



Maritime &
Coastguard
Agency

Application for a UK Discharge Book and / or a British Seaman's Card

IMPORTANT – Before you begin to complete this form, please ensure you have read all of the guidance notes on pages 6, 7, 8 and 9. Your application cannot be processed if the form has not been fully completed. All entries should be written as clearly as possible, as mistakes cannot be rectified without the payment of a further fee. Please send the original signed application to the address provided as photocopies and electronic copies cannot be accepted.

Services Required – please clearly mark all boxes that are relevant to your application:

| UK Discharge Book | | British Seaman's Card | | Service Level (see page 6) | |
|--------------------|--------------------------|-----------------------|--------------------------|----------------------------|--------------------------|
| First Issue | <input type="checkbox"/> | First Issue | <input type="checkbox"/> | Standard Service | <input type="checkbox"/> |
| Continuation Issue | <input type="checkbox"/> | Continuation Issue | <input type="checkbox"/> | Premium Service | <input type="checkbox"/> |
| Replacement Issue | <input type="checkbox"/> | Replacement Issue | <input type="checkbox"/> | International Delivery | <input type="checkbox"/> |

If you have previously held a UK Discharge Book, please enter the number here: _____

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 or city)</i> | | | |
| Height in Metres | | Country of Birth | |
| Colour of Eyes | | Nationality <i>(British Nationality Act 1981)</i> | |
| National Insurance Number <i>(mandatory for BSCs)</i> | | | |
| Distinguishing Marks <i>(20 characters maximum)</i> | | | |

| | Full Home Address | Address for Return of Documents <i>(if different from home address)</i> |
|--|-------------------|--|
| Address | | |
| Town / City | | |
| Postcode | | |
| Country | | |
| Contact Telephone Numbers | | |
| Email Address | | |
| Next of Kin, Relationship to You and their Address | | |

Part B: Declaration for a UK Discharge Book

I wish to apply for a UK Discharge Book. I confirm the personal details provided in Part A are correct and I am aware that I may be required to supply supporting evidence.

I declare that (* delete as applicable):

- 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 UK and am employed / have been offered employment* on a non-United Kingdom registered vessel and I am unable to obtain a discharge book from the Flag State of that vessel for the following reason(s) **(please provide full details)**:

| |
|--|
| |
|--|

- c. I have not at any time held a seaman’s document containing the same information as a UK Discharge Book issued by one of the Governments listed in Note 4,

OR

- d. I am applying for replacement of my existing UK Discharge Book (note: if your existing UK Discharge Book is full, please submit it with this application or enclose clear copies of the pages which include your personal details and your latest service entries. If, however, your UK Discharge Book has been lost or damaged, a full explanation of the circumstances should be provided in Part F),

AND

- e. I am aware that it is an offence to knowingly or recklessly make a false statement in order to obtain a UK Discharge Book and hereby certify that, to the best of my knowledge and belief, the details provided in this application are correct.

| | | | |
|-----------|--|------|----------------|
| Signature | | Date | DD / MM / YYYY |
|-----------|--|------|----------------|

Part C: Declaration for a British Seaman’s Card

I wish to apply for a British Seaman’s Card. I confirm the personal details provided in Part A are correct and I am aware that I may be required to supply supporting evidence.

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 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 provided in Part F),

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 provided in this application are correct.

| | | | |
|-----------|--|------|----------------|
| Signature | | Date | DD / MM / YYYY |
|-----------|--|------|----------------|

**Part D: Employer s Declaration for a UK Discharge Book
(not required for a continuation or replacement UK Discharge Book)**

This section 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-registered vessel (name of vessel) _____ port of registration _____ registered number _____ in the capacity of _____

OR is a United Kingdom Seafarer with the Right of Abode in the UK and will serve on the following non-United Kingdom registered vessel, 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)***:

| |
|--|
| |
|--|

| | |
|-------------------------|--|
| 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 UK Discharge Book and hereby declare that, to the best of my knowledge and belief, the details provided in this application 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 |
| | |

Please note: if a company does not have a seal, applicants must provide an original letter from a company representative on headed paper confirming as much.

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

This section 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 on the vessel (name of vessel) _____ port and country of registration _____ registered number _____ in the capacity of _____

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 provided in this application 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 |
| | |

Please note: if a company does not have a seal, applicants must provide an original letter from a company representative on headed paper confirming as much.

