



Maritime &
Coastguard
Agency

**APPLICATION FOR A LETTER OF INITIAL
ASSESSMENT LEADING TO THE ISSUE OF A
NOTICE OF ELIGIBILITY FOR
Engineer Officers in the Merchant Navy**

LIA

IMPORTANT - BEFORE completing this form, please ensure you have read the guidance notes and instructions on pages 6 to 8. If you are applying as an experienced seafarer, Graduate, HNC/HND holder or have completed a relevant engineering apprenticeship you should refer to section 5 of this form and apply directly to a UK nautical college. Please be advised that the MCA is not currently able to issue Letters of Initial Assessment against submarine service. We do not offer a counter service.

Name

1 PERSONAL DETAILS

Title Mr/Mrs/Miss/Capt etc	Sex Male / Female
Surname / Family name	
Forename(s) in full	
Date of Birth (DD/MM/YYYY)	
Place of Birth	Country of Birth
Nationality	
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 Address	

DOB

2 ROUTE APPLYING THROUGH & CERTIFICATE APPLYING FOR

	Please Tick ✓
Yacht	
Armed Forces	

Please be advised that the MCA is not currently able to issue Letters of Initial Assessment against submarine service.

Certificate applying for (please tick✓): MEOL (MN) III/1 EOOW (MN) MEOL (Y) Yacht Y3/4

Please do not write below this line

Received:	Fee:	SDS No	
		Documents Received:	

SDS

3 SEA SERVICE

- take details from your Discharge Book and/or Certificates of Discharge

ALL RELEVANT SEA SERVICE MUST BE LISTED. If there is insufficient space, please continue on a separate sheet. Sea service on foreign flag ships will be accepted under the same conditions as service on UK ships provided it can be properly verified. This must be supported by testimonials signed by the Chief Engineer, Engineer Superintendent or Master as appropriate. **Please be advised that the MCA is not currently able to issue Letters of Initial Assessment against submarine service.**

VESSEL AND VOYAGE DETAILS						DATES		DURATION	
Vessel Name	IMO Number	Reg. Power (KW)	Rank/Capacity	Port of Engagement	Port of Discharge	From	To	No. of Days	No. of days at sea (steaming days)*
Please note: Portfolios/MNTB Record Books must be completed after your Letter of Initial Assessment is issued.							Total		

* During watch keeping or Unattended Machinery Spaces (UMS) vessel duty service

** Sporadic Use of Main Propelling Machinery – Service performed in ships where for considerable periods the main propelling machinery is not used. To be reckoned at one and a half times the number of days actually spent underway, but in no case can it exceed the time served under a crew agreement.

4 CHECKLIST

Before a Letter of Initial Assessment can be issued, you will need to submit the following documentation – ORIGINAL DOCUMENTS MUST BE SUPPLIED

Experienced Seafarers: We no longer issue LIAs for applicants following this route. If you meet the requirements you need to apply directly to a UK nautical college in order to register for the Engineer Officer of the Watch training programme. The requirements are detailed in [MSN 1856](#) (section 3.3, pages 6 & 7) and include:

- 24 months engine room sea service
- an STCW regulation III/4 Engine Room Watch Rating Certificate or UK MEOL/SMEOL

To locate a UK Nautical college please visit our website: www.gov.uk and search search “[nautical colleges](#)”.

Alternative route for graduates, HNC/HND holders and those with apprenticeships: The MCA doesn't issue LIAs for graduates, HNC/HNC holders or those with relevant apprenticeships. You can apply directly to a nautical college.

The ‘Alternative Route’ allows Engineering Graduates, Engineering Higher National Diploma (HND)/Higher National Certificate (HNC) holders or those with suitable engineering apprenticeship (NVQ level 3 or above) to have their qualifications assessed by an MCA-approved nautical college for entry onto the UK Engineering Officer of the Watch training programme. The requirements are detailed in [MIN 511](#).

The colleges currently offering this assessment are South Tyneside College and Warsash Maritime Academy. Their details can be under the training centres section on the following webpage: [click here](#) or go to www.gov.uk and search “nautical colleges”.

	✓ if enclose	Official Use only
4 A – ARMED FORCES		
STCW training courses (if held)	<input type="checkbox"/>	<input type="checkbox"/>
Relevant specialist training courses	<input type="checkbox"/>	<input type="checkbox"/>
Academic achievement certificates (above secondary education)	<input type="checkbox"/>	<input type="checkbox"/>
History sheets (if held)	<input type="checkbox"/>	<input type="checkbox"/>
Certificates of service (if held)	<input type="checkbox"/>	<input type="checkbox"/>
Record of employment (attested by commanding officer)	<input type="checkbox"/>	<input type="checkbox"/>
4 B - YACHT		
STCW training courses (if held)	<input type="checkbox"/>	<input type="checkbox"/>
Relevant specialist training courses	<input type="checkbox"/>	<input type="checkbox"/>
Academic achievement certificates (above secondary education)	<input type="checkbox"/>	<input type="checkbox"/>
Discharge Book OR Certificates of discharge	<input type="checkbox"/>	<input type="checkbox"/>
Sea service testimonials	<input type="checkbox"/>	<input type="checkbox"/>
Apprenticeship papers (NVQ Level 3)	<input type="checkbox"/>	<input type="checkbox"/>

5 DECLARATION

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. 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 certificates). Please refer to our privacy statement in Section 2 of the guidance notes which explains how we use the personal information we collect from you.

