



Maritime &
Coastguard
Agency

**APPLICATION FOR AN ORAL EXAMINATION LEADING TO THE ISSUE OF A
CERTIFICATE OF COMPETENCY (STCW) FOR MASTERS, CHIEF MATES &
DECK OFFICERS IN THE MERCHANT NAVY**

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IMPORTANT - **BEFORE** completing this form, please ensure you have read the guidance notes and instructions on pages 8 to 13.

If this is your first UK CoC application, please post your Training Record Book (TRB) only to;

UK Seafarer Services (Training & Certification), Maritime and Coastguard Agency, Spring Place, 105 Commercial Road, Southampton SO15 1EG, UNITED KINGDOM

For all applicants, please email your application and scanned documents to deck@mcga.gov.uk please note you may be selected for random screening, which will require you to post original documents to us (as per [MIN 655](#)).

ALL FIELDS IN SHADE ARE MANDATORY

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			
	Home Address (Residency)		
Address			
District			
Town / City			
County/State			
Post Code/Zip			
Country			
Email			
Mobile Tel. No.			

If **delivery address** for your documents/licence is different to your Home Address above then add below

Address	
District	
Town / City	
County/State	
Post Code/Zip	
Country	

Please click the checkbox if your return address is located within the Isle of Man, Isle of Scilly, the Highlands or Islands of Scotland (not including Aberdeen)

Sponsoring Company Email, for UK Cadets only ; we will copy your company in, if we request further documentation and when we issue your NOE:	Company Email:	
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2 CERTIFICATE APPLIED FOR

Capacity	STCW Reg.	Tonnage Limits (GT)	Limitations
OOW	II/3	Less than 500 GT	Near Coastal
OOW	II/3	Less than 500 GT	Category "D" Waters
OOW	II/1	None	None
Chief Mate	II/2	Less than 3000 GT	Near Coastal
Chief Mate	II/2	Less than 3000 GT	None
Chief Mate	II/2	None	Near Coastal
Chief Mate	II/2	None	None
Master	II/3	Less than 500 GT	Near Coastal
Master	II/3	Less than 500 GT	Category "D" Waters
Master	II/2	Less than 3000 GT	Specified Area, Domestic Vessels Only
Master	II/2	Less than 3000 GT	None
Master	II/2	None	Near Coastal
Master	II/2	None	None

Please do NOT write below this line

Received Date:	Documents:	SDS No:	
		RMS No:	

take details from your Discharge Book or Certificates of Discharge

Please refer to the flow chart on page 13 for the new sea service requirements. If you are using yacht service you must complete the table on page 9.

Those obtaining seagoing service on **Tugs towards a Chief Mate or Master unlimited area** CoC should email exams@mcga.gov.uk prior to applying. The MCA will need to assess your seagoing service to ensure it meets the requirements for the issue of an unlimited area CoC.

Deck Officers – this means service on crew agreement as a Deck Officer. The sea service must be supported by testimonials which include watchkeeping time, which must be signed by the Master. Please refer to guidance notes (3) on page 8 for the requirements.

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.

LENGTH OF VOYAGE: this must be given in calendar months and days, e.g. from 3 January to 5 March = 2 months and 3 days. Odd days should be added together and reckoned at 30 days to the month.

SHIP AND VOYAGE DETAILS							DATES (DD/MM/YYYY)		DURATION		
Vessel Name	Official Number	Flag	GT	Type *	Voyage **	Rank/Capacity	From	To	Months	Days	
									Total		

* Type – you should state whether: Tanker, Cargo, Passenger, Ro-Ro, Supply, Tug, Drilling, Survey, Stand-by, Yacht etc – if Yacht please provide vessel length in metres

** Voyage - you should give the area in which the ship traded using the following codes; U = Unlimited, NC = Near Coastal Area

4 CHECKLISTS

Before a Notice of Eligibility can be issued, you will need to submit the following documentation digitally by attaching to your application email

If you already hold a Certificate of Competency (CoC) or Certificate of Service you must email it in with this application and give the following details below

Certificate No:	Capacity:	Country of Issue:

4 A FOR ALL APPLICATIONS

	Please mark (✓)	Official use only
Payment – Please see section 7		
Scan of Passport and Visa if applicable (Please refer to guidance notes)		
Scan of relevant Discharge Book pages OR Certificates of Discharge		
Scan of Sea Service Testimonials which include watchkeeping evidence		
Passport style photograph (please refer to guidance notes)		
Scan of Valid Medical Fitness Certificate * (<u>DG Shipping India</u> medicals must include ‘Annexure IV – Medical Certificate for Service at Sea’ page)		

* To comply with health and safety requirements in accordance with the Merchant Shipping Training & Certification (Medical Examination) Regulations 2002 and STCW Regulation 1/9, any seafarer employed or engaged in any capacity aboard a seagoing Vessel must hold a valid medical fitness certificate attesting to their medical fitness for the work for which they are employed. **If you are unable to take a solo watch of not fit for lookout duties you will not be issued with a UK Deck Officer CoC. Medical Fitness Certificates must be valid at the time of issue of the CoC. This should be re-submitted with your NOE pass.**

For a list of MCA approved doctors please visit our website: www.gov.uk and search “MCA approved doctors”.

