



Maritime &
Coastguard
Agency

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 8, 9 and 10. 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. Only send the original signed applications as electronic copies will not be accepted.

Please tick the relevant box below.

Discharge Book	
First Issue	<input type="checkbox"/>
Continuation Issue	<input type="checkbox"/>
Replacement Issue	<input type="checkbox"/>

British Seaman's Card	
First Issue	<input type="checkbox"/>
Continuation Issue	<input type="checkbox"/>
Replacement Issue	<input type="checkbox"/>

For Official Use Only	
SDS No:	<input type="text"/>
DB No:	<input type="text"/>
BSC No:	<input type="text"/>

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

Part A: Personal Details

Title <i>(Not Compulsory)</i>		Date of Birth	DD / MM / YYYY
Surname			
Forename(s) <i>(Include Middle Names)</i>			
Previous names <i>(If applicable)</i>			
Place of Birth <i>(town /city)</i>			
Height in Metres <i>(See Note *)</i>		Country of Birth	
Colour of Eyes		Nationality <i>(British Nationality Act 1981)</i>	
National Insurance Number <i>(required for BSC)</i>			
Distinguishing Marks <i>(20 Characters Maximum)</i>			

	Full Home Address	Address for Return of Documents <i>(If different from home address)</i>
Address	<input type="text"/>	<input type="text"/>
Town / City	<input type="text"/>	<input type="text"/>
Postcode	<input type="text"/>	<input type="text"/>
Country	<input type="text"/>	<input type="text"/>
Contact Telephone Numbers	<input type="text"/>	<input type="text"/>
Email Address	<input type="text"/>	
Next of Kin, Relationship to You and Their Address	<input type="text"/>	

Part B: Declaration for Discharge Book

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

I declare that: (* delete as appropriate) -

- 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 am not 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 your existing Discharge Book is full it should be submitted with this application, or a photocopy of the first and last pages). 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	DD / MM / YYYY
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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 in Part A are true and I am aware that I may be required to supply evidence to support them.

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	DD / MM / YYYY
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**Part D: Employers Declaration for a Discharge Book
(not required for a continuation or 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 (full 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.

Name		Date	DD / MM / YYYY
Position Held <i>(Master/Employer/Employer's representative)</i>		Signature	

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

If a company seal is not in existence we must have an original letter on company headed paper stating that the company does not have one.

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

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 (full 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 British Seaman's Card and hereby declare that, to the best of my knowledge and belief the details given in this application form are correct.

Name		Date	DD / MM / YYYY
Position Held <i>(Master/Employer/Employer's representative)</i>		Signature	

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

If a company seal is not in existence we must have an original letter on company headed paper stating that the company does not have one.

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	DD / MM / YYYY	Office Stamp
Address		

Part G: Replacements

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

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 and Stamp	Cashier's Stamp and Agresso Receipt Number

Part I: Privacy Notice

Your information

We collect personal information about you to carry out our official duty and to keep the UK ship register up to date and to make sure our services are planned to meet seafarer's needs.

For more information on how we use your information please see our privacy policy available on our website.

<https://www.gov.uk/government/organisations/maritime-and-coastguard-agency>

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 - 2 per book (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: 0203 908 5206

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 Blaikie's Quay ABERDEEN AB11 5EZ</p> <p>TEL: 020 381 72001 FAX: 01224 571 920</p>	<p>Glasgow Marine Office: 1st Floor West Point West Point Business Park 1 Marchfield Drive PAISLEY PA3 2RB</p> <p>TEL: 020 381 72011 FAX: 0141 842 1258</p>	<p>Hull Marine Office: Crosskill House Mill Lane BEVERLEY HU17 9JB</p> <p>TEL: 020 381 72018 FAX: 01482 869989</p>	<p>Liverpool Marine Office: Hall Road West Crosby LIVERPOOL L23 8SY</p> <p>TEL: 020 390 85110 FAX: 0151 9316615</p>
<p>Southampton Marine Office: Spring Place 105 Commercial Road SOUTHAMPTON SO15 1EG</p> <p>TEL: 020 381 72210 FAX: 02380 329351</p>	<p>Colchester Marine Office Iceni Way COLCHESTER Essex CO2 9BY</p> <p>TEL: 020 390 85165</p>	<p>PLEASE NOTE:</p> <p>FACILITIES TO PAY BY CREDIT OR DEBIT CARD MAY NOT BE AVAILABLE IN YOUR LOCAL MARINE OFFICE. PLEASE ASK WHEN BOOKING YOUR APPOINTMENT.</p>	

7. Photographs

- (a) 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.
- (b) 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.
- (c) Scanned and printed photographs will **NOT** be accepted.
- (d) 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 (applicant's full name) 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)

4ft 9"	1.45m
4ft 10"	1.47m
4ft 11"	1.50m
5ft 0"	1.52m
5ft 1"	1.55m

5ft 7"	1.70m
5ft 8"	1.73m
5ft 9"	1.75m
5ft 10"	1.78m
5ft 11"	1.80m

5ft 2"	1.57m
5ft 3"	1.60m
5ft 4"	1.63m
5ft 5"	1.65m
5ft 6"	1.68m

6ft 0"	1.83m
6ft 1"	1.85m
6ft 2"	1.88m
6ft 3"	1.90m
6ft 4"	1.93m



Request To Pay By Credit Card

SEAFARER NAME	
SEAFARER D.O.B.	

CARDS ACCEPTED Please tick the appropriate box below to indicate the chosen method.

Maestro Visa Master Card Access Delta

Card Number																		
Start Date	MM / YY				Expiry Date				MM / YY									
Maestro Issue Number					Security Code													
Name of Card Holder																		
Address of Card Holder																		
											Postcode							
Telephone Number																		
Email Address																		
We will not disclose any financial details you provide to us. Once your payment has been processed all financial details are destroyed.																		
Amount to be Charged	£																	
SIGNATURE											Date		DD / MM / YYYY					

For official use only

Card Input		Authorisation Code	
Signature		Date	

✂

SEAFARER NAME		SEAFARER D.O.B	
FEE:	<i>Agresso Fee Receipt Stamp</i>		