



**APPLICATION FOR AN ORAL EXAMINATION LEADING TO
THE ISSUE OF A CERTIFICATE OF COMPETENCY (STCW) FOR
Masters, Chief Mates and Deck Officers on Commercially and
Privately Operated Yachts and Sail Training Vessels**

YD

IMPORTANT - BEFORE completing this form, please ensure you have read the guidance notes and instructions on pages 8 to 11. Please provide an email address in block capitals in order for us to inform you of the receipt of your application (see section 8 of the guidance notes). Further regulatory guidance is available in [MSN 1858](#). **We do not offer a counter service.** For conversions from other CoCs you must refer to our website - [Click Here](#) or search www.gov.uk for "Yacht CoC".

1 PERSONAL DETAILS

Title Mr/Mrs/Miss/Capt. etc.		Sex: Male/Female	
Surname / Family name			
Forename(s) in full			
Date of Birth			
Place of Birth		Country of Birth	
Nationality		National Identity No	
	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	

Name

DOB

SDS

2 CERTIFICATE APPLIED FOR

Capacity	STCW Reg.	Tonnage Limits (GT)	Limitations	Please tick ✓
Master and OOW	II/2	Less than 200 GT Less than 500 GT	Master (Code Vessels, less than 200 GT 150 miles from safe haven) OOW (Yachts, less than 500GT unlimited)	
Master and OOW	II/2	Less than 200 GT Less than 500 GT	Master (Code Vessels, less than 200GT unlimited) OOW (Yachts, less than 500 GT unlimited)	
OOW	II/1	Less than 3000 GT	OOW (Yachts, less than 3000GT unlimited). If you wish to obtain a Master Code Vessel endorsement you will need to pass an additional oral examination (Please tick both relevant boxes to indicate this)	
Chief Mate (Upgrade Only)	II/2	Less than 3000GT	Chief Mate (Yachts, less than 3000 GT unlimited)	
Master	II/2	Less than 500 GT	Master (Yachts, less than 500 GT unlimited)	
Master	II/2	Less than 3000 GT	Master (Yachts, less than 3000 GT unlimited)	

Received (for official use only)	Fee (for official use only)	SDS Number (for official Use only)	

3 SEA SERVICE

THIS PAGE MUST BE FILLED IN - take details from your Discharge Book, acceptable Logbook and/or Certificates of Discharge

Deck Officers – this means service on crew agreement as a Deck Officer. **The sea service must be supported by testimonials which must state the sign on and sign off dates and the actual sea service days plus any watchkeeping service; these must be signed by the Master. Masters should obtain a company letter providing confirmation of their sea service signed by an Authorised Official within the Company. We will not accept self certified sea time. IF THIS IS NOT SUPPLIED YOUR APPLICATION WILL BE DELAYED.**

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 is properly documented and verifiable. All sea service must be relevant to this application. **Sea Service Time Requirements:**

Master Code Vessels <200 GT, OOW <500 GT – There are no requirements to provide sea service testimonials **unless you are converting from an OOW unlimited (Merchant) CoC, whereby you must demonstrate 3 months' seagoing service on vessels of between 15 metres and 24 metres or under 200 GT.**

OOW Yachts <3000GT - a minimum of 36 months' onboard yacht service. This must include at least 365 days seagoing service on vessels of 15 metres or over in load line length, made up of:

- A **minimum** of 250 days' ACTUAL sea going service **and**
- 115 days of any combination of the following:
 - Actual sea service;
 - Stand-by service - A maximum of 14 consecutive days may be counted at one time, but on no occasion may a period of standby service exceed that of the previous voyage;
 - Yard service - up to a maximum of 90 days continuously or in separate periods. **You must complete a Training Record book, unless you have completed 36 months (1080 days) of actual sea service in vessels over 24 metres.**

Master Yachts <500GT - 12 months onboard yacht service as a Deck Officer, including not less than 120 days watchkeeping service, in vessels of 15m or over in load line length whilst holding an accepted OOW STCW Reg. II/1(Yachts less than 3000 GT) CoC.

