



Maritime &
Coastguard
Agency

APPLICATION FOR THE REPLACEMENT OF A CERTIFICATE OF COMPETENCY

RC

Please email your application to deck@mcga.gov.uk if you hold a Deck CoC or engineering@mcga.gov.uk if you hold an Engineering CoC.

We can only replace valid CoCs. If your CoC had expired, please do not complete this form but email revalidation@mcga.gov.uk for advice.

If you recover the lost/stolen CoC, you must return it to: UK Seafarer Services (Training & Certification), Maritime and Coastguard Agency, Spring Place, 105 Commercial Road, Southampton SO15 1EG.

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		Return Delivery Address	
Address			
District			
Town/City			
County/State			
Post Code/Zip			
Country			
Email Address			
Mobile No		Tel No	

If your CoC was stolen, you **MUST** report it to the Police.

Date Reported	
Police Report Reference Number	
Name and Address of Police Station	

3 Your signature and declaration

(The maximum penalty for a false declaration is £5000)

I understand that completing and returning this form will result in the related Certificate being cancelled, that it may never be used again and, if subsequently found, it should be returned to the Maritime and Coastguard Agency (MCA) immediately. The information given on this form is true to the best of my knowledge, true and complete. Please refer to our privacy statement in Section 5 of this application which explains how we use the personal information we collect from you.

Signature:

[Dashed signature box]

For office use only

Today's date:

Please sign with your usual signature **within** the signature box above.

- Please print this form to sign it.
- You must use black ink only.
- You must not extend beyond the boundary of the box.
- The maximum dimensions for your signature are 0.6 cm (h) x 5.0 cm (w).
- You must scan in at a minimum of 200dpi and the signature must be clearly legible.

This signature will be transferred to your certificate. If your signature does not meet the above criteria, we will not be able to issue your certificate.

Please ensure payment has been made and all required documents have been provided. If your application is missing relevant documents or payment, your application will be delayed and may not be assessed.

4 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 fee is £87 for a UK return address, £97 for EU/EEA return address and £107 for the rest of the world.

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

Replacement Certificate Application

To pay via Gov.UK Pay for delivery to the UK: £87

<https://www.gov.uk/payments/seafarer-training-courses/application-for-replacement-certificate-deck-or-engineering-or-cec-uk>

To pay via Gov.UK Pay for delivery to the European Union or EEA: £97

<https://www.gov.uk/payments/seafarer-training-courses/application-for-replacement-certificate-deck-or-engineering-or-cec-eu>

To pay via Gov.UK Pay for delivery to the Rest of the World: £107

<https://www.gov.uk/payments/seafarer-training-courses/replacement-certificate-deck-or-engineering-or-cec-row>

If you wish to pay by bank transfer, please email seafarer.finance@mcga.gov.uk for our bank details.

5 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)/ Flag State Endorsement (FSE) 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>