Part F: Replacement of a UK Discharge Book or British Seaman's Card

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

Part G: Counter Signatory

To be completed by someone who has known you for at least two years (please see Note 8).

I certify that the applicant has been known to me for _____ years and that, to the best of my knowledge and belief, the details provided in this application are correct.

I am a British citizen (signature) _____

Profession _____

| Date | DD / MM / YYYY | Office Stamp (if applicable) |
|---------|----------------|------------------------------|
| Name | | |
| Address | | |
| | | |
| | | |

Part H: Payment

Please enclose the appropriate fee (see **Part J on page 6** for full details). Payment **must** be made in £ sterling by credit or debit card, cheque, postal orders or banker's draft. Cheques, postal orders and banker's drafts should be made payable to **MCA** and drawn at a UK bank.

Please do not send cash with postal applications. Cash will only be accepted with personal applications. To pay by credit or debit card, please complete page 10.

Official Use Only

| Photograph | Office of Issue, Date and Stamp | Cashier's Stamp and Receipt Number |
|------------|---------------------------------|------------------------------------|
| | | |

Part I: Privacy Notice

We collect your personal information to enable us to carry out our official duties and ensure that our services meet your needs. Once your payment has been processed, all the financial details you have provided are securely destroyed.

For more information on how we use your personal information and your rights to access the details we hold, please see the full privacy statement on our website.

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

Part J: Service Levels and Fee Information

We aim to process all **Standard Service** postal applications within **ten working days** of receipt and all **Premium Service** postal applications within **one working day** of receipt.

The fee for a first issue, continuation or replacement UK Discharge Book is **£55**.

The fee for a first issue, continuation or replacement British Seaman's Card is **£55**.

The fee for a **Premium Service** or **Personal Application** (see page 8) is **£50** in addition to the aggregate of fees for the documents issued on the same occasion. For example, the individual fee for a UK Discharge Book or British Seaman's Card obtained either by Premium Service or Personal Application is **£105**, but if both documents are obtained at the same time, a combined fee of **£160** is applicable.

Please note that no fee is payable in respect of a replacement UK Discharge Book or British Seaman's Card where the original document has been lost, destroyed or defaced through no fault of the holder.

UK Discharge Books and British Seaman's Cards will be sent to UK addresses free of any additional postal charges via the Royal Mail's 'Signed For' service. However, please be aware that if you have indicated you require your documents to be sent to an address which is outside the United Kingdom of Great Britain and Northern Ireland, an **additional courier fee of £30** will automatically be applied to the application.

IMPORTANT INFORMATION

1. Please note that your employer's declaration (either **Part D on page 3** for UK Discharge Books or **Part E on page 4** for British Seaman's Cards) **must be fully completed for each relevant document**. A letter from your employer **will not be accepted** in place of the declaration.

Photocopied, faxed or electronic versions of the application form cannot be accepted. The form must be submitted in its original paper format and contain original signatures.

2. With each application, you should enclose the following:
 - (a) Two identical passport-sized colour photographs per document (see Note 7).
 - (b) The appropriate fees for the services you require (see guidance at Part J above).
 - (c) ***For British Seaman's Card applications only*** – a valid UK passport or birth certificate (copies certified by an appropriate individual or body are acceptable) or any document issued by a UK Government representative or the UK Home Office proving your Right of Abode in the United Kingdom.

3. All **postal applications** should be sent to the following address:

**Registry of Shipping & Seamen
Anchor Court
Keen Road
Cardiff
CF24 5JW**

If you require any advice on completing this form, please contact RSS on **0203 908 5206**.

4. UK Discharge Books

Please note that you may only apply for a UK Discharge Book if you are employed or have been offered employment as a seafarer. Under the terms of the Maritime Labour Convention 2006, a seafarer is defined as being any person, including a master, who is employed or engaged in works in any capacity on board a ship and whose normal place of work is on board a ship.

A person whose work is not a part of the routine business of the ship and whose principal place of work is ashore is **not** classified as a seafarer and is therefore not deemed eligible to hold a UK Discharge Book.

