



Maritime &
Coastguard
Agency

**APPLICATION FOR REVALIDATION OF AN EXISTING STCW DECK,
ENGINEER OR ETO OFFICER CERTIFICATE OF COMPETENCY**

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Before completing this form, please ensure you have read the guidance notes on [pages 7 to 9](#).

Please complete this application form digitally, email your application and any scanned documents to revalidation@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](#)).

If you hold a **UK GMDSS** GOC/ROC, we will automatically revalidate this at the same time (we will issue a slip which you can staple into your GMDSS booklet).

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)

2 CURRENT MCA-ISSUED CERTIFICATE OF COMPETENCY (COC)

UK CoC Number			
Expiry Date (DD/MM/YYYY)			
Highest Capacity			
Limitations			
Tanker Endorsements Please tick if held	Gas	Oil	Chemical
UK GMDSS (GOC/ROC) Enter certificate number if held			

3 SEA SERVICE

THIS PAGE MUST BE FILLED IN - take details from your Discharge Book, acceptable Logbook and/or Certificates of Discharge

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. As per [MSN 1861 Amendment 1](#) you must demonstrate either 12 months sea service in the last 5 years **or** 3 months sea service within the last 6 months immediately prior to revalidation. If you do not meet this requirement please refer to section 4 of the guidance notes. **Masters should obtain a company letter providing confirmation of their sea service signed by an Authorised Official within the Company as we cannot accept self-attested sea service.**

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.

If you are revalidating with two and half years' experience in an acceptable occupation, please see section Annex A (page 15) of [MSN 1861 Amendment 1](#). You **must** submit a company letter stating your role, responsibilities and the time accounted for.

SHIP AND VOYAGE DETAILS							DATES (dd/mm/yyyy)		DURATION	
Vessel Name	IMO Number	Type *	GT	kW Steam/Motor	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

Please ensure your documents are included as attachments **to the email itself or within a .zip folder**.

Unfortunately, we **cannot** open links to file-sharing services (e.g. Google Drive, OneDrive, Dropbox etc).

Please only send us photos/scans of the documents listed below. We do **not** need to see scans of your CoC, GMDSS or payment confirmation.

4 A – MANDATORY CHECKLIST FOR ALL APPLICANTS (Tick the Boxes)

Payment – Please see section 6	
Discharge Book(s) or sea service testimonials	
Masters: You must provide a company letter verifying at least 12 months of your sea time	
Valid ENG1 medical fitness certificate or MSN 1815 Amendment 6 non-UK equivalent	
Proficiency in Personal Survival Techniques - updated in last five years	
Proficiency in Fire Prevention and Fire Fighting - updated in last five years	
Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats - updated in last five years *	
Proficiency in Advanced Fire Fighting - updated in last five years*	

Optional: 1 passport-style photo **	
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MIN 643 provides further information on the Ancillary and Safety training that must be updated prior to your CoC being revalidated, you can either [click here](#) or search www.gov.uk for “MIN 643”.

* Master (Code Vessels) <200 GT with OOW Yachts <500 GT only: do not have to do updated AFF and updated PSCRB.

Master (Code Vessels) <200 GT with OOW Yachts <3,000 GT only: do not have to do updated AFF.

OOW Yachts <3,000 GT only: do not have to do updated AFF.

** These will be used at our discretion. If your previous CoC photograph is of poor quality or your appearance has significantly changed please include a new photograph (please refer to the guidance notes).

4 B – ADDITIONAL CHECKLISTS

ALL APPLICANTS

If you are revalidating with two and half years' experience in an acceptable occupation, please see section Annex A (page 15) of **MSN 1861 Amendment 1**. You **must** submit a company letter stating your role, responsibilities and the time accounted for.

DECK OFFICERS - Optional

MCA approved NARAS/ NAEST or ECDIS training completed after 01 January 2005*	
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*NARAS or NAEST only are accepted if full Merchant Navy course completed; Yacht and Small Ship courses do not include ECDIS training

If you do not meet the above requirement will receive the following limitation: “**Not Valid for Vessels equipped with ECDIS**”.

