



Maritime &  
Coastguard  
Agency

**APPLICATION FOR AN ORAL EXAMINATION LEADING TO  
THE ISSUE OF A CERTIFICATE OF COMPETENCY (STCW) FOR  
Masters, Chief Mates and Deck Officers in the Merchant Navy**

# MD

**IMPORTANT - BEFORE completing this form, please ensure you have read the guidance notes and instructions on pages 6, 7 and 8. Please provide an email address in block capitals in order for us to inform you of the receipt of your application (see section 8 of the guidance notes). We do not offer a counter service.**

## 1 PERSONAL DETAILS

Title Mr/Mrs/Miss/Capt etc		Sex: Male/Female	
Surname /Family name			
Forename(s) in full			
Date of Birth			
Place of Birth		Country of Birth	
Nationality		Passport Number	
	Full home address	Address for return of documents (if different from home address)	
Address			
District			
Town/City			
County/State			
Post Code/Zip			
Country			
Telephone No			
Mobile No		Email	

Name

DOB

SDS

## 2 CERTIFICATE APPLIED FOR

Capacity	STCW Reg.	Tonnage Limits (GT)	Limitations	Please (✓)
OOW	II/3	Less than 500GT	Near Coastal	
OOW	II/3	Less than 500GT	Category "D" Waters	
OOW	II/3	Less than 3000GT	Specified Area	
OOW	II/1	None	None	
Chief Mate	II/2	Less than 3000GT	Near Coastal	
Chief Mate	II/2	Less than 3000GT	None	
Chief Mate	II/2	None	Near Coastal	
Chief Mate	II/2	None	None	
Master	II/3	Less than 500GT	Near Coastal	
Master	II/3	Less than 500GT	Category "D" Waters	
Master	II/2	Less than 3000GT	Specified Area, Domestic Vessels Only	
Master	II/2	Less than 3000GT More than 3000GT	None Near Coastal	
Master	II/2	None	None	

**Please do not write below this line**

<b>Received:</b>	<b>Fee:</b>	SDS No	
		Receipt No	
		RMS No	
		Application ID	
		NoE ID	
		CoC No	



**4 CHECKLISTS**

**Before a Notice of Eligibility can be issued, you will need to submit the following documentation - Original documents MUST be supplied unless otherwise stated.**

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:
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**4A FOR ALL APPLICATIONS**

Please tick (✓) Official use only

Attested copy of Passport and Visa if applicable (Please refer to guidance notes) – <b>Please do not send your original</b>	<input type="checkbox"/>	<input type="checkbox"/>
Discharge Book OR Certificates of Discharge	<input type="checkbox"/>	<input type="checkbox"/>
Sea Service Testimonials which include watchkeeping evidence	<input type="checkbox"/>	<input type="checkbox"/>
Two countersigned passport photographs (please refer to guidance notes)	<input type="checkbox"/>	<input type="checkbox"/>
Valid Medical Fitness Certificate *	<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 1/9, 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. **Medical Fitness Certificates must be valid at the time of issue of the CoC. This should be re-submitted with your NOE pass.**

For a list of MCA approved doctors please visit our website: [www.gov.uk](http://www.gov.uk) and search “MCA approved doctors”

**4B APPLICATIONS FOR FIRST CERTIFICATE**

Please tick (✓) Official use only

Candidates following the Foundation Degree OR HNC OR Alternative Route and claiming reduced sea service must provide a letter from their college confirming the route being undertaken	<input type="checkbox"/>	<input type="checkbox"/>
STCW - Elementary First Aid <b>(STCW A-VI/1-3)</b>	<input type="checkbox"/>	<input type="checkbox"/>
STCW - Fire Prevention and Fire Fighting <b>(STCW A-VI/1-2)</b>	<input type="checkbox"/>	<input type="checkbox"/>
STCW - Personal Survival Techniques <b>(STCW A-VI/1-1)</b>	<input type="checkbox"/>	<input type="checkbox"/>
STCW - Personal Safety and Social Responsibilities <b>(STCW A-VI/1-4)</b>	<input type="checkbox"/>	<input type="checkbox"/>
MNTB approved Training Record Book for candidates claiming reduced sea service*	<input type="checkbox"/>	<input type="checkbox"/>

\* Please ensure the following is completed when submitting your MNTB Training Record Book. An incomplete MNTB can lead to your application taking longer to process or not being approved:

- a) Complete all contact details
- b) Ensure that your Designated Shipboard Training Officer (DSTO) has inspected your work and signed to confirm this.
- c) All tasks are completed and the appointed supervisor has signed off against them

**Before your CoC can be issued you will be required to submit further documentary evidence of training as per MGN 92. These documents are not required for the issue of your NOE, however you may wish to submit these now. Please refer to section 4 of the Guidance Notes. The documents will be requested on your NOE.**

**HELM REQUIREMENTS**

Please tick (✓)

Official use only

MCA approved HELM Operational Certificate \* or HELM Management Certificate\*\*



\*If you are following an MNTB approved officer training scheme leading to the issue of an Officer of the Watch CoC no additional training is required. If you are following an MCA approved overseas collaborative programme (one plus one scheme) you should consult with the UK parent college as agreements will be made with the MCA on a programme by programme basis.

If you are not following an MNTB approved officer training scheme (e.g. experienced seafarer, Royal Navy transfer, etc.) you must complete an MCA approved HELM operational course. **This certificate is not required for the issue of your NOE, however you can provide it at this stage. This certificate must be received by the MCA prior to the issue of your CoC.**

\*\* For all Masters and Chief Officers, Reg. II/2 (unrestricted area) or Masters and Chief Officers, Reg. II/2 (limited to Standby, Seismic Survey and Oceanographic Research Vessels). **This certificate is not required for the issue of your NOE, however you can provide it at this stage. This certificate must be received by the MCA prior to the issue of your CoC.**

**5 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 BLACK BALL POINT PEN, this will be transferred to your new STCW Certificate.

**FOR OFFICIAL USE ONLY**

**IMPORTANT – KEEP WITHIN THE BORDER  
FAILURE TO COMPLY WITH THIS  
INSTRUCTION WILL INVALIDATE THE APPLICATION**

Date.....

**6 COUNTER SIGNATURE**

Name			
Address			
Town / City			
County/State			
Post Code/Zip		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.

Signed..... Date.....

**7 PAYMENT**

Please enclose the appropriate fee (as laid down in the current Merchant Shipping Fees Regulations)  
 Payment should be made in pounds sterling (£) by cheque, postal order or banker's draft, BACS, credit or debit card.

Cheques, postal orders and banker's drafts should be made payable to the "Maritime and Coastguard Agency" and crossed "account payee" and "not negotiable". Cheques and banker's drafts should be drawn at a UK bank. **CASH WILL NOT BE ACCEPTED.**

The fee for an NoE application is £201.00 which includes the cost of a courier service.  
 The fee for an upgrade with no oral examination is £58.00\* which includes the cost of a courier service.

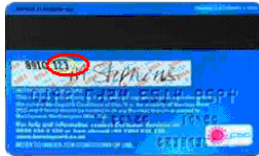
Please tick (✓) the appropriate box below to indicate your chosen method of payment.

Maestro  Visa  MasterCard  Delta  Cheque/banker's draft  Postal Orders  BACS

Please charge £201 or £58.00 to my Maestro / Visa / MasterCard / Delta Card

Name of Card Holder	
Card Number	<input type="text"/>
Start Date	<input type="text"/>
Expiry Date	<input type="text"/>
Maestro Issue Number (Maestro Cards Only)	<input type="text"/>

Security Code:



The Security Code is the last three digits of the numbers on the reverse of the card the card, near the signature strip.

Signature..... Date.....

**\* The upgrade that does not require an oral examination (£58) is:**

- Master less than 3000 GT unlimited area and Master more than 3000 GT near coastal, from Chief Mate unlimited.

**Receipt:** If you would like a receipt please tick (✓) the box below and confirm the email address you would like it sent to:

Please issue me with a receipt

Email address:	<input type="text"/>
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All other applications require an oral examination and a fee of £201.

**For Official Use only:**

Name, if different from card holder:	<input type="text"/>
SDS Number:	<input type="text"/>
Email, if not stated above:	<input type="text"/>
All payment details entered on SDS (initial):	<input type="text"/>

PLEASE ENSURE THAT YOU READ AND UNDERSTAND THESE NOTES BEFORE COMPLETING THE FORM. YOU SHOULD ALSO REFER TO GUIDANCE FROM MGN 92.

Please complete this form in **BLOCK LETTERS** and in **black ink**.

