



INFORMATION SHEET

Application for Revalidation/Replacement of a Certificate or Endorsement (AMSA 107)

PLEASE READ THESE NOTES CAREFULLY, they are intended to help you provide all the information required. **If the form is completed incorrectly it may be returned to you for correction and there will be a delay in the issue of your certificate.**

Note: Submitting this form DOES NOT automatically entitle you to receive the certificate or endorsement applied for, nor does it indicate acceptance of sea service. The final decision with regard to the issue of a certificate or endorsement is made by the Manager, Ship Operations and Qualifications.

All supporting documents lodged with your application must be certified copies. (Except company letters testifying sea service, these must be original documents)

HOW TO OBTAIN CERTIFIED COPIES

A certified copy is a copy of an original document (not a copy of a copy) that has been certified as a true and correct copy by a person who is authorised to witness a statutory declaration.

Certified copies can be obtained by presenting the original document together with a photocopy of that document to an authorised person for them to sight and certify.

Persons who are authorised to witness statutory declarations (under the *Commonwealth Statutory Declarations Act 1959*) include:

- Accountant (Chartered or Certified)
- Clerk of a Court
- Commissioner for Affidavits
- Commissioner for Declarations
- Dentist
- Justice of the Peace
- Legal Practitioner
- Magistrate
- Medical Practitioners
- Nurse
- Pharmacists
- Police Officer
- Post Office Manager
- Sheriff or Sheriff's Officer
- Teacher
- Veterinary Surgeon

THIS FORM IS TO BE COMPLETED IF YOU ARE APPLYING TO REVALIDATE ONE OR MORE CERTIFICATES OR ENDORSEMENTS OR TO REPLACE ANY CERTIFICATE:

Revalidation of:	Refer to Notes
a. Certificate of Competency – Engineer or Deck	1, 2, 3, 4, 5, 6, 7, 8
b. Certificate of Recognition – Engineer or Deck	1, 2, 3, 4, 5, 6, 7, 9
c. GMDSS General Operators Certificate	1, 2, 3, 4, 5, 10
d. GMDSS General Operators Certificate of Recognition	1, 2, 3, 4, 5, 11
e. Tanker Endorsement	1, 2, 3, 12
f. High Speed Craft – Type Rating Endorsement	1, 2, 3, 13
Replacement of ANY certificate	1, 2, 3, 4, 5, 6, 14

Applicants applying for the initial issue of a Certificate or Endorsement must use form AMSA 63

Throughout this information sheet reference is made to Marine Orders; the relevant Marine Order may be obtained from the AMSA website www.amsa.gov.au

DO NOT SEND THIS INFORMATION SHEET WITH YOUR APPLICATION

NOTE 1 - LODGEMENT DETAILS

Where applications are lodged in person, originals of supporting documents must be presented.

Where applications are lodged by mail only certified true copies of supporting documents are to be attached. (see notes on page one)

Once AMSA has received a complete application and all requirements are met please allow at least 20 working days for your certificate to be issued. (Assessment applications may take longer than this due to the process for AMSA to obtain verification of documents submitted or foreign qualifications held).

Application may be made by mail or in person at an AMSA office.

AMSA Office – The completed application, supporting documentation and fee may be lodged at an AMSA regional office (for locations refer to www.amsa.gov.au)

Mail - The completed application, supporting documentation and fee may be sent to:

Postal Address

Australian Maritime Safety Authority
Ship Operations and Qualifications
GPO Box 2181,
Canberra City, ACT 2601, AUSTRALIA

Courier Address

Australian Maritime Safety Authority
Ship Operations and Qualifications
82 Northbourne Avenue
Braddon, ACT 2612, AUSTRALIA

NOTE 2 - FEE PAYMENT METHODS

Information on fees may be obtained from the Marine Qualifications web site at www.amsa.gov.au or any AMSA office. The fee must be included when the application is submitted.

PLEASE NOTE: DO NOT send cash with this application form via mail as this is an illegal action and there is a high possibility of the money being lost or stolen in transit.

Payment Options

1. By bank draft/cheque made payable in Australian dollars to Australian Maritime Safety Authority. **Please write your name and reason for payment on the back of bank draft/cheque.**
2. By credit card (VISA or Mastercard only) - Please complete Credit Card Payment Authorisation form (AMSA 161).

If you require your certificate to be returned to you by courier the fee is \$70.

NOTE 3 - PROOF OF IDENTITY

Proof of identity is essential when applying for a marine qualification, Coastal Pilot Licence or Australian Seafarers Service Book. This is necessary to protect your identity, as well as the qualification/licence system.

When making application you must include **certified copies** of your identification from the options below.

Option 1 Your current passport

OR

Option 2 • your current Australian driver licence AND
• either your full Australian birth certificate OR your Australian citizenship certificate.

OR

Option 3 • a photographic identification document issued by a government agency, AND
• your current Australian Medicare card AND
• either your full Australian birth certificate OR your Australian citizenship certificate.

