



Maritime &
Coastguard
Agency

Application For an Oral Examination Leading To The Issue of A Certificate Of Competency (STCW) For Masters, Chief Mates & Deck Officers In The Merchant Navy

Please complete this application form digitally, email your application and any scanned documents (including hand-signed declaration page) 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](#)). If this is your first UK CoC application, please send your Training Record Book (TRB) **only** to;

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

There is no need to send any other documentation to us unless you have been specifically asked to.

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 28 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?

- II/3 OOW, Less than 500GT, Category “D” Waters
- II/3 OOW, Less than 500GT, Near Coastal Waters
- II/1 OOW, Unlimited Tonnage, Unlimited Area**
- II/2 Chief Mate, Less than 3000GT, Near Coastal Waters
- II/2 Chief Mate, Less than 3000GT, Unlimited Area
- II/2 Chief Mate, Unlimited Tonnage, Near Coastal Waters
- II/2 Chief Mate, Unlimited Tonnage, Unlimited Area**
- II/3 Master, Less than 500GT, Category “D” Waters
- II/3 Master, Less than 500GT, Near Coastal Waters
- II/2 Master, Less than 3000GT, Specified Area, Domestic Vessels Only
- II/2 Master, Less than 3000GT, Unlimited Area
- II/2 Master, Unlimited Tonnage, Near Coastal Waters
- II/2 Master, Unlimited Tonnage, Unlimited Area**

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. **There is no need to complete MSF 4354 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

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	

SMarT Funding

Are you a UK SMarT Funded Cadet?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sponsoring Company Email Address		

5. Certificates Held or Required**CoC**

Do you have an EXISTING CoC?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
CoC Certificate Number		
CoC Expiry Date (DD/MM/YYYY)		
Country of Issue		

GMDSS

Do you have an EXISTING GMDSS?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Certificate Number/Issue Date (DD/MM/YYYY)		
Endorsement Expiry Date (DD/MM/YYYY)		
Country of Issue		
Do you require a NEW UK GMDSS?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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.

First Time Applicants

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

To comply with health and safety requirements in accordance with the Merchant Shipping Training & Certification (Medical Examination) Regulations 2002 and STCW Regulation I/9, any seafarer employed or engaged in any capacity aboard a seagoing Vessel must hold a valid medical fitness certificate attesting to their medical fitness for the work for which they are employed. **If you are unable to take a solo watch of not fit for lookout duties you will not be issued with a UK Deck Officer CoC. Medical Fitness Certificates must be valid at the time of issue of the CoC. This should be re-submitted with your NOE pass.**

- Attested Passport
- Visa (if applicable)
- Passport-style photo
- Medical Fitness Certificate
- Discharge Book (including ID page) or Certificates of Discharge
- Sea Service Testimonials, including watchkeeping service
- STCW A-VI/1-3 Elementary First Aid
- STCW A-VI/1-4 Personal Safety and Social Responsibilities
- STCW A-VI/1-2 Fire Prevention & Fire Fighting
- STCW A-VI/1-1 Personal Survival Techniques

For candidates claiming reduced sea time

- MNTB Approved Training Record Book
- MNTB Approved Electronic Training Record Book

An original, paper Training Record Book (TRB) **must** be sent to our office and not scanned to your application email. Please ensure you add your full name, date of birth and address to a piece of paper attached to your TRB before posting to us so we can ensure it is paired with the correct application form you have emailed to us. **If you are submitting an electronic TRB, we will review this by directly accessing the SwiftTrack system.**

Please ensure the following is completed when submitting your MNTB TRB, either paper or electronic. An incomplete TRB can lead to your application taking longer to process or not being approved:

- a) Complete all contact details;
- b) Ensure that your Designated Shipboard Training Officer (DSTO) has inspected your work and signed to confirm this;
- c) All tasks are completed and the appointed supervisor has signed off against them.

UK CoC Holders

- Passport
- Passport-style photo
- Discharge Book (including ID page) or Certificates of Discharge
- Sea Service Testimonials, including watchkeeping service

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

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.

The fee for an NOE application is £220 which includes the cost of a courier service.

The fee for an upgrade with no oral examination is £77*. Postage to the UK is an additional £10, postage to Europe is an additional £20 and postage to the rest of the world is an additional £30.

The fee for a combined Master <500 GT near-coastal and Master <3,000 GT Specified Area CoC is £379**. Please check (x) the appropriate box below to indicate your chosen method of payment.

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.

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.

BACS Transfer.

Notice of Eligibility Applications

£220.00

<https://www.gov.uk/payments/seafarer-training-courses/application-for-deck-merchant-certificate-of-competency-including-upgrades>

Combined Notice of Eligibility Applications

£379.00

<https://www.gov.uk/payments/seafarer-training-courses/application-for-combined-master-less-than-500gt-near-coastal-and-master-less-than-3000gt-specified-area-coc>

UK Certificate of Competency Upgrade Applications without Oral Examination.

