



APPLICATION FOR A CERTIFICATE OF PROFICIENCY (CoP)

CoP

Please submit all applications and supporting documents via email. Please note that scanned copies of supporting documents are acceptable. Please email your application 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).

Please note: The MCA has stopped issuing Security Awareness and Designated Security Certificates – You will now need to complete an MCA approved course.

1. PERSONAL DETAILS

Form fields for personal details including Title, Surname, Forename, Date of Birth, Nationality, Place of Birth, Return Delivery Address, Address, District, Town / City, County/State, Post Code/Zip, Country, Telephone No, Mobile No, and Email Address.

Please do not write below this line

Received: [ ]

Fee: [ ]

**2 A -FOR ALL APPLICANTS**

	enclosed	use only
1. 1 colour passport size photo (50 by 40 mm) *	<input type="checkbox"/>	<input type="checkbox"/>
2. Document(s), see relevant checklist below	<input type="checkbox"/>	<input type="checkbox"/>
3. Fee (see page 3)	<input type="checkbox"/>	<input type="checkbox"/>

\* 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 with a plain white background.

**2 B - EVIDENCE OF TRAINING FOR ROYAL NAVY CONVERSIONS, REPLACEMENTS OF LOST CERTIFICATES OF PROFICIENCY AND UPRADING COP TO STCW**

Please note that email scanned copies of these documents must be sent with this application form.

	Tick if enclosed	Official use only
Letter / testimonial confirming training and assessment meets competency standards as required by the STCW Convention 1978, as amended.	<input type="checkbox"/>	<input type="checkbox"/>
If a replacement for a lost CoP, evidence that the course was undertaken.	<input type="checkbox"/>	<input type="checkbox"/>
If an application is to update the STCW reference, then you must include the underlying CoP	<input type="checkbox"/>	<input type="checkbox"/>

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

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 data contained in this application by the MCA. Please refer to our privacy statement in Section 5 of the guidance notes which explains how we use the personal information we collect from you

Date .....

Print name  
.....

If you are required to submit original documents in support of your application, these should be sent to the following address:

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

## 4 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 CoP fee is £34 including UK postage. If you want your documents returned to a non-UK address, the CoP fee is £54 for EU/EEA and £64 for the rest of the world.

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

### CoP Application

To pay via Gov.UK Pay for delivery to the UK: £34

<https://www.gov.uk/payments/seafarer-training-courses/application-for-certificate-of-proficiency-cop-uk>

To pay via Gov.UK Pay for delivery to the European Union or EEA: £54

<https://www.gov.uk/payments/seafarer-training-courses/application-for-certificate-of-proficiency-cop-eu>

To pay via Gov.UK Pay for delivery to the Rest of the World: £64

<https://www.gov.uk/payments/seafarer-training-courses/application-for-certificate-of-proficiency-cop-row>

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

**Please note the MCA has stopped issuing Security Awareness and Designated Security Certificates – You will now need to complete an MCA approved course.**

## 5 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>