4 B APPLICATIONS FOR FIRST CERTIFICATE

	Please Mark (✓)	Official Use Only
Candidates following the Foundation Degree OR HNC OR Alternative Route and claiming reduced sea service must provide a digital letter from their college confirming the route being undertaken – template in MIN 563		
Scan of STCW – Full course Elementary First Aid (STCW A-VI/1-3)		
Scan of STCW – Full course Fire Prevention and Fire Fighting (STCW A-VI/1-2)		
Scan of STCW – Full course Personal Survival Techniques (STCW A-VI/1-1)		
Scan of STCW – Full course Personal Safety and Social Responsibilities (STCW A-VI/1-4)		
MNTB approved Training Record Book for candidates claiming reduced sea service*		

* Please ensure the following is completed when submitting your MNTB Training Record Book.

An incomplete MNTB can lead to your application taking longer to process or not being approved:

- a) Complete all contact details;
- b) Ensure that your Designated Shipboard Training Officer (DSTO) has inspected your work and signed to confirm this;
- c) All tasks are completed and the appointed supervisor has signed off against them.

The hard original Training Record Book (TRB) must be sent to our office and not scanned to your application email. Please ensure you add your name, date of birth and address to a piece of paper attached to your TRB before posting to us so we can ensure it is paired with the correct application form you have emailed to us.

Before your CoC can be issued you will be required to submit further documentary evidence of training as per [MSN 1856 Amendment 1](#). These documents are not required for the issue of your NOE, however you may wish to submit these now. Please refer to section 5 of the Guidance Notes. The documents will be requested on your NOE.

5 DECLARATION

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

I declare that the data contained in this application is, to the best of my knowledge, true and complete. I also declare that the documents 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 certificate). Please refer to our privacy statement in the guidance notes which explains how we use the personal information we collect from you.

DECLARATION: Enter your name

Today's date (DD/MM/YYYY):

For office use only

- Please email this digital application form to deck@mcga.gov.uk
- Please also attach in your email the scans/photos of the required documentation from Section 4
- Please attach your passport photo as per Photo Form1 instructions
- Please attach the required specimen signatures on Form Signatures1

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.

6 COUNTER DECLARATION

You should obtain a counter declaration 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. **We may contact this person by email to validate the declaration.**

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

I declare that the information given is, to the best of my knowledge, true and complete. I also declare that the documents submitted are, to the best of my knowledge, genuine and relate to the person(s) whose names appear on them. I confirm that the photograph submitted bear a true current likeness of the applicant and I am willing to confirm by email if I am contacted by the Maritime & Coastguard Agency.

DECLARATION: Enter your name

Today's date (DD/MM/YYYY):

7 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 for an NoE application is £220 which includes the cost of a courier service.

The fee for an upgrade with no oral examination is £77*. Postage to the UK is an additional £10, postage to Europe is an additional £20 and postage to the rest of the world is an additional £30.

The fee for a combined Master <500 GT near-coastal and Master <3,000 GT Specified Area CoC is £379**. Please check (x) the appropriate box below to indicate your chosen method of payment.

Notice of Eligibility Applications

To pay via Gov.UK Pay for your Notice of Eligibility: £220

<https://www.gov.uk/payments/seafarer-training-courses/application-for-deck-merchant-certificate-of-competency-including-upgrades>

Combined Notice of Eligibility Applications

To pay via Gov.UK Pay for your Notice of Eligibility: £379

<https://www.gov.uk/payments/seafarer-training-courses/application-for-combined-master-less-than-500gt-near-coastal-and-master-less-than-3000gt-specified-area-coc>

UK Certificate of Competency Upgrade Applications without Oral Examination.

