



Maritime &
Coastguard
Agency

**APPLICATION FOR INITIAL STCW
ENDORSEMENT AND SUBSEQUENT
REVALIDATION TO GMDSS
CERTIFICATE OF COMPETENCE**

GMDSS

IMPORTANT - BEFORE completing this form, please ensure you have read the guidance notes and instructions on pages 4, 5 and [MSN 1864](#). Please provide an email address in block capitals in order for us to inform you of the receipt of your application. If you require your documents to be returned to an address outside the UK you should include a courier fee.

1 PERSONAL DETAILS

Title Mr/Mrs/Miss/Capt etc		Sex Male / Female	
Surname / Family name			
Forename(s) in full			
Date of Birth			
Place and Country of Birth			
Nationality		Discharge Book No or Passport No. or National ID No.	

NAME

	Full Home Address	Address for return of documents (if different from home address)	
Address			
District			
Town / City			
County/State			
Post Code/Zip			
Country			
Telephone No		Mobile No.	
Email Address			

DOB

Please do not write below this line

Received:	Fee:	SDS No	
		Receipt No	
		RMS No	
		COC No	
		GMDSS No.	

SDS

2- CHECKLIST

GMDSS

Please note that failure to supply all the required documents may cause a delay in the processing of this application. Please read the attached Guidance Notes before completing this application.

2A – FOR ALL APPLICATIONS

Tick if enclosed

Official use only

Original GMDSS GOC or ROC		
Valid Medical Fitness Certificate* (ENG 1 or MCA accepted equivalent)		
Courier Fee (strongly recommended for applicants outside of the UK)		

*To comply with health and safety requirements in accordance with the Merchant Shipping Training & Certification (Medical Examination) Regulations 2002 and STCW Regulation 1/9, 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. Further information may be obtained from the MCA at www.dft.gov.uk/mca.

2B – APPLICATIONS FOR INITIAL ENDORSEMENT

Valid UK Certificate of Competency OR ALL of the following certificates		
STCW A-VI/1-1 Personal Survival Techniques < 5 years old		
STCW A-VI/1-2 Fire Prevention & Fire Fighting < 5 years old		
STCW A-VI/1-3 Elementary First Aid		
STCW A-VI/1-4 Personal Safety & Social Responsibility		

2C – APPLICATIONS FOR REVALIDATION

Evidence from Discharge Book OR sea service testimonials confirming 12 months sea service within the last five years OR		
Original company letter confirming 2 ½ years within the last 5 years in an acceptable shore based occupation OR		
A valid UK CoC OR		
STCW A-VI/1-3 Elementary First Aid		
STCW A-VI/1-4 Personal Safety & Social Responsibility		

For all revalidation applicants:

STCW A-VI/1-1 Personal Survival Techniques < 5 years old (or updated in last 5 years)		
STCW A-VI/1-2 Fire Prevention & Fire Fighting < 5 years old (or updated in last 5 years)		

3 - DECLARATION (THE MAXIMUM PENALTY FOR A FALSE DECLARATION IS £5000)

I declare that the information I have given is, to the best of my knowledge, true and complete. I also declare that the documents submitted are genuine, given and signed by the persons whose names appear on them.

Date.....

For documents being returned to an address outside of the UK:

We would strongly recommend that you use our international courier service if your documents are being returned to an address outside the UK. If you do not use this service your documents will be sent by standard post. The MCA does not accept any liability for documents lost in the post. Please indicate the correct fee in the payment section.

4 – COURIER PAYMENT

GMDSS

If you are revalidating your UK Certificate of Competency at the same time as your GMDSS, there is no requirement for you to submit an additional courier fee.

Please enclose the appropriate fee. Payment should be made in £ sterling by cheque, postal order or bankers order, credit or debit card. Cheques, postal orders and bankers drafts should be made payable to the "Maritime and Coastguard Agency" and crossed "Account Payee" and "not negotiable". Cheques, drafts and orders should be drawn at a UK bank.

CASH WILL NOT BE ACCEPTED.

Please tick (✓) the appropriate box below:

For the European Union or EEA: £20.00

For the rest of the world: £30.00

Please tick (✓) the appropriate box below to indicate your chosen method of payment.

Maestro Visa MasterCard/Access Delta Cheque/Bankers draft Postal Orders

Please charge my Maestro/Visa /MasterCard/Access/Delta Card £.....

Name of Card Holder																	
Card Number (16-18 digits)																	
Start Date																	
Expiry Date																	
Maestro Issue Number (Maestro Cards only)							Security Code										



The Security Code is the last three digits of the numbers on the reverse of the card, near to the signature strip. (See example right)

Signature Date.....

GUIDANCE NOTES

The official regulations are in [MSN 1864](#).

How do I get my United Kingdom GMDSS certificate endorsed for the first time?