Please **DO NOT** apply for a **UK Discharge Book**:

- (a) If you are a non-UK seafarer employed on a vessel that is not registered in the UK.
- (b) If you are employed as Privately Contracted Armed Security Personnel.
- (c) If you are employed on a vessel which does not go to sea.
- (d) If you are employed on a pleasure vessel but do not receive any wages for your employment.
- (e) If you are employed on a vessel engaged in 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 seafarer.
- (f) If you are employed by the Crown and are not ordinarily employed as a master or seafarer.
- (g) If you are employed on a vessel solely in connection with its construction, alteration, repair or testing.
- (h) If you are employed on an unregistered vessel.
- (i) If you already hold a UK Discharge Book (unless your book is full, and you are applying for a continuation).
- (j) If you already hold a document containing substantially the same information as a UK Discharge Book 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 Cards

Please **DO NOT** apply for a **British Seaman's Card**

- (a) If you work on a ship belonging to a general lighthouse authority.
- (b) If you receive little or no wages (unless 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 of any country listed below:

| | | | | |
|-------------------|------------------|-------------------|--------------------------------|-------------|
| Antigua & Barbuda | Australia | Bahamas | Bangladesh | Barbados |
| Belize | Botswana | Canada | Republic of Cyprus | Dominica |
| Falkland Islands | Fiji | 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 UK Discharge Book or a British Seaman's Card in person, you will need to visit the Registry of Shipping & Seamen or one of the MCA Marine Offices (MO) listed below. Please note that applications made in person attract an **additional fee of £50** (see **Part J on page 6** for full details). Please ensure that you telephone the office you intend to visit well in advance in order to book an appointment.

| | | | |
|---|--|---|---|
| Aberdeen MO Marine House Blaikie's Quay ABERDEEN AB11 5EZ TEL: 020 381 72001 | Colchester MO Icen Way COLCHESTER CO2 9BY TEL: 020 390 85165 | Glasgow MO 1 st Floor, West Point West Point Business Park 1 Marchfield Drive PAISLEY PA3 2RB TEL: 020 381 72011 | Hull MO Crosskill House Mill Lane BEVERLEY HU17 9JB TEL: 020 381 72018 |
| Liverpool MO Hall Road West Crosby LIVERPOOL L23 8SY TEL: 020 390 85110 | Southampton MO Spring Place 105 Commercial Road SOUTHAMPTON SO15 1EG TEL: 020 381 72210 | IMPORTANT NOTE: FACILITIES TO PAY BY CREDIT OR DEBIT CARD MAY NOT BE AVAILABLE. PLEASE ASK WHEN BOOKING YOUR APPOINTMENT. | |

7. Photographs

- (a) You will need to supply two identical passport-sized photographs for each document that you are applying for.
- (b) The photographs should measure 45mm high by 35mm wide (the standard size provided by photo booths in the UK). They should not be cut-down versions of a larger picture.
- (c) The photographs must be printed to a professional standard, be clear and in focus; they must show a close-up of your full head and shoulders; they must contain no other objects or people and you must appear in clear contrast to the background.
- (d) In your photographs, you must be facing forwards and looking straight at the camera; you must have a plain expression and your mouth must be closed; your eyes must be open and visible; you must not have hair in front of your eyes; you must not have a head covering (unless it is for medical or religious purposes); you must not have anything covering your face; you must not be wearing sunglasses or tinted glasses (you can be wearing ordinary glasses if necessary, but your eyes must be clearly visible without any glare or reflection).
- (e) Unless you are providing your original passport or a certified copy of it with your application, one of your photographs must be countersigned by the same person who has countersigned the application at Part G. The counter signatory must write the following words on the back of the photograph: *I certify this is a true likeness of (applicant's full name)* and add his or her signature.

8. Counter Signatory

Part G should be completed by a British citizen of professional standing who has known you personally for at least two years. Examples of an acceptable counter signatory are a medical or legal practitioner, a civil servant, a bank or public official, a police officer, an MP, a Justice of the Peace, a religious minister, a senior official of a shipping company, a trade union official or any other person of similar standing. A member of your family **cannot** countersign your photographs or application form. In the case of a foreign applicant who does not reside in the UK, a certified copy of your passport signed by your employer or a notary public is acceptable.

9. Height Conversion Chart (feet to metres)

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

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

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

| | |
|--------|-------|
| 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 will be 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>Fee Receipt Stamp</i> | | |
| | | | |