERVISOR OR INSTRUCTOR ENDORSEMENT OF VTS CERTIFICATION

### VTS Operators

- a) In accordance with IALA recommendation V-103, all VTS Operators must be in receipt of a valid V-103/1 certificate and a VTS Certification Logbook with the appropriate endorsement before being considered qualified to International Standards.
- b) On successful completion of V-103/1 the applicant must complete application form (MSF 4807) and apply to the MCA for the Certification Logbook.
- c) Original certificates necessary to meet the eligibility criteria of V-103/1 will be inspected by the issuing Training Institute.
- d) VTS Operators should comply with the medical fitness requirements set by their VTS Authority which should contain minimum eyesight and hearing standards.
- e) The record of Annual Assessment must be completed by a MCA accredited VTS Authority. The VTS Operator must include a letter from their VTS Authority which confirms continuous service.

### Application Procedure

- 1) The following **original** documents should accompany any application for the issue of a VTS Certification Logbook:
  - (a) For candidates **without** marine qualifications:
    - (i) Certificate of Nautical Knowledge
    - (ii) VTS Induction Certificate
    - (iii) VTS Operator Course Certificate
    - (iv) Radio Certification (GoC/ RoC/ LRC/VHF VTS)
    - (v) Radar / ARPA Course Certificate
    - (vi) Letter from Employer confirming medical fitness & English language ability (e.g. IELTS level 7)
  - (b) For candidates **with** marine qualifications
    - (i) Deck Officer Certificate of Competency or acceptable equivalent
    - (ii) VTS Induction Certificate
    - (iii) VTS Operator Course Certificate
    - (iv) Radio Certification (GoC/ RoC/ LRC/VHF VTS)
    - (v) Radar / ARPA Course Certificate
    - (vi) Letter from Employer confirming medical fitness & English language ability (e.g. IELTS level 7)
- 2) Two passport sized photographs. The reverse of one of the photographs must include your name in block letters and the signature of a Doctor, Government Official, Bank Officer, 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 or title....." add their signature and the date. A member of your family **cannot** endorse your photograph. The reverse of the other photograph should carry your full name and date of birth.
- 3) The appropriate fee is set out in the Merchant Shipping Fees Regulations which are available from the MCA website. The fee is payable to the "**Maritime & Coastguard Agency**" either by cheque, banker's draft, postal order or credit card. **CASH IS NOT ACCEPTED.**

### **VTS Supervisor/Instructor endorsement**

- a) In accordance with IALA recommendation V-103, all VTS Supervisors must be in receipt of a valid VTS Supervisor Training (V-103/2) Certificate before being considered qualified to carry out the role of VTS Supervisor to International Standards.
- b) On successful completion of V-103/2 the applicant must complete this form (MSF4807) and apply to the MCA for the Supervisor endorsement to their Certificate Logbook.

#### **Application Procedure**

- 1) The following documents should accompany any application for the issue of a VTS Supervisor Endorsement:
  - (i) Original documentary evidence of successful completion of an MCA approved VTS Supervisor Course.
  - (ii) Original VTS Certificate Logbook.
  - (iii) Letter from employer confirming continuous service and medical fitness
- 2). The appropriate fee is set out in the Merchant Shipping Fees Regulations which are available from the MCA website. The fee is payable to the “**Maritime & Coastguard Agency**” either by cheque, banker’s draft, postal order or credit card. **CASH IS NOT ACCEPTED.**

**Full guidance can be found in the Vessel Traffic Services (VTS) – Training and Certification of VTS Personnel Marine Guidance Note (MGN) at [www.dft.gov.uk/mca](http://www.dft.gov.uk/mca)**

Send your completed application together with the documents listed on page 2 (of the application form) to the following address:

Maritime & Coastguard Agency  
Seafarers Training & Certification Branch  
Bay 1/21, Spring Place,  
105 Commercial Road  
Southampton SO15 1EG  
Tel: 02380 329231  
Fax: 02380 329252  
Email: [deck@mcga.gov.uk](mailto:deck@mcga.gov.uk)

**It is in your interest to use Recorded Delivery if posting within the UK and Registered Post from abroad and your documents will be returned in the same way. The MCA cannot accept responsibility for documents lost in the post.**

## GUIDANCE NOTES FOR REVALIDATION OF VTS CERTIFICATION

### General

All holders of a VTS Certification Logbook issued by the Competent Authority who wish to serve at a VTS Centre are required to revalidate their VTS Certification Logbook at intervals not exceeding 5 years.

The revalidation process requires individuals to demonstrate the following:

- a) Evidence of Continuous Professional Development by successful completion of an MCA approved VTS Refresher or Supervisor Training Course at an accredited Training Institute or acceptable equivalent refresher training programme from a VTS Authority.
- b) Evidence of continuous service at a VTS Centre as a VTS Operator, Supervisor or Manager (or approved alternative occupations) during the preceding 5 years
- c) Evidence of medical fitness to the recommended standard. VTS Operators and VTS Supervisors should comply with the medical fitness requirements set by their VTS Authority which should contain minimum eyesight and hearing standards.
- d) The record of Annual Assessment must be completed by a MCA accredited VTS Authority.

### Application Procedure

1) The following **original** documents should accompany any application form (MSF 4807) for the revalidation of a VTS Certification Logbook:-

- (i) VTS Logbook
- (ii) Written confirmation from the VTS Authority of continuous service as a VTS Operator
- (iii) Evidence of approved Refresher or Supervisor Training at an accredited MCA Training Institute (or acceptable equivalent conducted by VTS Authority)
- (iv) Evidence of medical fitness issued by VTS Authority

2) The appropriate fee is set out in the Merchant Shipping Fees Regulations which are available from the MCA website. The fee is payable to the “**Maritime & Coastguard Agency**” either by cheque, banker’s draft, postal order or credit card.  
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Tel: 02380 329231  
Fax: 02380 329252  
Email: [deck@mcga.gov.uk](mailto:deck@mcga.gov.uk)

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