



Maritime &
Coastguard
Agency

APPLICATION FOR THE ISSUE OF A VESSEL TRAFFIC SERVICES (VTS)
OPERATOR LOGBOOK, VTS ENDORSEMENTS AND VTS
REVALIDATIONS

VTS

IMPORTANT - BEFORE completing this form, please ensure you have read the guidance notes and instructions on pages 4, 5 & 6.

Send your completed application together with the documents listed on page 2 of the application form to the following address: Seafarer Services (Training & Certification), Maritime and Coastguard Agency, Spring Place, 105 Commercial Road, Southampton, SO15 1EG, UK

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 | | | |
| | Return Address | | |
| Address | | | |
| | | | |
| District | | | |
| Town / City | | | |
| County/State | | | |
| Post Code/Zip | | | |
| Country | | | |
| Telephone No | | Mobile No. | |
| Email Address | | | |

2 - CERTIFICATE APPLIED FOR

| | Please tick |
|---|-------------|
| 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

Received:

Fee:

SDS 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 | |
| Radio certification (GoC/ RoC/ LRC/VTS VHF) | |
| 2 Attested passport photographs | |
| Letter from employer confirming medical fitness & language ability (e.g. IELTS level 7) | |

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3B - INITIAL APPLICATION for candidates with marine qualifications

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|---|--|
| Evidence of Accreditation of Prior Learning (Deck Officer CoC or acceptable equivalent as per MIN 692) | |
| VTS Induction certificate | |
| VTS Operator course certificate | |
| Radio certification (GoC/ RoC/ LRC/VTS VHF) | |
| Attested passport photographs | |
| Letter from employer confirming medical fitness & language ability (e.g. IELTS level 7) | |

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3C - APPLICATIONS FOR VTS SUPERVISOR OR VTS INSTRUCTOR

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|---|--|
| 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 | |

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3D - APPLICATIONS FOR REVALIDATION

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|---|--|
| VTS Logbook with annual assessments | |
| Refresher certificate from training institute or MCA accredited VTS authority | |
| Letter from employer confirming continuous service and medical fitness | |

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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. Please refer to our privacy statement at the end of the guidance notes which explains how we use the personal information we collect from you.

Date.....

5 - PAYMENT

IMPORTANT NOTE: If you are sending documents from outside the UK and indicate to your courier company that the documents have a value of over £100 GBP, you will be liable to pay any import charges.

You must ensure you pay the appropriate fee (as laid down in the current Merchant Shipping Fees Regulations).

Payment should be made in pounds sterling (£), by BACS transfer, credit or debit card via online payment facility **Gov.uk Pay** by following the links below.

We are unable to accept cheques, postal orders, banker’s drafts or cash.

The VTS fee is £57 including UK postage. If you want your documents returned to a non-UK address, the VTS fee is £77 for EU/EEA and £87 for the rest of the world.

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

VTS Application

To pay via Gov.UK Pay for delivery to the UK: £57
<https://www.gov.uk/payments/seafarer-training-courses/application-for-vessel-traffic-service-uk>

To pay via Gov.UK Pay for delivery to the European Union or EEA: £77
<https://www.gov.uk/payments/seafarer-training-courses/application-for-vessel-traffic-service-eu>

To pay via Gov.UK Pay for delivery to the Rest of the World: £87
<https://www.gov.uk/payments/seafarer-training-courses/application-for-vessel-traffic-service-row>

If you wish to pay by BACS transfer – please contact us.

GUIDANCE NOTES FOR THE COMPLETION OF THIS APPLICATION FORM

Privacy Statement

Personal information which you supply to us will be used to process your application to meet the applicable Standards of Training Certification and Watchkeeping (STCW) requirements. To check and report on how effective the MCA and the services it commissions have been. To make sure that the MCA gives value for money. We may use your information to investigate complaints, legal claims or important incidents. We may use your information for crime prevention and prosecution of offenders.

The information you provide is primarily used for issuing your UK Certificate of Competency (CoC)/Certificate of Equivalent Competency (CEC) but may also be used for other related purposes, and shared with other statutory bodies/organisations to enable them to fulfil their statutory obligations.

We will not disclose any financial details you provide to us. Once your payment has been processed all financial details are securely destroyed. For more information on how we use your information, and your rights to access information we hold on you, please see our full privacy policy available on our website: <https://www.gov.uk/government/organisations/maritime-and-coastguard-agency>

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 a 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 an MCA accredited VTS authority. The VTS Operator must include a letter from their VTS authority which confirms continuous service.

Application Procedure

1) The following 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) 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 as per [MIN 692](#)
- (ii) VTS Induction certificate
- (iii) VTS Operator course certificate
- (iv) Radio certification (GoC/ RoC/ LRC/VHF VTS)
- (vi) Letter from employer confirming medical fitness & English language ability (e.g. IELTS level 7)

2) Two passport sized photographs.

3) Payment should be made in pounds sterling (£), by BACS transfer, credit or debit card using the Gov.ukPay links above.

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) Documentary evidence of successful completion of an MCA approved VTS Supervisor course.
- (ii) VTS Certificate Logbook.
- (iii) Letter from employer confirming continuous service and medical fitness

2). Payment should be made in pounds sterling (£), by BACS transfer, credit or debit card using the Gov.ukPay links above.

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

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, an 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 an MCA accredited VTS authority.

Application Procedure

- 1) The following documents should accompany the 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 a VTS authority).
 - iv. Evidence of medical fitness issued by a VTS authority.
- 2) Payment should be made in pounds sterling (£), by BACS transfer, credit or debit card using the Gov.ukPay links above.

Full guidance can be found in the Vessel Traffic Services (VTS) – Training and Certification of VTS Personnel Marine Guidance Note ([MGN 434 Amendment 2](#))

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

**Seafarer Services (Training & Certification),
Maritime and Coastguard Agency,
Spring Place,
105 Commercial Road,
Southampton
SO15 1EG
United Kingdom**