



**Maritime &
Coastguard
Agency**

Application for The Replacement of a Certificate of Competency or UK GMDSS Certificate

Use this form to obtain a replacement for a lost or stolen certificate.

Please complete this application form digitally, email your application and any scanned documents (including hand-signed declaration page) to deck@mcga.gov.uk if you hold a Deck CoC, engineering@mcga.gov.uk if you hold an Engineering CoC or gmdss@mcga.gov.uk if you are applying to replace a GMDSS GOC or ROC only.

We can only replace valid CoCs. If your CoC had expired, please do not complete this form but email revalidation@mcga.gov.uk for advice.

If you recover the lost/stolen CoC, you must return it to: Seafarer Operations (Training & Certification), Maritime and Coastguard Agency, Spring Place, 105 Commercial Road, Southampton SO15 1EG.

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?

- ☐ Replacement CoC/FSE
- ☐ Replacement GMDSS Certificate
- ☐ Replacement Long Range Certificate

2. Personal Details

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

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

3. Return Delivery Address

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

4. Home Address and Contact Details (REQUIRED)

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

5. Further Details on the Loss

If your certificate was stolen, you **MUST** report it to the Police.

Date reported		
Police Report reference number		
Name and address of Police Station		
UK CoC/FSE number		
Expiry Date (DD/MM/YYYY)		
Capacity/rank of CoC/FSE		
Have you lost a CoC/FSE before?	☐ Yes	☐ No
UK GMDSS (GOC/ROC) number		
GOC/ROC Issue date (from book/card)		
Endorsement Expiry Date (DD/MM/YYYY)		
Have you lost a GMDSS before?	☐ Yes	☐ No
UK LRC number		
LRC Issue date (from book/card)		
Have you lost an LRC before?	☐ Yes	☐ No

Please provide FULL details of the circumstances of the loss of your certificate, including date, place, time and contact details of any witnesses. We may need to contact witnesses or contact you again for further information.

6. 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 replacing your GMDSS at the same time as your CoC.

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

CoC or GMDSS

☐ BACS Transfer.

☐ **UK** return delivery address:

£87.00

<https://www.gov.uk/payments/seafarer-training-courses/application-for-replacement-certificate-deck-or-engineering-or-cec-uk>

☐ **EU/EEA** return delivery address:

£97.00

<https://www.gov.uk/payments/seafarer-training-courses/application-for-replacement-certificate-deck-or-engineering-or-cec-eu>

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

£107.00

<https://www.gov.uk/payments/seafarer-training-courses/replacement-certificate-deck-or-engineering-or-cec-row>

Long Range Certificate

☐ BACS Transfer.

☐ **UK** return delivery address:

£10.00

<https://www.gov.uk/payments/seafarer-training-courses/application-for-uk-courier-fees>

☐ **EU/EEA** return delivery address:

£20.00

<https://www.gov.uk/payments/seafarer-training-courses/application-for-eu-courier-fees>

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

£30.00

<https://www.gov.uk/payments/seafarer-training-courses/application-for-row-courier-fees>

Payment Reference:			
Name of Payee:	☐ Applicant	☐ Other (please give name):	
Address of payee (if other):			
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.			

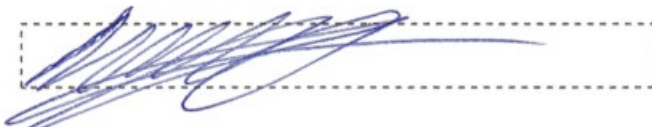
7. Submitting Your Application

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 deck@mcga.gov.uk, engineering@mcga.gov.uk or gmdss@mcga.gov.uk as applicable.

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 CoC.

Signature:

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

Signature:

10. 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 (FSE) 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>