ENGINEER OFFICERS – Optional

High Voltage course completion certificate *	
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There is no additional action if you do not work on and do not intend to work on ships with High Voltage systems. You will receive the following limitation: “**not valid for service on vessels fitted with high voltage systems**”.

* Engineer Officers of the Watch can instead submit a company letter confirming service done in the engine room on vessels fitted with HV systems. This letter must confirm the voltage of the vessel(s), please refer to guidance notes.

EXISTING UK TANKER ENDORSEMENT(S) – Optional

Company letter or Sea Service Testimonials stating cargo(s) carried - service must be in the last 5 years	
OR	
Applicable MCA approved Tanker Training course issued within the last 5 years	

You may be eligible for a tanker endorsement revalidation if you have gained 30 months employment in an occupation that demonstrates continued proficiency equivalent to the seagoing service required. This time must include regular onboard visits to tanker(s) appropriate to your endorsement. If you believe you are eligible, you must submit a company letter signed by your line manager confirming your job title, length of service, responsibilities and confirmation that you regularly visit relevant tankers and monitor onboard operations. **Please note that this option is only available for the revalidation of existing UK tanker endorsements.**

5 DECLARATION

(The maximum penalty for a false declaration is £5,000)

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.

Please ensure you have done the following with your application email

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

Declaration: Enter your name

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

For office use only

Please see the payment section on page 6

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 PAYMENT

There is no requirement to submit additional payment or forms for the revalidation of existing Tanker Endorsements or UK GMDSS certificate.

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.

To pay via Gov.UK Pay for delivery to the **UK**: £64

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

To pay via Gov.UK Pay for delivery to the **European Union or EEA**: £74

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

To pay via Gov.UK Pay for delivery to the **Rest of the World**: £84

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

Please tick (x) the appropriate box above to indicate your chosen payment and follow the instructions on the links above to make your payment.

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

GUIDANCE NOTES FOR THE COMPLETION OF THIS APPLICATION FORM

PLEASE ENSURE THAT YOU READ AND UNDERSTAND THESE NOTES BEFORE COMPLETING THE FORM

A series of Training and Certification Guidance Notes, giving further details of requirements, is available from on our website – www.gov.uk/government/organisations/maritime-and-coastguard-agency <http://www.dft.gov.uk/mca>

[Marine Shipping Notice \(MSN\) 1861 Amendment 1](#) provides further regulatory guidance for revalidating your Certificate.

MIN 643 (M) Maritime and Coastguard Agency (MCA) Short Course Approval Process Guidance provides further information on the Ancillary and Safety training that must be updated prior to your CoC being revalidated, you can either [click here](#) or search www.gov.uk for "MIN 643 (M) Maritime and Coastguard Agency (MCA) Short Course Approval Process Guidance".

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. 18 February 1960 would be written 18/02/1960.

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) 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/about/personal-information-charter#seafarer-training-and-certification-privacy-information-notice>

3 CURRENT CERTIFICATE

Please complete this section and indicate any Tanker Endorsements held with a tick (x).

4 SEA SERVICE

Sea Service must be supported by either; Discharge Book entries **or** Sea Service Testimonials **or** Certificates of Discharge. Testimonials must be signed by the Master, Chief Engineer or another responsible company representative. Full details are contained in [MSN 1861 Amendment 1](#). **Masters must provide a company letter to verify their sea time; self-certified sea time will not be accepted.**

Sea service must total either; twelve months in the preceding five years, or three months in the preceding six months immediately prior to revalidation. Alternatively you can you apply for revalidation if you have two and half years' experience in an acceptable occupation, see section Annex A (page 15) of [MSN 1861 Amendment 1](#). You must submit a company letter stating your role, responsibilities and the time accounted for. If you have tanker endorsement(s) you will need to demonstrate at least three months sea service on board the relevant tanker as per [MSN 1861 Amendment 1](#).