Master Yachts <3000GT - 24 months onboard yacht service as a Deck Officer, including not less than 240 days watchkeeping service whilst holding an accepted OOW STCW Reg. II/1 (Yachts less than 3000 GT) CoC. All of this service must be completed in vessels of 15m or over in load line length and include 12 months in vessels of 24m or over in load line length, or six months in vessels of 500 GT or more.

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														

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 Loadline length
** Type Type of yacht. If service on other vessels please state Cargo, Passenger or Ro-Ro
*** Voyage you should give the area in which the ship traded using the following codes U = Unlimited, NC = Near Coastal Area

4 CHECKLIST

Before a Certificate of Competency can be issued, you will need to submit the following documentation - Original documents **MUST** be supplied

If you already hold a Certificate of Competency or Certificate of Service you must send it in with this application and give the following details below

Certificate No:	Capacity:	Country of Issue:
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4A FOR ALL APPLICATIONS (Apart from Chief Mate <3000 GT Yacht - see 4 D)

All of the Documents in section 4A must be submitted before you NOE can be issued.

	✓ if enclosed	Official Use only
Attested Copy of Passport and Visa if applicable (Please refer to guidance notes) – Please do not send your original.	<input type="checkbox"/>	<input type="checkbox"/>
Discharge Book OR Certificates of Discharge OR MCA approved Logbook (not required for Master <200 GT OOW <500GT)*	<input type="checkbox"/>	<input type="checkbox"/>
Sea Service Testimonials (see guidance notes pages 8&9)	<input type="checkbox"/>	<input type="checkbox"/>
Two countersigned passport photographs (please refer to guidance notes)	<input type="checkbox"/>	<input type="checkbox"/>
MCA approved Yachtmaster Offshore Certificate of Competence	<input type="checkbox"/>	<input type="checkbox"/>
MCA Approved Yachtmaster Offshore Shore based Certificate (not required if YM was issued before 31/7/03)	<input type="checkbox"/>	<input type="checkbox"/>
MCA approved Yachtmaster Ocean Certificate of Competence**	<input type="checkbox"/>	<input type="checkbox"/>
MCA approved Yachtmaster Ocean Shore based Certificate (not required if YM was issued before 31/7/03) **	<input type="checkbox"/>	<input type="checkbox"/>
Personal Survival Techniques STCW A-VI/1-1 (after 1st January 2017 updated or issued < 5 years)	<input type="checkbox"/>	<input type="checkbox"/>
Fire Prevention and Fire Fighting STCW A-VI/1-2 (after 1st January 2017 updated or issued < 5 years)	<input type="checkbox"/>	<input type="checkbox"/>
Elementary First Aid STCW A-VI/1-3	<input type="checkbox"/>	<input type="checkbox"/>
Personal Safety and Social Responsibilities STCW A-VI/1-4	<input type="checkbox"/>	<input type="checkbox"/>
Valid Medical Fitness Certificate***	<input type="checkbox"/>	<input type="checkbox"/>
For Yacht OOW <3000 GT - MCA approved Training Record Book (please refer to guidance notes)	<input type="checkbox"/>	<input type="checkbox"/>

*Master Code Vessels - <200 GT, OOW <500 GT – There are no requirements to provide sea service testimonials **unless you are converting from an OOW unlimited (Merchant) CoC, whereby you must demonstrate 3 months' seagoing service on vessels of between 15 metres and 24 metres or under 200 GT.** A company letter from the vessel owner or operator will be accepted as evidence.

** These certificates are required if you wish to progress to Chief Mate (Yacht) or Master (Yacht).

*** If you are unable to take a solo watch or not fit for lookout duties you will not be issued with a UK Deck Officer CoC. For further information : <https://www.gov.uk/seafarer-medical-certificates>

Unless the otherwise stated the documents listed in 4b to 4 E are not required for the issue of your NOE, however you can provide it at this stage. These documents must be received by the MCA prior to the issue of your CoC.