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

<https://www.gov.uk/payments/seafarer-training-courses/application-for-deck-merchant-certificate-of-competency-including-upgrades-uk-upgrade>

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-deck-merchant-certificate-of-competency-including-upgrades-eu-upgrade>

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

<https://www.gov.uk/payments/seafarer-training-courses/application-for-deck-merchant-certificate-of-competency-including-upgrades-row-upgrade>

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

*** The upgrade that does not require an oral examination (£77) is:** Master less than 3000 GT unlimited area from Chief Mate unlimited (Please note that the Master unlimited GT, near coastal endorsement now requires a separate oral examination (£220)).

****You may apply for these Certificates of Competency at the same time, however you must meet all the requirements for the issue of a Master <500 GT near-coastal prior to being issued a Master, less than 3,000 GT, specified trading area NoE.**

PLEASE ENSURE THAT YOU READ AND UNDERSTAND THESE NOTES BEFORE COMPLETING THE FORM. YOU SHOULD ALSO REFER TO GUIDANCE FORM [MSN 1856 Amendment 1](#).

Please complete this form digitally when possible, otherwise complete in black ink, scan/photograph and email to deck@mcga.gov.uk

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

Enclose all documents necessary to establish your eligibility for examination for an STCW Certificate of Competency. A document checklist is on pages 4 & 5 to help you.

If eligible you will be issued with a Notice of Eligibility (NoE) enabling you to sit an MCA oral examination. The NoE will be valid for 5 years from the date of issue. The NoE will advise you how to apply for an appointment for the examination and what you should do once you have taken the examination. Oral examination passes for each level of certification are valid for three years from the date of the oral exam.

The oral examination pass **must** be in date at the time of issue of the CoC.

A series of Training and Certification Guidance Notes, giving further details of requirements are available from the Seafarer Training & Certification Branch, the contact details are below, or they can be found on our website www.gov.uk/mca.

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 passport or birth certificate.

Your date of birth should be given in the format **DD/MM/YYYY**. You should give your permanent home address, where you are normally resident.

You may also provide an alternative address for return of documents or correspondence relating to this application, e.g. if you are away at college.

2 CERTIFICATE APPLIED FOR

Please check (x) the capacity / limitations for which you are applying. Only tick ONE box.

3 SEA SERVICE

All sea service submitted on page 3 of the application form must be supported by a Discharge Book OR Certificates of Discharge **AND** Sea Service Testimonials which include watchkeeping evidence. A pro forma for the Sea Service Testimonial can be found in [MSN 1856 Amendment 1](#). Acceptable testimonials must be signed, stamped and dated by the Master **OR** other responsible company representative.

Below is the required sea service for the different MCA approved routes:

Officer of the Watch:

- Examination: 36 months with 6 months bridge watchkeeping
- Foundation Degree: 12 months with 6 months bridge watchkeeping
- HNC/HND (**With an MNTB Training Record Book**) : 12 months with 6 months bridge watchkeeping
- AMET: 15 months with 6 months bridge watchkeeping
- If you are following an MCA approved overseas collaborative programme (so called one plus one schemes) you should consult with the UK parent college as agreements will be made with the MCA on a programme by programme basis.

Chief Mate: 12 months as a Deck Officer since obtaining your OOW CoC.

For upgrades to Chief Mate <3000 GT unlimited area: 6 months watchkeeping sea service. **This will include an oral examination (£220).** For all other upgrades please refer to the diagram on page 4 of [MSN 1856 Amendment 1](#).

Master: 36 months as Deck Officer since qualifying as an OOW or 12 months whilst holding a Chief Mate CoC and sailing as Chief Mate.

For upgrades to Master <3000GT unlimited area: at least 12 months serving as Chief Mate or 36 months as Deck Officer since qualifying for an OOW unlimited. For all other upgrades please refer to [MSN 1856 Amendment 1](#). **This does not require an oral examination (£76).**

4 CHECKLISTS

Before a Notice of Eligibility (NOE) can be issued ALL the documents in this section **MUST** be provided with this application. Please ensure you check (x) each box to indicate that you have enclosed the documents. If you are applying to upgrade or add an endorsement to your Certificate of Competency (CoC) you must hold the applicable MCA-issued Certificate of Competency prior to making your application. The required CoCs are listed in [MSN 1856 Amendment 1](#). Non UK CoC holders will need to convert their CoC to a UK CoC as per section 14 of [MSN 1856 Amendment 1](#).

Any candidate failing to submit all the required documents may have their application **returned without being processed**.

Photographs

Please attach your passport photo as per separate Photo Form1 instructions

Medical Fitness Certificates

All candidates for any CoC **must** provide a valid medical fitness certificate, either

- The UK medical fitness certificate, currently known as an ENG 1, issued by an MCA approved medical practitioner, or
- A certificate issued by the Administration of any country whose medical fitness certificate is recognised as equivalent to the UK ENG 1

Medical Fitness Certificates must be valid at the time of issue of the CoC.