If you do not meet these requirements you should refer to Section 9 (pages 9 to 13) of [MSN 1861 Amendment 1](#) (Alternative Route for Revalidating a UK Certificate of Competency) and complete application form [MSF 4258](#).

5 CHECKLIST

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

In addition to the documents listed in section 4, you will need to submit the documents listed in section 4B if you do not want your certificate limited to certain types of ships after 31 December 2016. Further information is listed below (4B) and in [MSN 1861 Amendment 1](#).

Photographs

Your photograph must be taken full face without a hat, in colour with a plain light-coloured background.

Medical fitness

For a list of MCA approved doctors or a list of countries whose medical certificates are accepted as equivalent to the UK certificate please visit our website, www.gov.uk and search "seafarer medical".

6 - ADDITIONAL CHECKLISTS FOR THE 2010 MANILA AMENDMENTS

The STCW Convention 1978 has been amended by the 2010 Manila Amendments and contains new requirements for all seafarers. Seafarers revalidating their Certificates of Competency (CoC) will be required to submit additional evidence to ensure their Certificate is valid for service on certain types of ships after 31 December 2016.

If you are revalidating your Certificates of Competency after 31 December 2016 you will need to submit documentary evidence of having completed **MCA-approved** or **accepted** updating-refresher training within the previous 5 years for:

- Personal Survival Techniques (STCW Table A-VI/1-1);
- Fire Prevention and Fire Fighting (STCW Table A-VI/1-2);
- Proficiency in Survival Craft and Rescue Boats Other Than Fast Rescue Boats (STCW Table A-VI/2-1);
- Advanced Fire Fighting (STCW Table A-VI/3).

DECK OFFICERS

For the revalidation of a UK CoC valid after 31 December 2011 please submit documentary evidence of any one of the following:

- MCA approved NARAS/ NAEST* (Operational Level) course completed on or after 01 January 2005; or
- MCA approved NARAS/ NAEST* (Management Level) course completed on or after 01 January 2005; or
- MCA approved ECDIS course completed on or after 01 January 2005; or
- ECDIS simulator training course in compliance with IMO Model Course 1.27 **and accepted** (list on our website) by the MCA and approved by an Administration whose CoC we accept for the issue of a CEC.

***NARAS** - Navigation Radar and ARPA Simulator. **NAEST** - Navigation Aids and Equipment and Simulator Training

Deck Officers not meeting the above requirement will receive the following limitation:

"From the 1 January 2017 this certificate is not valid for service on ships fitted with ECDIS."

For a list of MCA approved and MCA accepted ECDIS please visit our website www.gov.uk and search "MCA ATP".

For the revalidation of a Certificate of Competency in addition to MCA approved training the MCA will **accept** updating safety training courses when approved by an administration with whom it has an agreement to recognise Certificates of Competency for the purpose of issuing a UK Flag State Endorsement (FSE). To obtain a list of these administrations please refer to our website: go to www.gov.uk and search "MCA FSE".

ENGINEER OFFICERS

The 2010 Manila Amendments bring in the requirement for engineers to undergo education and training in High Voltage (over 1000V) systems, at both the operational and management levels. There is no additional action required for Engineer Officers who do not work on and do not intend to work on ships with High Voltage systems. These Engineer Officers will receive the following limitation:

“From the 1 January 2017 this certificate is not valid for service on ships fitted with High Voltage (over 1000V) systems.”

For the revalidation of a UK CoC valid after 31 December 2011 without this limitation, please submit the following documentary evidence:

For EOW CoC Reg.III/1 (Operational Level):

- completion of High Voltage (HV) course * or
- of completion of the following sea service in the engine room on vessels fitted with HV systems:
 - six months in the preceding five years; or
 - three months sea service during the last twelve months * **(Sea service evidence should be provided in the form of a company letter signed by an authorised official within the company).**

For Second/Chief Engineer Officer CoC Reg. III/2 and III/3 (Management Level):

- Completion of High Voltage Course (*)
- Documentary evidence of all topics covered in the course

* **High Voltage Courses:** Courses previously undertaken prior to 1 July 2013 do not need to be MCA approved, but you must provide documentary evidence of all the topics covered in the course.

