

**APPLICATION FOR AN ORAL EXAMINATION LEADING TO  
THE ISSUE OF A CERTIFICATE OF COMPETENCY (STCW) FOR  
Masters, Chief Mates and Deck Officers in the Merchant Navy**

# MD

**IMPORTANT - BEFORE completing this form, please ensure you have read the guidance notes and instructions on pages 6, 7, 8 and 9. Please provide an email address in block capitals in order for us to inform you of the receipt of your application (see section 9 of the guidance notes).**

**If this is your first UK CoC application, please post your application and supporting documents to UK Seafarer Services (Training & Certification), Maritime and Coastguard Agency, Spring Place, 105 Commercial Road, Southampton SO15 1EG**

**For all other applicants, please email your application and scanned documents to [deck@mcga.gov.uk](mailto: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](#)).**

## 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			
	<b>Return Delivery Address</b>		
Address			
District			
Town/City			
County/State			
Post Code/Zip			
Country			
Email Address			
Mobile No		Tel No	
Sponsoring Company Email, <b>for UK Cadets only</b> ; we will copy your company in, if we request further documentation and when we issue your NOE:		Email:	

## 2 CERTIFICATE APPLIED FOR

Capacity	STCW Reg.	Tonnage Limits (GT)	Limitations	Please (✓)
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**

<b>Received Date:</b>	<b>Documents:</b>	SDS No:	
		RMS No:	



**4 CHECKLISTS**

**Before a Notice of Eligibility can be issued, you will need to submit the following documentation**

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:
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**4A FOR ALL APPLICATIONS**

	Please tick (✓)	Official use only
Copy of Passport and Visa if applicable (Please refer to guidance notes)	<input type="checkbox"/>	<input type="checkbox"/>
Discharge Book OR Certificates of Discharge	<input type="checkbox"/>	<input type="checkbox"/>
Sea Service Testimonials which include watchkeeping evidence	<input type="checkbox"/>	<input type="checkbox"/>
Two countersigned passport photographs (please refer to guidance notes)	<input type="checkbox"/>	<input type="checkbox"/>
Valid Medical Fitness Certificate *	<input type="checkbox"/>	<input type="checkbox"/>
Fire Prevention and Fire Fighting <5 years old	<input type="checkbox"/>	<input type="checkbox"/>
Personal Survival Techniques <5 years old	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Fire Fighting <5 years old	<input type="checkbox"/>	<input type="checkbox"/>
Proficiency in Survival Craft and Rescue Boats <5 years old	<input type="checkbox"/>	<input type="checkbox"/>

\* To comply with health and safety requirements in accordance with the Merchant Shipping Training & Certification (Medical Examination) Regulations 2002 and STCW Regulation I/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](http://www.gov.uk) and search "MCA approved doctors".

**4B APPLICATIONS FOR FIRST CERTIFICATE**

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

\* 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.

**Before your CoC can be issued you will be required to submit further documentary evidence of training as per MSN 1856. 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 Section 2 of the guidance notes which explains how we use the personal information we collect from you.

Signature:

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.

## 6 COUNTER SIGNATURE

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

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 photographs submitted bear a true current likeness of the applicant.

Signed..... Date.....

## 7 PAYMENT

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 £377\*\*.

Please tick (✓) 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: £377

<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@mca.gov.uk](mailto:seafarer.finance@mca.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 FROM [MSN 1856](#).

Please complete this form in **BLOCK LETTERS** and in **black ink**.

**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 3 & 4 to help you.

If eligible you will be issued with a Notice of Eligibility enabling you to sit an MCA oral examination. The NoE will be valid for 5 years from the date of issue.

The Notice of Eligibility 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](http://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, e.g. 25 September 1984 would be written 25/09/1984.

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 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.

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 CERTIFICATE APPLIED FOR

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

## 4 SEA SERVICE

All sea service submitted on page 2 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. Acceptable testimonials must be signed, stamped and dated by the Master **OR** other responsible company representative. There is a

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.

**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. **This does not require an oral examination (£76).**

## 5 CHECKLISTS

Before a Notice of Eligibility can be issued ALL the documents in this section **MUST** be provided with this application. Please ensure you tick (✓) 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. Non UK CoC holders will need to convert their CoC to a UK CoC as per section 14 of [MSN 1856](#).

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

### **Photographs**

Your photographs must be taken full face without a hat and must be passport approved photographs, measuring a maximum of 50mm x 40mm, in colour.

### **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.

### **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 or Proficiency in Medical Care (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

### **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

The documents will be requested on your NOE and it is essential that you submit these with your NOE pass. Failure to do so will result in the delay of the issue of your full CoC.

**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](#) (section 10.4, page 12) which is available on our website: Go to [www.gov.uk](http://www.gov.uk) and search [MSN 1856](#).

## 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. Please ensure your signature is inside the box as this will be transferred to your CoC.

## 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. This person must endorse the rear of one of your passport style photographs "I confirm that this is a true current likeness of [your name] and their usual signature and date. See also note 4 on photographs.

## 8 PAYMENT

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



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 (page 30).

VESSEL AND VOYAGE DETAILS						DATES		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
<b>Totals</b>														

\* Length - Load line length

\*\* Type - Type of yacht (motor/sail)

\*\*\* 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