Further Evidence of Training required before your CoC can be issued

The following documentary evidence will need to be provided before your CoC can be issued, however it is not required for the issue of your NOE.

For All Applicants:

If any of the 4 below certificates are over 5 years old you will be required to provide evidence of the relevant updated training.

1. Fire Prevention and Fire Fighting <5 years old
2. Personal Survival Techniques <5 years old
3. Advanced Fire Fighting <5 years old
4. Proficiency in Survival Craft and Rescue Boats <5 years old

OOW:

All:

1. UK Signals Certificate – issued within the last 3 years
2. NARAS/NAEST Operational
3. STCW - Advanced Fire Fighting
4. STCW - Certificate of Proficiency in Survival Craft and Rescue Boats (CPSC & RB)
5. STCW - Medical First Aid
6. Efficient Deck Hand (EDH)
7. HELM Operational
8. GMDSS GOC (Book)

Foundation Degree:

1. Course Completion Certificate/Letter

All other routes:

1. SQA Safety Paper results
2. HNC Course Completion letter

Chief Mate Unlimited:

1. GMDSS GOC (Book)
2. UK NARAS/ NAEST (Management)
3. Medical Care Certificate (less than 5 years old)
4. HELM Management

Chief Mate Unlimited, less than 3000 GT unlimited area:

1. GMDSS GOC (Book)
2. NARAS Management
3. HELM Management
4. Medical Care Certificate (less than 5 years old)

Master Unlimited:

1. GMDSS GOC (Book)
2. Medical Care Certificate (less than 5 years old)
3. NARAS/NAEST (Management) and evidence of MCA **approved** NARAS/ NAEST (operational) or ECDIS training completed after 01 January 2005.
4. HELM Management

Upgrade to Master less than 3000gt unlimited area, from Chief Mate Unlimited:

1. GMDSS GOC (Book)
2. Medical Care Certificate (less than 5 years old)
3. NARAS/ NAEST (Management) and evidence of MCA **approved** NARAS/ NAEST (operational) or ECDIS training completed after 01 January 2005.
4. HELM Management

HELM: STCW Convention and Code, 1978 as amended 2010 brings in new requirements for leadership and management training. Although the UK has identified that these requirements are broadly met in the current MNTB approved officer training programmes for the operational level, specific training programmes in Human Element Leadership and Management (HELM) have been developed at both the operational level (to be used for non-MNTB officer cadet training programmes) and at the management level. For further information please refer to [MSN 1856 Amendment 1](#) (section 10.4, page 12) which is available on our website: Go to www.gov.uk and search [MSN 1856 Amendment 1](#).

5 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 digitally sign the declaration with your full name, including the date. Also please complete the Form Signature1 ensuring your signature is inside the box – this will be transferred to your CoC.

6 COUNTER DECLARATION

You should obtain a counter declaration 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. This person is declaring that your application photograph is a true and accurate likeness to the applicant. The MCA may contact this person by email to validate the counter declaration.

7 PAYMENT

You must enclose the correct fee with your application. The published fee includes worldwide postage. Please check (x) the appropriate box to indicate your chosen method of payment. Payment must be made in pounds sterling (£).

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 use this table if you are using yacht service. For definitions please refer to MSN 1858. For details of how yacht sea service is calculated towards a Merchant Navy CoC please refer to Annex F of MSN 1856 Amendment 1 (page 30).

VESSEL AND VOYAGE DETAILS						DATES(DD/MM/YYYY)		DURATION		SEA SERVICE DURATION (DAYS)				
Vessel Name	Flag	GT	Length*/Type**/ Voyage***			Rank/Capacity	From	To	Months	Days	Actual Sea Service	Standby Service	Yard Service	Watch- keeping
Totals														

* Length - Load line length
 ** Type - Type of yacht (motor/sail)

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 (Certificate of Equivalent Competency) (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.

If you are required to sit a Part A: Online computer based proctored examination, some of the details provided on your application form (name and photograph) will be shared with our third-party processor, to allow for an account to be set up for the Part A: Online computer based proctored examination to be undertaken. This information will be retained until such time as the candidate passes the Part A exam. On passing the Part A exam, the user account will be permanently deleted after 90 days.

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>

*** Voyage - You should give the area in which the ship traded using the following codes U = Unlimited, NC = Near Coastal Area

New Sea Time Requirements for Unlimited Route

Full Requirements in MSN 1856