High Voltage Definition: A High Voltage (over 1000V) system is one where voltage is generated and distributed at high voltage or transformed to and distributed at high voltage. It does not include systems where high voltage utilised locally e.g. ignition systems, radio transmission, Radar and other navigational equipment.

TANKER ENDORSEMENTS

Seafarers revalidating tanker endorsements, in addition to the current revalidation requirements, must provide evidence of approved tanker sea service appropriate to the endorsement(s) in their CoC.

- Sea service testimonials or a company letter for 3 months sea service onboard Gas tankers*,
- Sea service testimonials or a company letter for 3 months sea service onboard Oil tankers*,
- Sea service testimonials or a company letter for 3 months sea service onboard Chemical tankers*,
- Sea service testimonials or a company letter for 3 months sea service onboard Vegetable Oil tankers*:

*The cargo(s) carried on board the vessel must be stated on the testimonial.

If you are unable to provide evidence appropriate to a tanker endorsement in your CoC, but are able to demonstrate at least 3 months sea service in the last 5 years on any type of tanker, your tanker endorsement(s) will be revalidated until 31 December 2016. For tanker endorsement(s) that cannot be revalidated past 31 December 2016 you will receive the appropriate limitation as follows:

“From the 1 January 2017 this certificate is not valid for service on * Tankers.”**

*** Gas, Oil, Chemical or Vegetable Oil

7 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.

8 PAYMENT

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

There is no additional fee for revalidating tanker endorsements or GMDSS at the same time as your CoC.

Passport Photo Form

Please PRINT this form and follow the instructions carefully. Once completed, scan and digitally attach to your application email.

Enter your full name:

Enter your Date of Birth
(DD/MM/YY):

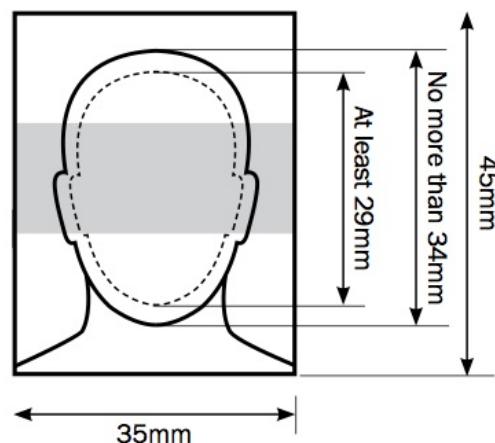
Date completed:

Photograph instructions:

Please provide a passport style photograph in the box below.

Then scan or photograph page 1 of this form in colour and digitally attach to your application email. Instructions are included below on page 2.

The image of you - from the crown of your head to your chin - must be between 29mm and 34mm high.



Rules for digital photos

The quality of your digital photo

Your photo must be:

- clear and in focus
- in colour
- unaltered by computer software
- at least 600 pixels wide and 750 pixels tall
- at least 50KB and no more than 10MB

What your digital photo must show

The digital photo must:

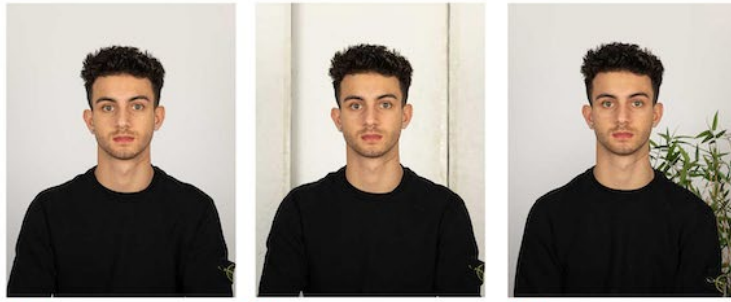
- contain no other objects or people
- be taken against a plain light-coloured background
- be in clear contrast to the background
- not have 'red eye'

If you're using a photo taken on your own device, include your head, shoulders and upper body. Do not crop your photo - it will be done for you.