Date

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**IMPORTANT – KEEP
WITHIN BORDER**

Print name

6 COUNTER SIGNATURE

Name			
Address			
District			
Town / City			
County/State			
Post Code/Zip	Country		
Telephone No	Occupation		
Capacity in which you know the applicant			

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.

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

7 PAYMENT

Please enclose the appropriate fee. Payment should be made in pounds sterling (£) by cheque, postal order or banker's drafts, 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. Fees include a worldwide courier service.**

For the UK £131.00

For the European Union or EEA: £141.00

For the rest of the World: £151.00

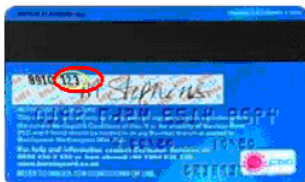
Please tick (✓) the appropriate box below to indicate your chosen method of payment.

Maestro Visa MasterCard Cheque/bankers draft's Postal Orders
BACS

Please charge my Maestro / Visa / MasterCard / Delta Card

Name of Card Holder																					
Card Number	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>																				
Start Date																					
Expiry Date																					
Maestro Issue Number (Maestro Cards Only)																					

Security Code:



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

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

For official use only:

Name, if different from card holder:	
SDS number:	
Email, if not stated above:	
All payment details entered on SDS (initial):	

GUIDANCE NOTES

Please enclose the appropriate fee (as laid down in the current Merchant Shipping Fees Regulations). Payment should be made in pounds sterling £. Your fee includes the cost of a courier service.

PLEASE ENSURE THAT YOU READ AND UNDERSTAND THESE NOTES BEFORE COMPLETING THE FORM

Please complete this form in **BLOCK CAPITALS** and in black ink. If a section is not relevant to your application enter **NIL**.

ENSURE YOU COMPLETE THIS FORM IN FULL – FAILURE TO DO SO MAY MEAN WE WILL HAVE TO RETURN YOUR APPLICATION FORM TO YOU, RESULTING IN A DELAY TO YOUR APPLICATION BEING PROCESSED.

You must send in **ORIGINAL** documents, photocopies will NOT be accepted. A document checklist is on page 3 to help you. If eligible you will be issued with a Letter of Initial Assessment to begin training for Engineer Officer of the Watch.

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 discharge book, passport or other national identity document.

Your date of birth should be given in the format DD/MM/YYYY, e.g. 18 February 1960 would be written 18/02/1960.

You should give your permanent home address, where you normally reside. You may also provide an alternative address for return of documents or correspondence relating to this application.

2 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>

3 ROUTE APPLYING THROUGH

Please indicate the route you are applying through. If more than one route applies, you can tick multiple boxes.

4 SEA SERVICE

Sea service must be supported by Discharge Book entries/Certificates of Discharge, sea service testimonials and Engine Room Watch Rating certificates. Testimonials must be countersigned by the Master or Chief Engineer. Testimonials are available in [MSN 1857](#) (Annex C, pages 35 & 36).

Portfolios/MNTB Record Books must be completed after your application has been approved and your Letter of Initial Assessment has been issued.

5 CHECKLIST

Before a Letter of Initial Assessment can be issued, you will need to submit certain documents as specified in this section. ORIGINAL documents must be supplied. Where Discharge Books, Certificates of Competence and Engine Room Watch Rating Certificates are required on board we will accept copies attested by the Master or Chief Engineer providing:

- each copy bears the signature of the Master or Chief Engineer and the ship's stamp;
- a declaration is made stating that the copies are true copies of the originals, also showing:
 - the name and signature of the person declaring the copies to be true
 - the Certificate of Competency number
 - the Administration that issued their Certificate of Competency

Candidates currently serving in the RN may send copies of History Sheets and Record of Service provided they are marked as certified true copies and signed by your Commanding Officer.

All the documentation indicated in Section 3 must be supplied. Certain documentation MUST be supplied BEFORE the Letter of Initial Assessment can be issued.

ALL APPLICATIONS – ALL documents in this section MUST be provided with this application, before a Letter of Initial Assessment will be issued. Please ensure you tick (✓) each box to indicate that you have enclosed the documents.

6 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.

7 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.

8 PAYMENT

You must enclose the appropriate fee with your application. The fee includes worldwide courier. 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 order should be made payable to "The Maritime and Coastguard Agency" and crossed "account payee" and "not negotiable". For payment by Maestro, Visa or MasterCard, ensure you enter the card details in the spaces provided. Please sign to confirm the amount and chosen method of payment

Now return your application to:

Seafarer Training & Certification Branch
Maritime and Coastguard Agency
Spring Place
105 Commercial Road
Southampton
SO15 1EG

Tel (44) (0)203 8172200

e-mail: engineering@mcga.gov.uk

Please make sure you have:

- **Completed this form in full**
- **Enclosed the all the relevant documents**
- **Enclosed your payment or payment details**

AN INCOMPLETE APPLICATION WILL DELAY THE ISSUE OF YOUR LIA

Please allow for up to 12 weeks for us to process your application

We do not offer a counter service.