You will need to send **your original GMDSS Certificate of Competence** and **original or attested** copies of the following certificates:-

- United Kingdom Certificate of Competency
- Discharge Book OR Sea Service Testimonials **AND**
- Valid Medical Fitness Certificate (ENG 1 or MCA accepted equivalent)
- Courier Fee (if outside of the UK)

OR

- **STCW A-VI/1-1** Personal Survival Techniques
- **STCW A-VI/1-2** Fire Prevention and Fire Fighting
- **STCW A-VI/1-3** Elementary First Aid
- **STCW A-VI/1-4** Personal Safety and Social Responsibility
- Valid Medical Fitness Certificate (ENG 1 or MCA accepted equivalent)
- Courier Fee (if outside of the UK)

How often does my GMDSS certificate need to be revalidated after the first endorsement?

After obtaining the initial STCW endorsement, GMDSS certificates must be revalidated every 5 years.

To **revalidate** your GMDSS certificate you will need to send the following:

- **Original GMDSS Certificate of Competence.**
- **Original OR attested copies** of discharge book or sea service testimonials to confirm at least 12 months sea service in the last 5 years **OR** a company letter confirming at least 2 ½ years service in the last 5 years in an acceptable shore based occupation **OR** Evidence that you can go to sea (Valid CoC or 4 Basics)
- **Original OR attested copy** of a valid Medical Fitness Certificate (ENG 1 or acceptable equivalent)
- **Courier Fee (if outside of the UK)**

How do I get my GMDSS revalidated if I am working in a shore based occupation?

You can revalidate your GMDSS if you submit a letter from your company confirming at least 2 ½ years service within the last 5 years in an acceptable shore based occupation. If you are unsure if your occupation is acceptable please send an email to deck@mcga.gov.uk outlining details of your role and duties.

Where do I send my GMDSS certificate for endorsement or revalidation?

Please send the documents to **Deck & GMDSS Section, Seafarer Training & Certification Branch, Maritime & Coastguard Agency, Spring Place, 105 Commercial Road, Southampton, SO15 1EG**; we recommend that documents are sent by registered post or courier. If unsure of which documents are to be submitted, please contact our customer helpline on +44 (0)2380 329 231 for advice, or send an email request to deck@mcga.gov.uk .

Can I submit photocopies of my documents?

You must submit the original GMDSS certificate. Photocopies of other documents are accepted, however they must be **attested** as true copies of the original by a solicitor, issuing administration, Notary Public, MCA approved Nautical College, or by an authorised MCA official.

Is there a fee to endorse or revalidate my GMDSS certificate?

No, currently there is no fee payable for the endorsement or revalidation of a GMDSS certificate. **We strongly recommend that you use our international courier service if your documents are being returned to an address outside of UK.** There is a fee for courier despatch.

How will my documents be returned?

The documents will be returned by Recorded Delivery **to addresses within the UK.** For addresses outside of the UK **standard international mail will be used if no courier fee is included.** If a fee of £20 (EU or EEA) or £30 (for the rest of the world) is received the documents will be returned by courier service. If this method is chosen, you will need to include a contact telephone number to enable the courier company to deliver your documents.

How can I pay to have my documents returned by courier?

We accept cheques, postal orders, bankers drafts and credit/debit cards. These should be made payable to the "Maritime and Coastguard Agency". **Cash cannot be accepted.**

If I work on an offshore installation can I endorse my GMDSS certificate?

Personnel working on all offshore installations are not required to have their GMDSS Certificates endorsed as they are not regulated under STCW 78, as amended. If they require an endorsement they must comply with all the requirements overleaf. No certification from OPITO or COGENT will be accepted in lieu of the STCW basic safety training certification.

If I work on a fishing vessel can I endorse my GMDSS certificate?

Personnel working on fishing vessels are not required to have their GMDSS Certificates endorsed as they are not regulated under STCW 78, as amended. If they require an endorsement they must comply with all of the requirements overleaf. No certification from OPITO or COGENT will be accepted in lieu of the STCW basic safety training certification.

Where do I send my GMDSS certificate if it is incorrect?

You will need to send your certificate and a letter stating the information which is incorrect to: AMERC NAC Manager, AMERC Limited NAC (GMDSS), Wray Castle Limited, Bridge Mills, Stramongate, Kendal, Cumbria LA9 4UB. Tel: +44 (0) 1539 742 745 fax: +44 (0) 1539 742 746 email: amerc_nac@wraycastle.com website: www.amerc.ac.uk.

How do I replace a lost GMDSS certificate?

If your GMDSS certificate has been lost you need to contact the Seafarer Training & Certification Branch, Maritime & Coastguard Agency, Spring Place, 105 Commercial Rd, Southampton, SO15 1EG. (deck@mcga.gov.uk) or AMERC NAC to obtain an application form. You are required to report the loss to the police. The completed form, including 2 attested passport photographs and a fee of £58 will need to be sent to AMERC NAC Manager, AMERC Limited NAC c/o Wray Castle Limited, Bridge Mills, Stramongate, Kendal, Cumbria LA9 4UB. Tel: +44 (0) 1539 742 745 fax: +44 (0) 1539 742 746 email: amerc_nac@wraycastle.com website: www.amerc.ac.uk.

WE DO NOT OFFER A COUNTER SERVICE**YOU SHOULD ALLOW 14 DAYS FOR US TO PROCESS YOUR APPLICATION****AN INCOMPLETE APPLICATION WILL DELAY THE ISSUE OF YOUR GMDSS**