



**Maritime &  
Coastguard  
Agency**

# Application for GMDSS GOC, ROC, STCW Endorsement and Revalidation of STCW Endorsement

Use this form to apply for a new UK GOC, ROC, STCW GMDSS Endorsement or to revalidate an existing STCW GMDSS Endorsement.

Please complete this application form digitally, email your application and any scanned documents (including hand-signed declaration page) to [gmdss@mcga.gov.uk](mailto:gmdss@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](#)). There is no need to send us any physical documentation unless you have been specifically asked to do so.

**Please ensure that your application is 100% complete and paid for before submission. Failure to do so may result in your application being delayed or even rejected.** We aim to assess your application within **14 days** of receipt. Missing information will be requested from you and your response will be assessed in due course.

## 1. What are you applying for?

If you are applying for a Long Range Certificate, please use form [MSF 3917](#).

- ☐ GMDSS General Operator's Certificate **only**
- ☐ GMDSS Restricted Operator's Certificate **only**
- ☐ GMDSS General Operator's Certificate STCW Endorsement **only**
- ☐ GMDSS Restricted Operator's Certificate STCW Endorsement **only**
- ☐ GMDSS General Operator's Certificate **and** GMDSS STCW Endorsement
- ☐ GMDSS Restricted Operator's Certificate **and** GMDSS STCW Endorsement
- ☐ GMDSS General Operator's Certificate **STCW Endorsement Revalidation**
- ☐ GMDSS Restricted Operator's Certificate **STCW Endorsement Revalidation**

If you are applying for your GMDSS alongside your first UK CoC, please provide your GOC number if you hold one, or your course completion certificate if you don't yet hold a GOC. For CoC upgrades, please provide your GOC number with your NOE pass. For CoC revalidation, please provide your GOC number on form [MSF 4201](#). **There is no need to complete this form or pay for your GMDSS in these circumstances.**

## 2. Personal Details

For details on how we use your information and your data rights, please see our [privacy policy](#) online

<b>Title</b> (Mr, Mrs, Miss, Capt. etc)	
<b>Surname/Family Name</b>	
<b>First Name(s)</b> in full	
<b>Date of Birth</b> (DD/MM/YYYY)	
<b>Sex</b> (male/female)	
<b>Place of Birth</b>	
<b>Country of Birth</b>	
<b>Nationality</b>	

**2. Return Delivery Address**

<b>Address Line 1</b>	
<b>Address Line 2</b> (optional)	
<b>Town/City</b>	
<b>County/State/Province</b>	
<b>Postcode/ZIP/PIN</b>	
<b>Country</b>	

**3. Home Address (if different from delivery address) and Contact Details**

<b>Address Line 1</b>	
<b>Address Line 2</b> (optional)	
<b>Town/City</b>	
<b>County/State/Province</b>	
<b>Postcode/ZIP/PIN</b>	
<b>Country</b>	
<b>Email Address</b>	
<b>Telephone Number</b>	

**4. Current MCA-Issued Certificate (Endorsement and Revalidation only)**

<b>UK GMDSS</b> (GOC/ROC) number	
<b>Endorsement Expiry Date</b> (DD/MM/YYYY)	
<b>GOC/ROC Issue date</b> (from book)	

## 5. Supporting Evidence

**Failure to supply all the required documents may result in your application being delayed or even rejected.** Please tick all relevant boxes to indicate which documents you have submitted.

Please see our [guidance page](#) for further information on our requirements.

### GOC/ROC Applicants

- ☐ Copy of your Passport's ID page
- ☐ Passport-style photo
- ☐ Course completion certificate from an approved training provider

**It is strongly suggested that if you plan to apply for an STCW Endorsement in addition to the GOC/ROC, that you apply once you have completed your STCW Basic Training. If you are also applying for a UK Certificate of Competence, please apply for both your GOC/ROC and CoC at the same time.**

**If you are applying for both, you will need to provide the required documents from both the GOC/ROC section AND the Initial Endorsement section.**

### Initial Endorsement Applicants

[MIN 643](#) provides further information on the Ancillary and Safety training that must be updated prior to your CoC being revalidated.

- ☐ Passport-style photo
- ☐ Valid ENG1 medical fitness certificate or [MSN 1815 Amendment 6](#) non-UK equivalent
- ☐ Course completion certificate from an approved training provider
- ☐ Valid Certificate of Competency issued by an IMO Whitelist country **OR**
- ☐ STCW A-VI/1-1 Personal Survival Techniques **or refresher** if older than 5 years old
- ☐ STCW A-VI/1-2 Fire Prevention & Fire Fighting **or refresher** if older than 5 years old
- ☐ STCW A-VI/1-3 Elementary First Aid
- ☐ STCW A-VI/1-4 Personal Safety & Social Responsibility

DG Shipping India medicals **must** include 'Annexure IV – Medical Certificate for Service at Sea' page.

### Revalidation Applicants

[MIN 643](#) provides further information on the Ancillary and Safety training that must be updated prior to your CoC being revalidated.