4B APPLICATIONS FOR MASTER CODE VESSEL LESS THAN 200 GT

	✓ if enclosed	Official Use only
MCA approved HELM Operational Certificate	<input type="checkbox"/>	<input type="checkbox"/>

4C APPLICATIONS FOR OOW (YACHTS LESS THAN 3000 GT)

Official
Use only

✓ if
enclosed

CPSC & RB (STCW A-VI/2) OR Advanced Sea Survival for Yachtsmen*	<input type="checkbox"/>	<input type="checkbox"/>
MCA approved Navigational & Radar (OOW Yachts) Training Module and pass certificate (<3 years old)	<input type="checkbox"/>	<input type="checkbox"/>
An MCA approved ECDIS course	<input type="checkbox"/>	<input type="checkbox"/>
MCA approved General Ship Knowledge (OOW Yachts) and pass certificate (<3 years old)	<input type="checkbox"/>	<input type="checkbox"/>
MCA approved Efficient Deck Hand (EDH) Course	<input type="checkbox"/>	<input type="checkbox"/>
MCA approved HELM Operational Certificate	<input type="checkbox"/>	<input type="checkbox"/>
GMDSS General Operators Certificate or Restricted Operators Certificate	<input type="checkbox"/>	<input type="checkbox"/>

***Advanced Sea Survival:** Candidates for a Yacht Certificate of Competency who have undertaken Advanced Sea Survival for Yachtsmen Certificate in lieu of CPSC & RB will have their certificates endorsed with the following: "Not for use on ships equipped with davit launched lifeboats" (after the 1st January 2017 this training must have been updated or issued < 5 years).

Candidates wanting to progress to Chief Mate or Master Yachts must have obtained: MCA approved Yachtmaster **Ocean** Certificate of Competence and an MCA approved Yachtmaster **Ocean** Shore based Certificate (not required if YM was issued before 31/7/03) OR an IYT Master of Yachts 200 GT Ocean certificate.

4D APPLICATIONS FOR CHIEF MATE (YACHTS) ENDORSEMENT

✓ if
enclosed

Official
Use only

Advanced Fire Fighting STCW A-VI/3 (after 1 st January 2017 updated or issued < 5 years)	<input type="checkbox"/>	<input type="checkbox"/>
Certificate of Proficiency in Medical First Aid STCW A-VI/4-1	<input type="checkbox"/>	<input type="checkbox"/>
An MCA approved ECDIS course	<input type="checkbox"/>	<input type="checkbox"/>
MCA approved HELM Management Certificate	<input type="checkbox"/>	<input type="checkbox"/>

4E APPLICATIONS FOR MASTER (YACHTS LESS THAN 500/3000 GT)

Certificate of Proficiency in Medical Care (STCW A-VI/4-2) (<5 years old)	<input type="checkbox"/>	<input type="checkbox"/>
Advanced Fire Fighting STCW A-VI/3 (after 1 st January 2017 updated or issued < 5 years)	<input type="checkbox"/>	<input type="checkbox"/>
MCA approved Seamanship & Meteorology Training Module (Master Yachts) AND pass certificate (<3 years old)*	<input type="checkbox"/>	<input type="checkbox"/>
MCA approved Stability & Training Module (Master Yachts) AND pass certificate (<3 years old)*	<input type="checkbox"/>	<input type="checkbox"/>
MCA approved Business & Law Training Module (Master Yachts) AND pass certificate (<3 years old)*	<input type="checkbox"/>	<input type="checkbox"/>
MCA approved NARAS (Master Yachts) Course AND pass certificate (<3 years old)*	<input type="checkbox"/>	<input type="checkbox"/>
MCA approved Celestial Navigation pass certificate (<1 year old) **	<input type="checkbox"/>	<input type="checkbox"/>
An MCA approved ECDIS course	<input type="checkbox"/>	<input type="checkbox"/>
MCA approved HELM Management Certificate	<input type="checkbox"/>	<input type="checkbox"/>

***If you do not hold a Master <500 GT CoC you must complete and pass this module prior to the issue of your NOE. If you hold a Master <500 GT CoC you do not need to re-submit the module pass.**

**** If you passed the Celestial Navigation written examination to gain your Master < 500 GT this will not expire.**

IMPORTANT: After the 1st January 2017, you must provide documentary evidence of either completing or updating your training within the last 5 years for; Proficiency in Personal Survival Techniques (PST), Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats (PSC & RB)*, Proficiency in Fire Prevention and Fire Fighting, Proficiency in Advanced Fire Fighting. For further information please refer to [MSN 1865](#) – section 4.4 & 4.5, page 5.

