



Maritime &
Coastguard
Agency

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

R

IMPORTANT - BEFORE completing this form, please ensure you have read the guidance notes and instructions on pages 6 to 9.

Due to the ongoing COVID-19 situation we are currently unable to accept any applications via post. Please submit all applications and supporting documents via email. Please note that scanned copies of supporting documents are currently acceptable. Please note this is subject to change, visit our webpage to stay up to date with the latest information – [Click here](#). Please email your application to revalidation@mcga.gov.uk

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			
	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	

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 9 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

4 A – CHECKLIST FOR ALL APPLICANTS

– Emailed copies of document must be supplied

Current certificate of competency – not required for temporary CoC Revalidation	<input type="checkbox"/>	<input type="checkbox"/>
2 passport photographs optional* – not required for temporary CoC Revalidation	<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"/>
Proficiency in Personal Survival Techniques - updated in last five years	<input type="checkbox"/>	<input type="checkbox"/>
Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats - updated in last five years**	<input type="checkbox"/>	<input type="checkbox"/>
Proficiency in Fire Prevention and Fire Fighting - updated in last five years	<input type="checkbox"/>	<input type="checkbox"/>
Proficiency in Advanced Fire Fighting - updated in last five years**	<input type="checkbox"/>	<input type="checkbox"/>
If you hold a Yacht Restricted CoC Full course completion in PSCRB, if this is not supplied then you will be issued with a davit limitation**	<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 – not required for temporary CoC Revalidation	<input type="checkbox"/>	<input type="checkbox"/>

MIN 535 provides further information on the Ancillary and Safety training that must be updated prior to your CoC being revalidated, you can either [click here](#) or search www.gov.uk for “MIN 535”.

* 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.

**Not required if you hold Master Code <200 GT Certificate of Competency.

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

4 B – ADDITIONAL CHECKLISTS FOR THE 2010 MANILA AMENDMENTS

DECK OFFICERS - Optional

✓ if enclosed Official use only

MCA approved NARAS/ NAEST or ECDIS training completed after 01 January 2005*	<input type="checkbox"/>	<input type="checkbox"/>
--	--------------------------	--------------------------

*NARAS or NAEST only are accepted if full Merchant Navy course completed, Yacht and Small Ship courses do not include ECDIS training

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.**”

ENGINEER OFFICERS - Optional

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.

TANKER ENDORSEMENTS – Completed within the last five years

✓ if Official
enclose use only

Company letter or Sea Service Testimonials stating cargo(s) carried **OR**

Applicable Tanker Training course

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 refer to our privacy statement in Section 2 of the guidance notes which explains how we use the personal information we collect from you.

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**

Due to the ongoing COVID-19 situation we are currently unable to accept any applications via post. Please submit all applications and supporting documents via email. Please note that scanned copies of supporting documents are currently acceptable. Please note this is subject to change, visit our webpage to stay up to date with the latest information – [Click here](#). Please email your application to revalidation@mcga.gov.uk

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

6 PAYMENT

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

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, credit or debit card via online payment facility **Gov.uk Pay** by following the links below.

We are unable to accept cheques, postal orders, banker's drafts or cash.

To pay via Gov.UK Pay for delivery to the UK: £64.00

<https://www.gov.uk/payments/seafarer-training-courses/application-for-certificate-of-competency-revalidation-uk>

To pay via Gov.UK Pay for delivery to the European Union or EEA: £74.00

<https://www.gov.uk/payments/seafarer-training-courses/application-for-certificate-of-competency-revalidation-eu>

To pay via Gov.UK Pay for delivery to the Rest of the World: £84.00

<https://www.gov.uk/payments/seafarer-training-courses/application-for-certificate-of-competency-revalidation-row>

Please tick (✓) the appropriate box above to indicate your chosen payment and follow the instructions on the links above to make your payment.

If you wish to pay by BACS transfer, please contact us.

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.

MIN 535 provides further information on the Ancillary and Safety training that must be updated prior to your CoC being revalidated, you can either [click here](#) or search www.gov.uk for "MIN 535".

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. 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 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)/Certificate of Equivalent Competency (CEC) 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>

3 CURRENT CERTIFICATE

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

4 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 proceeding 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 a 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](#).

5 CHECKLIST

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

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.

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".

6 - 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.

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).

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".

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

7 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

8 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 (£).

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

9 APPLICATION TRACKING

Due to the ongoing COVID-19 situation we are currently unable to accept any applications via post. Please submit all applications and supporting documents via email. Please note that scanned copies of supporting documents are currently acceptable. Please note this is subject to change, visit our webpage to stay up to date with the latest information – [Click here](#). Please email your application to revalidation@mcga.gov.uk