**ENSURE YOU COMPLETE THIS FORM IN FULL - FAILURE TO DO SO MAY MEAN THAT WE WILL HAVE TO RETURN YOUR APPLICATION TO YOU, AND WILL RESULT IN A DELAY TO YOUR APPLICATION BEING PROCESSED.** The MCA will email you once your application has been received by the branch. We will then email you if we require any further evidence. You will receive a further email from our courier company once your package has been dispatched.

Enclose all documents necessary to establish your eligibility for examination for an STCW Certificate of Competency. **Please do not send your original passport.** All other documents must be ORIGINAL, photocopies will **NOT** be accepted. A document checklist is on pages 3 & 4 to help you.

If eligible you will be issued with a Notice of Eligibility enabling you to sit an MCA oral examination. The NoE will be valid for 5 years from the date of issue.

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.

Oral examination passes for each level of certification are valid for three years from the date of the oral exam.

The oral examination pass **must** be in date at the time of issue of the CoC.

A series of Training and Certification Guidance Notes, giving further details of requirements are available from the Seafarer Training & Certification Branch, the contact details are below, or they can be found on our website [www.gov.uk/mca](http://www.gov.uk/mca).

## 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 birth certificate.

Your date of birth should be given in the format DD/MM/YYYY, e.g. 25 September 1984 would be written 25/09/1984.

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, e.g. 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 you **must** include a contact telephone number and email address 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

All sea service submitted on page 2 of the application form must be supported by a Discharge Book OR Certificates of Discharge **AND** Sea Service Testimonials which include watchkeeping evidence. A pro forma for the Sea Service Testimonial can be found in MGN 91. Acceptable testimonials must be signed, stamped and dated by the Master **OR** other responsible company representative.

Below is the required sea service for the different MCA approved routes:

### Officer of the Watch:

- Examination: 36 months with 6 months bridge watchkeeping
- Foundation Degree: 12 months with 6 months bridge watchkeeping
- HNC/HND (**With an MNTB Training Record Book**) : 12 months with 6 months bridge watchkeeping
- AMET: 15 months with 6 months bridge watchkeeping
- If you are following an MCA approved overseas collaborative programme (so called one plus one schemes) you should consult with the UK parent college as agreements will be made with the MCA on a programme by programme basis.

**Chief Mate:** 18 months from obtaining your OOW CoC.

**For upgrades to Chief Mate <3000 GT** unlimited area: 6 months watchkeeping sea service on vessels 80gt or 24m load line length outside Category C and D waters within the last 5 years (not required if you have MCA approved NARAS (M) Certificate). **This will include an oral examination (£201).** For all other upgrades please refer to the diagram on page 4 of MGN 92.

**Master:** 18 months from obtaining your Chief Mate CoC.

**For upgrades to Master < 3000GT** unlimited area: at least 12 months serving as Chief Mate or 24 months as OOW since qualifying for Chief Mate unlimited. For all other upgrades please refer to the diagram on page 4 of MGN 92. **This does not require an oral examination (£58).**

## 4 CHECKLISTS

**Before** a Notice of Eligibility can be issued ALL the documents in this section **MUST** be provided with this application. Please ensure you tick (✓) each box to indicate that you have enclosed the documents.

With the exception of passports, as described below, the supporting documents **must be original**. Any candidate failing to submit all the required documents may have their application returned without being processed.

### Passport

Please do not send your original passport. Applicants for a UK Certificate of Competency (CoC) should submit a photocopy of their passport attested by:

- A Notary Public (UK or Foreign)
- MCA approved Nautical Colleges
- Your Maritime Administration

The copy should be stamped, signed and sighted as an original copy. Copies must be clear and to scale. **Your original passport and visa (if required) will be checked against your Notice of Eligibility at the oral examination stage.**

### Photographs

Your photographs must be taken full face without a hat and must be passport approved photographs, measuring a maximum of 50mm x 40mm, in colour. 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. 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.

### Medical Fitness Certificates

All candidates for any CoC **must** provide a valid medical fitness certificate, either

- The UK medical fitness certificate, currently known as an ENG 1, issued by an MCA approved medical practitioner, or
- A certificate issued by the Administration of any country whose medical fitness certificate is recognised as equivalent to the UK ENG 1

**Medical Fitness Certificates must be valid at the time of issue of the CoC.**

### Further Evidence of Training required before your CoC can be issued

The following documentary evidence will need to be provided before your CoC can be issued, however it is not required for the issue of your NOE.

