



Maritime &
Coastguard
Agency

**APPLICATION FOR REVALIDATION OF AN EXISTING STCW
DECK OR ENGINEER OFFICER CERTIFICATE OF COMPETENCY**

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IMPORTANT - BEFORE completing this form, please ensure you have read the guidance notes and instructions on pages 6, 7 and 8. Please provide an email address in block capitals in order for us to inform you of the receipt of your application (see section 7 of the guidance notes). **We do not offer a counter service.**

1 PERSONAL DETAILS

Title Mr/Mrs/Miss/Capt etc		Sex: Male/ Female		Name
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)		DOB
Address				
District				
Town / City				
County/State				
Post Code/Zip				
Country				
Telephone No				
Mobile No		Email		
Please indicate with a tick (✓) if your return address is located within the Isle of Man, Isle of Scilly the Highlands or Islands of Scotland, not including Aberdeen, (see section 7 of the Guidance Notes):				

2 DETAILS OF CURRENT CERTIFICATE OF COMPETENCY

Certificate No			
Expiry Date			
STCW Reg (e.g. II/2, III/1)			
Highest Capacity			
Limitations:			
Tanker Endorsements Please tick if held	Gas	Oil	Chemical

Received:	Fee:	SDS No	
		Receipt No	
		RMS No	
		Application ID	
		NoE ID	
		CoC No	

3 SEA SERVICE

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

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](#) 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 3 of the guidance notes. **Masters should obtain a company letter providing confirmation of their sea service signed by an Authorised Official within the Company.**

LENGTH OF VOYAGE: this must be given in calendar months and days, e.g. from 3 January to 5 March = 2 months and 3 days. Odd days should be added together and reckoned at 30 days to the month.

SHIP AND VOYAGE DETAILS							DATES		DURATION	
Vessel Name	Official Number	Type *	GT	kW Steam/Motor	Voyage **	Rank / Capacity	From	To	Months	Days
								Total		

* **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

4 A – CHECKLIST FOR ALL APPLICANTS

– Original document must be supplied

Current certificate of competency	<input type="checkbox"/>	<input type="checkbox"/>
2 passport photographs*	<input type="checkbox"/>	<input type="checkbox"/>
Discharge Book(s) or sea service testimonials	<input type="checkbox"/>	<input type="checkbox"/>
Masters: You must provide a company letter verifying at least 12 months of your sea time	<input type="checkbox"/>	<input type="checkbox"/>
Fee (see page 5)	<input type="checkbox"/>	<input type="checkbox"/>
Valid medical fitness certificate**	<input type="checkbox"/>	<input type="checkbox"/>
Deck Officers: Please include your GMDSS (GOC) or ROC for Revalidation	<input type="checkbox"/>	<input type="checkbox"/>

* These will be used at our discretion. If you chose not to include photographs and we need to re-print your CoC, we will use your current photograph. If your previous CoC photograph is of poor quality or your appearance has significantly changed please ensure you include new photographs. Please refer to the guidance notes.

** You must submit a valid medical fitness certificate [ENG 1](#) or a [recognised non UK equivalent](#), for more information read [MSN 1815 \(M\)](#)

4 B – ADDITIONAL CHECKLISTS FOR THE 2010 MANILA AMENDMENTS

The STCW Convention 1978 has been amended by the 2010 Manila Amendments and contains new requirements for all seafarers. You will be required to submit additional evidence to ensure your Certificate is valid for service on certain types of ships after 31 December 2016. **ORIGINAL documents must be enclosed, copies will NOT be accepted.**

	✓ if enclosed	Official use only
DECK OFFICERS		
MCA approved NARAS/ NAEST or ECDIS training completed after 01 January 2005	<input type="checkbox"/>	<input type="checkbox"/>

If you do not meet the above requirement will receive the following limitation:

“From the 1 January 2017 this certificate is not valid for service on ships fitted with ECDIS.”

	✓ if enclosed	Official use only
ENGINEER OFFICERS		
High Voltage course completion certificate *	<input type="checkbox"/>	<input type="checkbox"/>
Documentary evidence of all topics covered in the course	<input type="checkbox"/>	<input type="checkbox"/>

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:

“From the 1 January 2017 this certificate is not valid for service on ships fitted with High Voltage (over 1000V) systems.”

* Engineer Officers of the Watch can submit evidence of sea service in the engine room on vessels fitted with HV systems, please refer to guidance notes.

	✓ if enclosed	Official use only
TANKER ENDORSEMENTS		
Company letter or Sea Service Testimonials stating cargo(s) carried	<input type="checkbox"/>	<input type="checkbox"/>

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.**

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**

WE DO NOT OFFER A COUNTER SERVICE

YOU SHOULD ALLOW 14 DAYS FOR US TO PROCESS YOUR APPLICATION AND EXTRA TIME FOR 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 REVALIDATION

Please now complete the payment section on page 5.

Information for Yacht CoC Revalidations only:

Candidates for Yacht Certificates 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”

You must include your original CPSC&RB certificate with your revalidation application to avoid this limitation being placed on your CoC.