UK return delivery address:

£87.00

<https://www.gov.uk/payments/seafarer-training-courses/application-for-deck-merchant-certificate-of-competency-including-upgrades-uk-upgrade>

EU/EEA return delivery address:

£97.00

<https://www.gov.uk/payments/seafarer-training-courses/application-for-deck-merchant-certificate-of-competency-including-upgrades-eu-upgrade>

Rest of World return delivery address:

£107.00

<https://www.gov.uk/payments/seafarer-training-courses/application-for-deck-merchant-certificate-of-competency-including-upgrades-row-upgrade>

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 pages 6 & 7 then sign them, scan them and attach them to your application. The signature in **Section 10** 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.

Please email your completed form and photos/scans of your documents to deck@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.).

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 the guidance notes which explains how we use the personal information we collect from you.

Signature:

Today's date:

11. Counter Declaration

You should obtain a counter declaration from a responsible person who is NOT related to you and has known you for at least 2 years. They should enter their details in this section. **We may contact this person by email to validate the declaration.**

Name	
Address	
Postcode/ZIP/PIN & Country	
Email Address	
Telephone Number	
Capacity in which you know the applicant	
Occupation	

I declare that the information given is, to the best of my knowledge, true and complete. I also declare that the documents submitted are, to the best of my knowledge, genuine and relate to the person(s) whose names appear on them. I confirm that the photograph submitted bears a true current likeness of the applicant and I am willing to confirm by email if I am contacted by the Maritime & Coastguard Agency.

Counter
Signature:

Today's date:

12. Specimen Signature

Please print pages 6 & 7 then sign them, scan them and attach them to your application. The signature in **Section 10** 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:



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. YOU SHOULD ALSO REFER TO GUIDANCE FORM [MSN 1856 Amendment 1](#).

Please complete this form digitally when possible, otherwise complete in black ink, scan/photograph and email to deck@mcga.gov.uk

ENSURE YOU COMPLETE THIS FORM IN FULL - FAILURE TO DO SO MAY MEAN THAT WE WILL HAVE TO RETURN YOUR APPLICATION TO YOU, AND WILL RESULT IN A DELAY TO YOUR APPLICATION BEING PROCESSED.

Enclose all documents necessary to establish your eligibility for examination for an STCW Certificate of Competency. A document checklist is on pages 4 & 5 to help you.

If eligible you will be issued with a Notice of Eligibility (NoE) enabling you to sit an MCA oral examination. The NoE will be valid for 5 years from the date of issue. The NoE will advise you how to apply for an appointment for the examination and what you should do once you have taken the examination. Oral examination passes for each level of certification are valid for three years from the date of the oral exam.

The oral examination pass **must** be in date at the time of issue of the CoC.

A series of Training and Certification Guidance Notes, giving further details of requirements are available from the Seafarer Training & Certification Branch, the contact details are below, or they can be found on our website www.gov.uk/mca.

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 (Certificate of Equivalent Competency) (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.

If you are required to sit a Part A: Online computer based proctored examination, some of the details provided on your application form (name and photograph) will be shared with our third-party processor, to allow for an account to be set up for the Part A: Online computer based proctored examination to be undertaken. This information will be retained until such time as the candidate passes the Part A exam. On passing the Part A exam, the user account will be permanently deleted after 90 days.

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>

1. What Are You Applying For?

Please check (x) the capacity / limitations for which you are applying. Only tick ONE box.

2. 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 birth certificate.

Your date of birth should be given in the format **DD/MM/YYYY**.

3. Return Delivery Address

You may provide an alternative address for return of documents or correspondence relating to this application, e.g. if you are away at college, if this is different to your home address.

4. Home Address

You should give your permanent home address, where you are normally resident.

5. Current Certificates

Please complete this section to provide the Certificate Number for your current CoC and GMDSS Certificate (as applicable).

6. Sea Time

All sea service submitted on page 3 of the application form must be supported by a Discharge Book OR Certificates of Discharge **AND** Sea Service Testimonials which include watchkeeping evidence. A pro forma for the Sea Service Testimonial can be found in [MSN 1856 Amendment 1](#). Acceptable testimonials must be signed, stamped and dated by the Master **OR** other responsible company representative.

Below is the required sea service for the different MCA approved routes:

Officer of the Watch

- Examination: 36 months with 6 months bridge watchkeeping
- Foundation Degree: 12 months with 6 months bridge watchkeeping
- HNC/HND (**With an MNTB Training Record Book**) : 12 months with 6 months bridge watchkeeping
- AMET: 15 months with 6 months bridge watchkeeping
- If you are following an MCA approved overseas collaborative programme (so called one plus one schemes) you should consult with the UK parent college as agreements will be made with the MCA on a programme by programme basis.

Chief Mate

12 months as a Deck Officer since obtaining your OOW CoC.

For upgrades to Chief Mate <3000 GT unlimited area: 6 months watchkeeping sea service. **This will include an oral examination (£220)**. For all other upgrades please refer to the diagram on page 4 of [MSN 1856 Amendment 1](#).

Master

36 months as Deck Officer since qualifying as an OOW or 12 months whilst holding a Chief Mate CoC and sailing as Chief Mate.