### OOW:

All:

- (1) UK Signals Certificate – issued within the last 3 years
- (2) NARAS/NAEST Operational
- (3) STCW - Advanced Fire Fighting
- (4) STCW - Certificate of Proficiency in Survival Craft and Rescue Boats (CPSC & RB)
- (5) STCW - Medical First Aid
- (6) Efficient Deck Hand (EDH)
- (7) GMDSS GOC (Book)

### Foundation Degree:

- (1) Course Completion Certificate/ Letter

### All other routes:

- (1) SQA Safety Paper results
- (2) HNC Course Completion letter

### Chief Mate Unlimited:

- (1) UK Signals Certificate – issued within the last 3 years
- (2) GMDSS GOC (Book)
- (3) UK NARAS/ NAEST (Management)
- (4) Medical Care Certificate or Proficiency in Medical Care (less than 5 years old)

### Chief Mate Unlimited, less than 3000 GT unlimited area:

- (1) GMDSS GOC (Book)

### **Master Unlimited:**

- (1) GMDSS GOC (Book)
- (2) Medical Care Certificate (less than 5 years old)
- (3) NARAS/NAEST (Management) and evidence of MCA **approved** NARAS/ NAEST (operational) or ECDIS training completed after 01 January 2005.

### **Upgrade to Master less than 3000gt unlimited and more than 3000gt near coastal, from Chief Mate Unlimited:**

- (1) GMDSS GOC (Book)
- (2) Medical Care Certificate (less than 5 years old) and
- (3) NARAS/ NAEST (Management) and evidence of MCA **approved** NARAS/ NAEST (operational) or ECDIS training completed after 01 January 2005.

The documents will be requested on your NOE and it is essential that you submit these with your NOE pass. Failure to do so will result in the delay of the issue of your full CoC.

**4C HELM:** STCW Convention and Code, 1978 as amended 2010 brings in new requirements for leadership and management training. Although the UK has identified that these requirements are broadly met in the current MNTB approved officer training programmes for the operational level, specific training programmes in Human Element Leadership and Management (HELM) have been developed at both the operational level (to be used for non MNTB officer cadet training programmes) and at the management level. For further information please refer to **MIN 469** which is available on our website:

Go to [www.gov.uk](http://www.gov.uk) and search "Manila Amendments" or "MIN 469".

## **5 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. Please ensure your signature is inside the box as this will be transferred to your CoC.

## **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 their usual signature and date. See also note 4 on photographs.

## **7 PAYMENT**

You must enclose the correct 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, banker's 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.

## **8 APPLICATION TRACKING**

If you have provided an email address you will receive confirmation of receipt. We will then email you if we require any further evidence or if your application is incomplete. Once we have processed your application we will dispatch your documents by courier. The courier company will email you confirmation of dispatch allowing you to track and trace your package.

### **NOW RETURN YOUR COMPLETED APPLICATION - PLEASE SEND TO:**

Seafarer Training and Certification Branch  
Maritime and Coastguard Agency  
Spring Place  
105 Commercial Road  
Southampton  
SO15 1EG  
UK.  
Tel +44 (0) 23 8032 9231  
Fax+44 (0) 23 8032 9252  
e-mail: [deck@mcga.gov.uk](mailto:deck@mcga.gov.uk)

Completed forms must not be emailed to the MCA – Please post them with the required documents.

### **WE DO NOT OFFER A COUNTER SERVICE**

**YOU SHOULD ALLOW 28 DAYS FOR US TO PROCESS YOUR APPLICATION, PLUS POSTAGE TIME.**

**AN INCOMPLETE APPLICATION WILL DELAY THE ISSUE OF YOUR NOE**



You must use this table if you are using yacht service. For definitions please refer to MSN 1802.

VESSEL AND VOYAGE DETAILS						DATES		DURATION		SEA SERVICE DURATION (DAYS)				
Vessel Name	Flag	GT	Length*/Type**/ Voyage***			Rank/Capacity	From	To	Months	Days	Actual Sea Service	Standby Service	Yard Service	Watch- keeping
						<b>Totals</b>								

\* Length - Load line length

\*\* Type - Type of yacht (motor/sail)

\*\*\* Voyage - You should give the area in which the ship traded using the following codes U = Unlimited, NC = Near Coastal Area