- ☐ **Optional** passport-style photo (if your appearance has significantly changed)
- ☐ Valid ENG1 medical fitness certificate or [MSN 1815 Amendment 6](#) non-UK equivalent
- ☐ STCW A-VI/1-1 Personal Survival Techniques **or refresher** if older than 5 years old
- ☐ STCW A-VI/1-2 Fire Prevention & Fire Fighting **or refresher** if older than 5 years old

**If you are applying for your GMDSS alongside your first UK CoC, please provide your GOC number if you hold one, or your course completion certificate if you don't yet hold a GOC. For CoC upgrades, please provide your GOC number with your NOE pass. For CoC revalidation, please provide your GOC number on form [MSF 4201](#). There is no need to complete this form or pay for your GMDSS in these circumstances.**

## 6. Payment for GOC/ROC

**Your application will not be assessed until full payment has been received.** For quick and efficient payments, our preferred method is **Gov.uk Pay**. 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 or cards via the online payment facility Gov.uk Pay by following the links below. We are unable to accept cheques, postal orders, banker's drafts or cash.

If you are applying for your GMDSS alongside your first UK CoC, please provide your GOC number if you hold one, or your course completion certificate if you don't yet hold a GOC. For CoC upgrades, please provide your GOC number with your NOE pass. For CoC revalidation, please provide your GOC number on form [MSF 4201](#). **There is no need to complete this form or pay for your GMDSS in these circumstances.**

If you wish to pay by **bank transfer**, please email [seafarer.finance@mcga.gov.uk](mailto:seafarer.finance@mcga.gov.uk) for our bank details. Alternatively, please pay via the relevant link below and tick the appropriate box.

☐ BACS Transfer.

### GOC/ROC or Endorsement

☐ **UK** return delivery address:

**| £87.00**

<https://www.gov.uk/payments/seafarer-training-courses/gocroc-or-endorsement-uk>

☐ **EU/EEA** return delivery address:

**| £97.00**

<https://www.gov.uk/payments/seafarer-training-courses/gocroc-or-endorsement-eueea>

☐ **Rest of World** return delivery address:

**| £107.00**

<https://www.gov.uk/payments/seafarer-training-courses/gocroc-or-endorsement-row>

### Endorsement Revalidation

☐ **UK** return delivery address:

**| £64.00**

<https://www.gov.uk/payments/seafarer-training-courses/endorsement-revalidation-uk>

☐ **EU/EEA** return delivery address:

**| £74.00**

<https://www.gov.uk/payments/seafarer-training-courses/endorsement-revalidation-eueea>

☐ **Rest of World** return delivery address:

**| £84.00**

<https://www.gov.uk/payments/seafarer-training-courses/endorsement-revalidation-row>

Payment Reference:			
Name of Payee:	<input type="checkbox"/> Applicant	<input type="checkbox"/> Other (please give name):	
Address of payee (if other):			

7. Submitting Your Application

Please print this page then sign it, scan it and attach it to your application. The signature in **Section 9** will be the signature that appears on your certificate. Please sign in **black ball-point pen** and keep your signature within the box, as per the example below.

Example of an acceptable signature:



Example of an unacceptable signature:



Please email your completed form and photos/scans of your documents to [gmdss@mcga.gov.uk](mailto:gmdss@mcga.gov.uk)

Your files can be attached within a .zip folder, however, we **cannot** accept .rar extensions or links to file-sharing services (for example OneDrive, Google Drive, Dropbox etc.).

8. 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.

Signature:

Today's date: .....

9. Specimen Signature

Please also provide a specimen signature. This will appear on your Certificate.

Signature:

If your specimen signature went beyond the lines, you can try again below.

Signature:

## 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.gov.uk/government/organisations/maritime-and-coastguard-agency) <http://www.dft.gov.uk/mca>

Our [guidance page](#) contains useful information about the application requirements. [MSN 1861 Amendment 1](#) provides further regulatory guidance for revalidating your Certificate.

[MIN 643](#) provides further information on the Ancillary and Safety training that must be updated prior to your CoC being revalidated.

## 1. Personal Information

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.

### Privacy Statement

Personal information which you supply to us will be used to process your application to meet the applicable standards for the issuance of a GMDSS GOC/ROC and/or Standards of Training Certification and Watchkeeping (STCW) requirements.

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>

## 2. Return Delivery Address

Please complete this section with the address you wish for your CoC to be delivered to.

## 3. Home Address

Please complete this section with your current residence address.

## 4. Current Certificate

Please complete this section to provide the Certificate Number for your current GMDSS Certificate.

## 5. Required Documents

Before a United Kingdom GMDSS Certificate or Endorsement can be issued, you will need to submit ALL documentation as specified in this section. Further information is listed below and in [MSN 1864 Amendment 1](#).

### 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 with a plain white background.

### Passport

If this is your first application with the MCA, you will need to provide a copy of your passport's ID page.

## Training

For your GOC/ROC, you will need to submit your GMDSS Course Completion Certificate

For your initial STCW Endorsement application, you will need to submit documentary evidence of having completed **MCA-approved** or **accepted** 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);
- Elementary First Aid (STCW Table A-VI/1-3);
- Personal Safety and Social Responsibilities (STCW Table A-VI/14);

To revalidate your STCW Endorsement, 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);

## Medical fitness

Please see our list of MCA approved doctors for both [UK based](#) or [overseas doctors](#). [MSN 1815 Amendment 6](#) contains a list of countries whose medical certificates are accepted as equivalent to the UK certificate.

DG Shipping India medicals **must** include 'Annexure IV – Medical Certificate for Service at Sea' page.

## 6. Payment

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

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

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.

## 7. Submitting Your Application

Please follow the instructions and print the declaration page, sign it in black ball-point pen, scan it and include with your application. The signature provided will be the signature that appears on your Certificate.

## 8. 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 and date the declaration and ensure your signature is inside the box as this will be transferred to your CoC.