*If you have hold Advanced Sea Survival for Yachtsmen you will need to update this training every 5 years - While the MCA recognises this qualification for use on yachts it cannot guarantee recognition internationally. If you hold this certificate you should check the certification requirements of the local Port State Control Administration prior to entering their jurisdiction.

5 DECLARATION

(The maximum penalty for a false declaration is £5000)

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 sign this form in the centre of the space opposite, in BLACK BALL POINT PEN, this will be transferred to your new STCW Certificate

FOR OFFICIAL USE
ONLY

Date.....

IMPORTANT – KEEP WITHIN THE BORDER
FAILURE TO COMPLY WITH THIS INSTRUCTION
WILL INVALIDATE THE APPLICATION

6 COUNTER SIGNATURE

Name			
Address			
Town /City			
County/State			
Post Code/Zip		Country	
Telephone No		Occupation	
Capacity in which you know the applicant			

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 photographs submitted bear a true current likeness of the applicant.

Signed.....

Date.....

WE DO NOT OFFER A COUNTER SERVICE

YOU SHOULD ALLOW AT LEAST 28 DAYS FOR US TO PROCESS YOUR APPLICATION, PLUS POSTAGE (1 day for UK, 2 Days for EU/EEA and 3 – 5 days for the rest of the world)

AN INCOMPLETE APPLICATION WILL DELAY THE ISSUE OF YOUR NOE

Please now complete the payment section on the next page.

GUIDANCE NOTES FOR THE COMPLETION OF THIS APPLICATION FORM

PLEASE ENSURE THAT YOU READ AND UNDERSTAND MSN 18 BEFORE COMPLETING THE FORM. These notes summarise the requirements.

Please complete this form in BLOCK LETTERS and in black ink.

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

If you are converting from an existing CoC you will need meet the requirements listed on our website, go to www.gov.uk and search "Yacht CoC" or [click here](#).

Enclose all documents necessary to establish your eligibility for examination for an STCW Certificate of Competency. **Please do not send your original passport.** All other documents must be ORIGINAL, photocopies will **NOT** be accepted. A document checklist is on pages 4 & 5 to help you. **The MCA will email you once your application has been received by the branch. We will then email you if we require any further evidence. You will receive a further email from our courier company once your package has been dispatched.**

If eligible you will be issued with a Notice of Eligibility enabling you to sit an MCA oral examination. The NoE will be valid for 5 years from the date of issue. The Notice of Eligibility 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. 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 is available from the Seafarer Training & Certification Branch, the contact details are below, or they can be found on our website: go to www.gov.uk and search "yacht CoC". For details of the module and examination syllabi search "MCA syllabus".

1 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 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.

National Identity Number should be that in your passport or other Government Issued National Identity Certificate.

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

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

Your documents will be returned by courier and will need to be signed for. Please ensure you provide us with the full address details you would like your documents sent to. You **must** include a contact telephone number and email address should there be any queries with your delivery.

2 CERTIFICATE APPLIED FOR

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

3 SEA SERVICE

For **all** applications (with the exception of Master Code Vessels <200GT, OOW Yachts <500 GT) the sea service declaration (page 2&3) **must** be completed in full.

Master Code Vessels - <200 GT, OOW <500 GT – There are no requirements to provide sea service testimonials **unless you are converting from an OOW unlimited (Merchant) CoC, whereby you must demonstrate 3 months' seagoing service on vessels of between 15 metres and 24 metres or under 200 GT.** Seagoing service can be in the form of seagoing service testimonials or a company letter signed by the owner or operator. This cannot be self-certified. A company letter from the vessel owner or operator will be accepted as evidence.