In your photo you must:

- be facing forwards and looking straight at the camera
- have a plain expression and your mouth closed
- have your eyes open and visible
- not have hair in front of your eyes
- not have a head covering (unless it's for religious or medical reasons)
- not have anything covering your face
- not have any shadows on your face or behind you

Do not wear glasses in your photo unless you have to do so. If you must wear glasses, they cannot be sunglasses or tinted glasses, and you must make sure your eyes are not covered by the frames or any glare, reflection or shadow.



✓ Plain light-coloured background

✗ Textured background

✗ Object in background



✓ Even lighting and no shadow

✗ Shadow on face

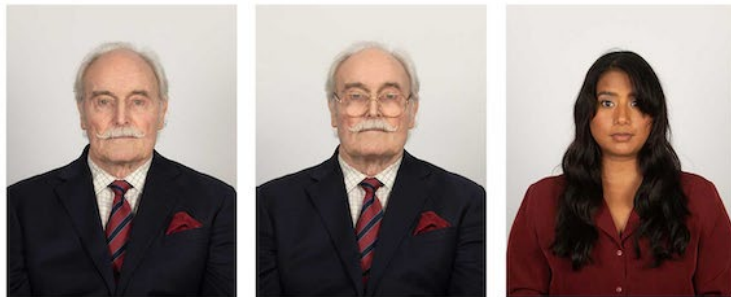
✗ Shadow behind head



✓ Religious headwear

✗ Fashion hair accessories

✗ Fashion headwear



✓ Eyes fully visible

✗ Glasses covering eyes

✗ Hair covering eyes

The size of your printed photos

You need to provide 1 photo.

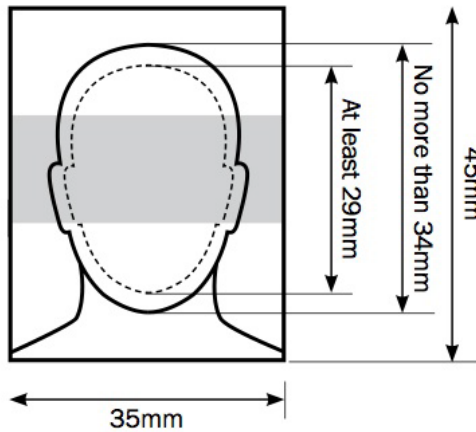
It must:

- measure 45 millimetres (mm) high by 35mm wide (the standard size used in photo booths in the UK)
- not be a cut down version of a larger picture

If you use a photo booth outside the UK, check it can give you photos that measure 45mm high by 35mm wide.

The size of your image

The image of you - from the crown of your head to your chin - must be between 29mm and 34mm high.



The quality of your printed photos

Your photos must be:

- printed to a professional standard
- clear and in focus
- in colour on plain white photographic paper with no border
- without any creases or tears
- unmarked on both sides (unless a photo needs to be countersigned)
- unaltered by computer software

What your printed photos must show

Your photos must:

- be a close-up of your full head and upper shoulders
- contain no other objects or people
- be taken against a plain cream or light grey background
- be in clear contrast to the background
- not have 'red eye'

In your photo, you must:

- be facing forwards and looking straight at the camera
- have a plain expression and your mouth closed
- have your eyes open and visible
- not have hair in front of your eyes
- not have a head covering (unless it's for religious or medical reasons)
- not have anything covering your face
- not have any shadows on your face or behind you

Do not wear glasses in your photo unless you have to do so. If you must wear glasses, they cannot be sunglasses or tinted glasses, and you must make sure your eyes are not covered by the frames or any glare, reflection or shadow.



Signature Form

Please PRINT this form and *follow the instructions carefully*. Once completed, scan and digitally attach to your application email.

Enter your full name:

**Enter your Date of Birth
(DD/MM/YY):**

Date completed:

Signature instructions:

Please provide a specimen signature and ensure the signature is completely inside the red box or the signature will not fit onto your licence card. A second signature box is provided if you have accidentally gone outside the red box after the first attempt.

Signature : Stay inside the red box