6 PAYMENT

IMPORTANT NOTE: If you are sending documents from outside the UK you must indicate to your courier company that they have no value. Otherwise you may be liable to pay an import tax.

There is no requirement to submit additional payment for the revalidation of an existing Tanker Endorsements or GMDSS certificate.

Please enclose the appropriate fee (as laid down in the current Merchant Shipping Fees Regulations)

Payment should be made in pounds sterling (£) by cheque, postal order or banker's order, BACS, credit or debit card.

Cheques, postal orders and banker's drafts should be made payable to the "Maritime and Coastguard Agency" and crossed "account payee" and "not negotiable". Cheques and banker's drafts should be drawn at a UK bank. **CASH WILL NOT BE ACCEPTED.**

For the UK: £46.00

For the European Union or EEA: £56.00

For the rest of the World: £66.00

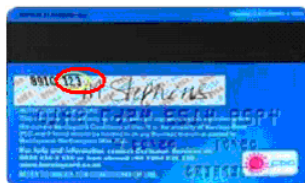
Please tick (✓) the appropriate box below to indicate your chosen method of payment.

Maestro Visa MasterCard Delta Cheque/bankers draft's Postal Orders BACS

Please charge my Maestro / Visa / MasterCard / Delta Card

Name of Card Holder	
Card Number	<input type="text"/>
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 the signature strip

Signature..... Date.....

Receipt: If you would like a receipt please tick (✓) the box below and confirm the email address you would like it sent to:

Please issue me with a receipt

Email address:	<input type="text"/>
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For Official Use only:

Name, if different from card holder:	
SDS Number:	
Email, if not stated above:	
All payment details entered on SDS (initial):	

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

[Marine Shipping Notice \(MSN\) 1861](#) provides further regulatory guidance for revalidating your Certificate.

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 Discharge Book. 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.

2 CURRENT CERTIFICATE

Please complete this section and indicate any Tanker Endorsements held with a tick (✓).

3 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](#). **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 preceding 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](#). You must submit an **ORIGINAL** 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](#).

If you do not meet these requirements you should refer to Section 9 (pages 9 to 13) of [MSN 1861](#) (Alternative Route for Revalidating a UK Certificate of Competency) and complete application form [MSF 4258](#).

4 A CHECKLIST

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

ORIGINAL documents MUST be supplied, copies will not be accepted. In addition to the documents listed in section 4, you will need to submit the documents listed in section 4B if you do not want your certificate limited to certain types of ships after 31 December 2016. Further information is listed below (4B) and in [MSN 1861](#).

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. 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.

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

Medical fitness

For a list of MCA approved doctors or a list of countries whose medical certificates are accepted as equivalent to the UK certificate please visit our website, www.gov.uk and search "seafarer medical".

4 B - ADDITIONAL CHECKLISTS FOR THE 2010 MANILA AMENDMENTS

The STCW Convention 1978 has been amended by the 2010 Manila Amendments and contains new 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 after 31 December 2016. **ORIGINAL documents must be enclosed, copies will NOT be accepted.**

DECK OFFICERS

For the revalidation of a UK CoC valid after 31 December 2011 please 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 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:

“From the 1 January 2017 this certificate is not valid for service on ships fitted with ECDIS.”

For a list of MCA approved and MCA accepted ECDIS please visit our website www.gov.uk and search “MCA ATP”.

If you are revalidating your Certificates of Competency after 31 December 2016 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).

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 Certificate of Equivalent Competence (CEC). To obtain a list of these administrations please refer to our website: go to www.gov.uk and search “MCA CEC”.

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:

“From the 1 January 2017 this certificate is not valid for service on ships fitted with High Voltage (over 1000V) systems.”

For the revalidation of a UK CoC valid after 31 December 2011 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:** Courses previously 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*:

*The cargo(s) carried on board the vessel must be stated on the testimonial.

If you are unable to provide evidence appropriate to a tanker endorsement in your CoC, but are able to demonstrate at least 3 months sea service in the last 5 years on any type of tanker, your tanker endorsement(s) will be revalidated until 31 December 2016. For tanker endorsement(s) that cannot be revalidated past 31 December 2016 you will receive the appropriate limitation as follows:

"From the 1 January 2017 this certificate is not valid for service on * Tankers."**

*** Gas, Oil, Chemical or Vegetable Oil

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

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

7 APPLICATION TRACKING

If you have provided an email address you will receive confirmation of receipt. We will also contact you if your application is incomplete. 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.

If you live in the Highlands or Islands of Scotland, the Isles of Scilly or the Isle of Man we will deliver your documents by Royal Mail Special delivery. This is due to customer feedback of a faster service those areas. We are unable to provide email confirmation with track and trace details for this service.

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: revalidation@mcga.gov.uk

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

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YOU SHOULD ALLOW 14 DAYS FOR US TO PROCESS YOUR APPLICATION AND EXTRA TIME FOR 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 REVALIDATION