Service should be in the deck department. Onboard yacht service is reckoned from the date of engagement to the date of discharge.

Actual sea service is time spent at sea which may include time at anchor or river and canal transits associated with a passage.

Watchkeeping service is actual sea service spent as a watchkeeping officer in full charge of a navigational watch for not less than 4 out of every 24 hours while the vessel is engaged on voyage. Completing more than 4 hours watchkeeping within a 24 hour period cannot be counted as more than 1 day watchkeeping time, e.g. a 12 hour watch within a 24 hour period can only be counted as 1 day of watchkeeping time.

For detailed descriptions of sea service please refer to MSN 1858 (M)

For all sea service that is declared, you **must** submit two forms of evidence. One form of evidence can be Discharge Book entries or Certificates of Discharge, and the other form of evidence can be sea service testimonials; testimonials must be countersigned by the Master, or some other responsible company representative. Testimonials need to state the sign on and sign off dates, actual sea service days and any watchkeeping service undertaken. (See MSN 1858 (M) Annex E

Masters should obtain a company letter providing confirmation of their sea service signed by an authorised official within the company. We will not accept self certified sea service.

Sea service requirements:

OOW Yachts <3000 GT – Have (since the age of 16 years) a minimum of 36 months Onboard Yacht Service, *in vessels of any size, including* not less than 365 days Sea Service in vessels of 15 metres or over in loadline length, where the Sea Service is:

- i. A minimum of 250 days Actual Sea Service, and
- ii. The balance of 115 days any combination of the following:
 - Further Actual Sea Service
 - Stand-by Service is time immediately following a voyage while the vessel is under preparation for a subsequent voyage. A maximum of 14 consecutive days may be counted at one time, but on no occasion may a period of standby service exceed that of the previous voyage. **Therefore, under no circumstances can your total standby service exceed your actual sea service;**
 - Yard Service to a maximum of 90 days continuously or in separate period

Master Yachts <500 GT - 12 months onboard Yacht Service as a Deck Officer, including not less than 120 days Watchkeeping service, in vessels of 15m or over in load line length whilst holding an accepted OOW STCW Reg. II/1(Yachts <3000GT) CoC.

Master Yachts <3000 GT - 24 months onboard Yacht Service as a Deck Officer, including not less than 240 days Watchkeeping Service whilst holding an accepted OOW STCW Reg. II/1 (Yachts less than 3000GT) CoC. All of this service must be completed in vessels of 15m or over in load line length and include 12 months in vessels of 24m or over in load line length, or six months in vessels of 500gt or more.

4 CHECKLISTS

Before a United Kingdom Certificate of Competency can be issued, you will need to submit certain documentation as specified in this section and MSN 1858.

4A - ALL APPLICATIONS - ALL the documents in this section **MUST** be provided with this application, before a Notice of Eligibility will be issued. Please ensure you tick (✓) each box to indicate that you have enclosed the documents. With the exception of passports, as described below, the supporting documents **must be original**. Any candidate failing to submit all the required documents may have their application returned without being processed.

Passport

Please do not send your original passport. Applicants for a UK Certificate of Competency (CoC) should submit a photocopy of their passport attested by:

- . A Notary Public (UK or Foreign)
- . MCA approved Nautical Colleges
- . PYA
- . IYT
- . Your Maritime Administration
- . Other MCA approved organisations

The copy should be stamped, signed and sighted as an original copy. Copies must be clear and to scale. **Your original passport and visa (if required) will be checked against your Notice of Eligibility at the oral examination.**

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. The back of one photograph must include your name in BLOCK LETTERS and the signature of a Doctor, Bank Officer, Established Civil Servant, School Teacher or someone of similar standing. They should also write on the back of the photograph "I certify that this is a true likeness of Mr/Mrs/Miss/Ms/Dr etc....." and add their signature. They must also provide their details at Section 7. A member of your family is **NOT** allowed to counter sign your photograph. The back of the other photograph must include your name in BLOCK LETTERS and your date of birth.

