



**Maritime &  
Coastguard  
Agency**

# Application for Revalidation of An Existing Deck, Engineering or ETO Officer Certificate of Competency

Use this form to revalidate your UK CoC. If you are looking to revalidate your UK Flag State Endorsement, please use form [MSF 4203](#) instead.

Before completing this form, please ensure you have read the [guidance notes](#) on pages 7 to 10.

Please complete this application form digitally, email your application and any scanned documents (including hand-signed declaration page) to [revalidation@mcga.gov.uk](mailto: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](#)). 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?

- ☐ Deck CoC Revalidation  
☐ Deck CoC **and** GMDSS Revalidation  
☐ Engineering/ETO CoC Revalidation

## 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>	

## 3. 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>	

**4. Home Address and Contact Details (REQUIRED)**

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

**5. Current MCA-Issued Certificate of Competency (CoC)**

<b>UK CoC Number</b>				
<b>Expiry Date (DD/MM/YYYY)</b>				
<b>Highest Capacity</b>				
<b>Limitations</b>				
Please only indicate which tanker endorsements you hold and wish to revalidate.				
<b>Basic Tanker Endorsements</b>	<input type="checkbox"/> Oil & Chemical		<input type="checkbox"/> Liquefied Gas	
<b>Advanced Tanker Endorsements</b>	<input type="checkbox"/> Oil	<input type="checkbox"/> Chemical	<input type="checkbox"/> Liquefied Gas	<input type="checkbox"/> Vegetable Oils
If you hold a <b>UK GMDSS</b> GOC/ROC, we will automatically revalidate this at the same time and issue you a card format GOC/ROC and endorsement. Leave this section blank if you do not hold a UK GMDSS Certificate.				
<b>UK GMDSS (GOC/ROC) number</b>				
<b>GOC/ROC Issue date</b>				

**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**

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.

\* **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

## 7. 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.

- ☐ Optional passport-style photo (if your appearance has significantly changed)
- ☐ **Valid ENG1 medical fitness certificate or [MSN 1815 Amendment 6](#) non-UK equivalent**

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

### Sea Time Evidence

- ☐ Discharge Book (relevant vessel entries and personal details pages) / Certificates of Discharge **or**
- ☐ Sea Service Testimonial(s) **or**
- ☐ if applying with 30 months in an acceptable occupation: a company letter (on headed paper, with date of issue) outlining job title, dates of employment and job description.

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 evidence**.

### STCW Certificates

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

- ☐ 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/3 Advanced Fire Fighting **or refresher** if older than 5 years old
- ☐ STCW A-VI/2-1 Proficiency In Survival Craft & Rescue Boat **or refresher** if older than 5 years old

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.

### Optional Deck Certificates:

- ☐ MCA approved NARAS/ NAEST or ECDIS training completed after 01 January 2005

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”**.

### Optional Engineering Certificates:

- ☐ High Voltage Operational Level (EOOW only)
- ☐ High Voltage Management Level (Second Engineer, Chief Engineer, ETO)

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 Tanker Endorsement (if applicable)**

- ☐ 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.**

**ADDITIONAL New Tanker Endorsement (if applicable)**

- ☐ Complete the form [MSF 4210](#) and attach this separately

**8. Payment**

**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.

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

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.

☐ **UK** return delivery address:

**£64.00**

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

☐ **EU/EEA** return delivery address:

**£74.00**

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

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

**£84.00**

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

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

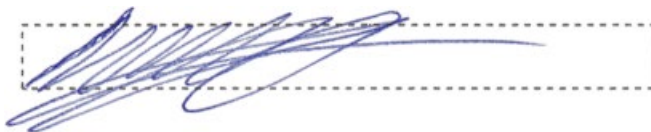
## 9. Submitting Your Application

Please print this page then sign it, scan it and attach it to your application. The signature in **Section 10** will be the signature that appears on your CoC. 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 [revalidation@mcqa.gov.uk](mailto:revalidation@mcqa.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.).

## 10. 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: .....

## 11. Specimen Signature

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

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. What are you applying for?

Please select the option that fits your requirements. Please do not select the “Deck CoC and GMDSS” option if you do not hold a UK GMDSS Certificate, as we are unable to revalidate certificates issued by other flag administrations.

## 2. 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 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. Return Delivery Address

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

## 4. Home Address and contact details

Please complete this section with your current residence address, email address and telephone number.

## 5. Current Certificate

Please complete this section and indicate any Tanker Endorsements held or any additional certificates held (i.e. GMDSS).

## 6. 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 proceeding 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](#).

## 7a. Required Documents

Before a United Kingdom Certificate of Competency can be issued, you will need to submit ALL documentation as specified in this section. Further information is listed below and in [MSN 1861 Amendment 1](#).

### Photographs

If providing a new Photograph, this must be taken full face without a hat, in colour with a plain light-coloured background.

### 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.

## 7b. Additional Requirements For The Manila Amendments

The STCW Convention 1978 has been amended by the 2010 Manila Amendments and contains 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.

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 Deck CoC you may be required to 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 FSE/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: **“This certificate is not valid for service on ships fitted with ECDIS.”**

For a list of MCA approved and MCA accepted ECDIS please see our list of [approved training providers](#).

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 [list of accepted countries](#).

## 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: **“This certificate is not valid for service on ships fitted with High Voltage (over 1000V) systems.”**

For the revalidation of a UK Engineering CoC 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:** Some courses 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\*:

## 8. 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 tanker endorsements or 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.

## 9. Submitting Your Application

Please follow the instructions and print the declaration page, scan it and include with your application. The signature provided will be the signature that appears on your CoC.

## 10. 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 may be transferred to your CoC if both your specimen signatures go beyond the lines of the box.

## 11. Specimen signature

Please hand-sign this section with black ball-point pen and keep your signature within the box. There is a second box provided in case your signature goes beyond the lines of the box.