



APPLICATION FOR DECK RESTRICTED CERTIFICATE OF COMPETENCY CONVERSION ROUTES

MD

IMPORTANT - BEFORE completing this form, please ensure you have read the guidance notes and instructions on pages 6 to 8.

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 – please note you may be selected for random screening, which will require you to post original documents to us (as per with [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			

	Return Delivery Address		
Address			
District			
Town/City			
County/State			
Post Code/Zip			
Country			
Email Address			
Mobile No		Tel No	

2 - CERTIFICATE APPLIED FOR

Conversion	Please Tick
Class 1 Fishing to Master <500GT Near Coastal NOE APPLICATION	
Master Workboat <500GT Unlimited Area to Master <500GT Near Coastal UPGRADE	

Please do not write below this line

Received:	Fee:	SDS No	

4 - Checklists

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

4A – For All Applications

	✓ If enclosed	Official use only
Copy of Passport (Please refer to guidance notes)	<input type="checkbox"/>	<input type="checkbox"/>
Valid Medical Fitness Certificate (ENG1 or accepted equivalent)*	<input type="checkbox"/>	<input type="checkbox"/>
Two Passport Sized Photographs (Please refer to guidance notes)	<input type="checkbox"/>	<input type="checkbox"/>
Fire Prevention and Fire Fighting full course <5 years old or you must also submit updated training <5 years old	<input type="checkbox"/>	<input type="checkbox"/>
Personal Survival Techniques full course <5 years old or you must also submit updated training <5 years old	<input type="checkbox"/>	<input type="checkbox"/>
Elementary First Aid	<input type="checkbox"/>	<input type="checkbox"/>
Personal Safety and Social Responsibilities	<input type="checkbox"/>	<input type="checkbox"/>
Company letter demonstrating 12 months' seagoing service while holding an STCW UK CoC in vessels over 15 metres in loadline length – Only required if applying from Class 1 Fishing	<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 and search “MCA approved doctors”.

4B – Application from Class 1 Fishing

These documents are not required until the issue of the Certificate of Competency

Proficiency in Survival Craft and Rescue Boat full course <5 years old or you must also submit updated training <5 years old	<input type="checkbox"/>	<input type="checkbox"/>
Proficiency in Advanced Fire Fighting full course <5 years old or you must also submit updated training <5 years old	<input type="checkbox"/>	<input type="checkbox"/>
NARAS/NAEST (O) OR MN ENS, Radar, ARPA OR Fishing NCC and Fishing ENS	<input type="checkbox"/>	<input type="checkbox"/>
ECDIS – not required if NARAS/NAEST (O) was completed after 01 January 2005 – Optional. If not received CoC will be limited to 'Not valid on vessels equipped with ECDIS'	<input type="checkbox"/>	<input type="checkbox"/>
Medical First Aid	<input type="checkbox"/>	<input type="checkbox"/>
Efficient Deck Hand (EDH)	<input type="checkbox"/>	<input type="checkbox"/>
HELM (Operational)	<input type="checkbox"/>	<input type="checkbox"/>
GMDSS GOC	<input type="checkbox"/>	<input type="checkbox"/>
MCA Cargo module from an MCA approved nautical college – Not required if OOW II/1 Unlimited or OOW II/3 <500GT CoC held	<input type="checkbox"/>	<input type="checkbox"/>

4C – Application from Master Workboat <500GT CoC

MCA Cargo module from an MCA approved nautical college – Not required if OOW II/1 Unlimited or OOW II/3 <500GT CoC held		
Proficiency in Advanced Fire Fighting full course <5 years old or you must also submit updated training <5 years old		
Proficiency in Survival Craft and Rescue Boat full course <5 years old or you must also submit updated training <5 years old		
GMDSS GOC		
ECDIS - Optional. If not received CoC will be limited to 'Not valid on vessels equipped with ECDIS'		

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

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.

For applications from a Class One Fishing CoC the fee is £220 including worldwide postage.

For applications from a Master Workboat <500GT CoC the fee 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.

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

Class One Fishing Notice of Eligibility

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

<https://www.gov.uk/payments/seafarer-training-courses/application-for-deck-fishing-certificate-of-competency-0r-fishing-conversion-new-application>

Master Workboat <500GT Upgrade Application

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

<https://www.gov.uk/payments/seafarer-training-courses/application-for-deck-fishing-certificate-of-competency-0r-fishing-conversion-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-fishing-certificate-of-competency-0r-fishing-conversion-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-fishing-certificate-of-competency-0r-fishing-conversion-row-upgrade>

If you wish to pay by BACS transfer – please contact us.

GUIDANCE NOTES FOR THE COMPLETION OF THIS APPLICATION FORM.

PLEASE ENSURE THAT YOU READ AND UNDERSTAND THESE NOTES BEFORE COMPLETING THE FORM. Please complete this form in **BLOCK LETTERS** 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 TO YOU AND WILL RESULT IN A DELAY TO YOUR APPLICATION BEING PROCESSED.

Enclose all documents necessary to establish your eligibility for examination for a Certificate of Competency. A document checklist is on pages 3 and 4 to help you.

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 other National Identity document.

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) 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

Sea service requirements:

- **Class One Fishing to Master <500GT Near Coastal** 12 months seagoing service while holding an STCW UK CoC in vessels over 15 metres in loadline length

Evidence should be in the form of a company letter stating the amount of seagoing service on vessels over 15 metres in load line length proceeding to sea as per (MSN 1856 section 9.3).

- **Master Workboat <500GT to Master <500GT Near Coastal** No sea service requirement

5 - CHECKLIST

Before a United Kingdom Certificate of Competency can be issued, you will need to submit certain documentation as specified in this section.

All the documentation indicated in section 4 must be supplied. Certain documentation **MUST** be supplied **BEFORE** the Notice of Eligibility can be issued. Other documentation can be supplied either before the Notice of Eligibility is issued, **OR** after the oral examination has been passed, prior to the issue of the Certificate of Competency.

4A – ALL APPLICATIONS – ALL documents in this section **MUST** be provided with this application, before a Notice of Eligibility will be issued. Please ensure you tick (✓) each box to indicate that you have enclosed the documents.

Photographs

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

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 and signed by the persons whose names appear on them, you should sign and date the declaration with your usual signature.

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. Please tick (✓) 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.