Medical Fitness Certificates

All candidates for any CoC **must** produce 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.

Training Record Book

All applicants for OOW Yachts <3000GT must submit a Training Record Book. Applicants are only exempt from submitting a TRB if they have completed at least **36 months (1080 days)** of **actual sea service** on vessels over 24m. Training Record Books are assessed by a Deck Examiner, so please ensure they are fully completed and are submitted in a presentable manner. Failure to do so may result in a delay in your application.

All the documentation indicated in section 4 must be supplied.

4B/C/D/E - documents in these sections must be provided if you are applying for the CoC indicated. Please ensure you tick (✓) the relevant boxes to indicate which documents you have enclosed with this application.

Training Modules

Apart from Celestial Navigation, all other training module passes for each level of certification are valid for three years. Celestial Navigation is valid for a period of 1 year. The training module pass certificate must be in date at the time of issue of the CoC. In the case of holders of a Master (Yachts less than 500GT) CoC applying for Master (Yachts less than 3000GT) oral examination, the taught modules presented for the lower qualification are not required to be presented for the higher qualification. **Yacht Officers going from OOW <3000GT to Master Yacht <3000GT must complete all Master <500GT modules prior to taking the oral examination.**

Electronic Chart Display Information System (ECDIS)

The STCW Convention 1978 has been amended by the 2010 Manila Amendments and contains new requirements for all seafarers.

Master Code Vessels: If you do not complete an MCA approved ECDIS Course you will receive the following limitation:

"From the 1 January 2017 this certificate is not valid for service on ships fitted with ECDIS." However, after 31st March 2015 all Yacht OOW will need to submit an MCA approved ECDIS Certificate prior to the issue of their CoC.

OOW, Chief Mate & Master: You must complete an MCA approved ECDIS course. Alternatively we can accept the following Merchant Navy courses:

- 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.

ORIGINAL documents must be submitted, copies will NOT be accepted.

4E: HELM: For further information please refer to [MSN 1858](#) (section 5.7 on page 12); go to www.gov.uk and search [MSN 1858](#).

To locate MCA Approved Training Providers (ATP) for HELM or ECDIS, search www.gov.uk for "MCA ATP".

5 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 the declaration with your usual signature, including the date. Ensure your signature is inside the box – this will be transferred to your CoC.

6 COUNTER SIGNATURE

You should obtain a counter signature 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 must endorse the rear of one of your passport style photographs "I confirm that this is a true current likeness of [your name] and their usual signature and date. See also note 4 on photographs.

7 PAYMENT

You must enclose the correct fee with your application. Please tick (✓) the appropriate box to indicate your chosen method of payment.

Payment must be made in pounds sterling (£). Payment by cheque, banker's draft or postal orders should be made payable to "The Maritime and Coastguard Agency" and crossed "account payee" and "not negotiable".

For payment by Visa or MasterCard ensure you enter the card details in the spaces provided. Please sign to confirm the amount and chosen method of payment.

8 APPLICATION TRACKING

If you have provided an email address you will receive confirmation of receipt. We will then email you if we require any further evidence. Once we have processed your application we will dispatch your documents by courier. The courier company will email you confirmation of dispatch allowing you to track and trace your package.

NOW RETURN YOUR COMPLETED APPLICATION - PLEASE SEND TO:

Seafarer Training and Certification
Maritime and Coastguard Agency
Spring Place
105 Commercial Road
Southampton
SO15 1EG
UK
Tel +44 (0) 23 8032 9231
Fax+44 (0) 23 8032 9252
e-mail: deck@mca.gov.uk

Completed forms must not be emailed the MCA – Please post them with required documents.

WE DO NOT OFFER A COUNTER SERVICE

YOU SHOULD ALLOW AT LEAST 28 DAYS FOR US TO PROCESS YOUR APPLICATION, PLUS POSTAGE

AN INCOMPLETE APPLICATION WILL DELAY THE ISSUE OF YOUR NOE