For upgrades to Master <3000GT unlimited area: at least 12 months serving as Chief Mate or 36 months as Deck Officer since qualifying for an OOW unlimited. For all other upgrades please refer to [MSN 1856 Amendment 1](#). **This does not require an oral examination (£76).**

7. Supporting Evidence

Before a Notice of Eligibility (NOE) can be issued ALL the documents in this section **MUST** be provided with this application. Please ensure you check (x) each box to indicate that you have enclosed the documents. If you are applying to upgrade or add an endorsement to your Certificate of Competency (CoC) you must hold the applicable MCA-issued Certificate of Competency prior to making your application. The required CoCs are listed in [MSN 1856 Amendment 1](#). Non UK CoC holders will need to convert their CoC to a UK CoC as per section 14 of [MSN 1856 Amendment 1](#).

Any candidate failing to submit all the required documents may have their application **returned without being processed**.

Photographs

Please attach your passport photo as per separate Photo Form1 instructions

Medical Fitness Certificates

All candidates for any CoC **must** provide a valid medical fitness certificate, either

- The UK medical fitness certificate, currently known as an ENG 1, issued by an MCA approved medical practitioner, or
- A certificate issued by the Administration of any country whose medical fitness certificate is recognised as equivalent to the UK ENG 1

Medical Fitness Certificates **must** be valid at the time of issue of the CoC.

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

Further Evidence of Training required before your CoC can be issued

The following documentary evidence will need to be provided before your CoC can be issued, however it is not required for the issue of your NOE.

For All Applicants

If any of the 4 below certificates are over 5 years old you will be required to provide evidence of the relevant updated training.

1. Fire Prevention and Fire Fighting (STCW Code A-VI/1-2) less than 5 years old
2. Personal Survival Techniques (STCW Code A-VI/1-1) less than 5 years old
3. Advanced Fire Fighting (STCW Code A-VI/3) less than 5 years old
4. Proficiency in Survival Craft and Rescue Boats (STCW Code A-VI/2-1) less than 5 years old

OOW

All

1. UK Signals Certificate – issued within the last 3 years
2. NARAS/NAEST Operational
3. Advanced Fire Fighting (STCW Code A-VI/3)
4. Proficiency in Survival Craft and Rescue Boats (STCW Code A-VI/2-1)
5. Medical First Aid (STCW Code A-VI/4-1)

6. Efficient Deck Hand (EDH)
7. HELM Operational
8. GMDSS GOC

Foundation Degree

1. Course Completion Certificate/Letter

All other routes

1. SQA Safety Paper results
2. HNC Course Completion letter

Chief Mate Unlimited

1. GMDSS GOC
2. UK NARAS/ NAEST (Management)
3. Medical Care Certificate (STCW Code A-VI/4-2) less than 5 years old
4. HELM Management

Chief Mate Unlimited, less than 3000 GT unlimited area

1. GMDSS GOC
2. NARAS Management
3. HELM Management
4. Medical Care Certificate (STCW Code A-VI/4-2) less than 5 years old

Master Unlimited

1. GMDSS GOC
2. Medical Care Certificate (STCW Code A-VI/4-2) less than 5 years old
3. NARAS/NAEST (Management) and evidence of MCA **approved** NARAS/ NAEST (operational) or ECDIS training completed after 01 January 2005.
4. HELM Management

Upgrade to Master less than 3000gt unlimited area, from Chief Mate Unlimited

1. GMDSS GOC
2. Medical Care Certificate (STCW Code A-VI/4-2) less than 5 years old
3. NARAS/ NAEST (Management) and evidence of MCA **approved** NARAS/ NAEST (operational) or ECDIS training completed after 01 January 2005.
4. HELM Management

HELM: STCW Convention and Code, 1978 as amended 2010 brings in new requirements for leadership and management training. Although the UK has identified that these requirements are broadly met in the current MNTB approved officer training programmes for the operational level, specific training programmes in Human Element Leadership and Management (HELM) have been developed at both the operational level (to be used for non-MNTB officer cadet training programmes) and at the management level. For further information please refer to [MSN 1856 Amendment 1](#) (section 10.4, page 12).

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

8. Payment

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

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, 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.

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 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.

11. Counter Declaration

You should obtain a counter declaration from a responsible person who is NOT related to you and has known you for at least 2 years. They should enter their details in this section. This person is declaring that your application photograph is a true and accurate likeness to the applicant. The MCA may contact this person by email to validate the counter declaration.

You must use this table if you are using yacht service. For definitions please refer to MSN 1858. For details of how yacht sea service is calculated towards a Merchant Navy CoC please refer to Annex F of MSN 1856 Amendment 1 (page 30).

VESSEL AND VOYAGE DETAILS						DATES		DURATION		SEA SERVICE DURATION (DAYS)				
Vessel Name	Flag	GT	Length*/Type**/ Voyage***			Rank/Capacity	From	To	Months	Days	Actual Sea Service	Standby Service	Yard Service	Watch- keeping
Totals														

* Length - Load line length

** Type - Type of yacht (motor/sail)

*** Voyage - You should give the area in which the ship traded using the following codes U = Unlimited, NC = Near Coastal Area

New Sea Time Requirements for Unlimited Route

Full Requirements in MSN 1856 Amendment 1