OR

Option 4 • your current Australian Medicare card, AND
• a current account card from a bank that shows your signature, AND
• a current passport photograph of you, witnessed (signed and dated on the back) by a person that has known you for a period of one year or more (not a family relation), AND
• either your full Australian birth certificate OR your Australian Citizenship Certificate.

NOTE 4 - PHOTOGRAPH

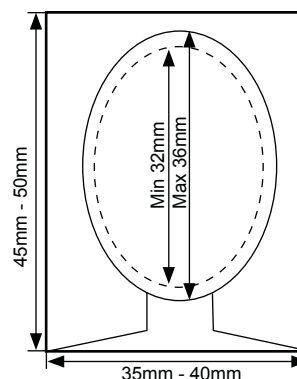
Except for a Certificate of Rating or Ship Security Officer and Sailing, Tanker or High Speed Craft Endorsement, you must attach one recent colour passport photograph of yourself on page 1 of the Application form.

The photograph must comply with **ALL** of the following requirements. If it **DOES NOT** your application will be returned and a new photograph will be required - this will delay the issue of the certificate.

The photograph must:

- a. be between 35mm and 40mm in width and between 45mm and 50mm in height. With the head of the applicant taking up between 32mm and 36mm of the photo (see diagram).
- b. be of good quality colour and on a photo-quality paper, with no ink or marks on the image (especially relevant for digital photos).
- c. have a plain, light coloured background with no shadows.
- d. have appropriate brightness and contrast to accurately show applicants skin tones naturally.
- e. be taken with no shadows across the face.
- f. be in sharp focus and clear.
- g. be of the applicant's head and top of shoulders (see diagram).
- h. show the applicant's head and shoulders square on (both edges of the face should be visible) with the applicant looking straight at the camera and head not tilted.
- i. be taken with a natural expression (**not** laughing or frowning) with applicants mouth closed.
- j. show the eyes open and eye colour clearly visible (if glasses are worn, ensure there is no reflection in the lenses).
- k. show the applicant with no hat or head covering (head covering is acceptable if worn for religious reasons however the facial features from the bottom of the chin to top of the forehead and both edges of the face must be clearly shown).

Due to security printing requirements, the photograph reproduced in your certificate will not be photographic quality and will appear slightly different from that supplied.



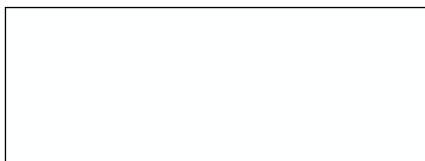
DO NOT SEND THIS INFORMATION SHEET WITH YOUR APPLICATION

NOTE 5 - SIGNATURE

Your signature on page 1 of the Application form **MUST** fit within the box provided **without touching the edges** of the box.

If your signature **does not fit within the box** it cannot be transferred to your Certificate and you **will be required to lodge another fully completed application form**.

A practice signature box is provided below



NOTE 6 – MEDICAL CERTIFICATES

Revalidation of a certificate of competency or certificate of recognition:

Within Australia

A current Certificate of Medical Fitness issued by an approved AMSA Medical Inspector of Seamen is to be included with the application form.

You may obtain a list of AMSA approved Medical Inspectors of Seamen from the AMSA website www.amsa.gov.au.

Outside Australia

You may obtain a Certificate of Medical Fitness as follows:

- Obtain the name of a doctor who is approved by the Maritime Administration in the country in which you are presently residing;
- From the AMSA website (www.amsa.gov.au) print forms AMSA 232 (Medical Examination Report) and AMSA 303 (Certificate of Medical Fitness).
- Take both forms to the approved doctor. The doctor must use form AMSA 232 for the medical examination. Upon satisfactory completion of the medical examination the doctor will complete form AMSA 303. You should take BOTH completed forms from the doctor.
- Attach BOTH forms, AMSA 232 and AMSA 303, to your application form.

DO NOT SEND X-RAYS OR OTHER MEDICAL DOCUMENTS WITH YOUR APPLICATION. THESE ARE NOT REQUIRED.

NOTE 7 – QUALIFYING SEA SERVICE

1. Refer to the current issue of Marine Orders, Part 3, provision 16;
2. Documented sea service requirements are to include:
EITHER,
Deck – certified copies of Watchkeeping Certificates or discharges,
OR,
Engineers – certified copies of sea service testimonials
AND for both
Deck & Engineers - **original letter(s) from the shipping Company, written on company letterhead paper**, verifying the qualifying sea service (Marine Orders, Part 3, provision 7.2).

Details in each letter must include:

- a. Name of ship;
- b. IMO number;
- c. Vessel specific
Deck - Gross Tonnage
Engineer - Total Propulsion Power – Kilowatts;
- d. Ship type:
 - i. Oil tanker (OT);
 - ii. Gas carrier (GC);
 - iii. Chemical Tanker (CT);
 - iv. Offshore Service Vessel (OSV);
 - v. Mobile Offshore Drilling Unit or Floating Petroleum Storage Offtake (MODU);
 - vi. Special Purpose Ship (including RAN ships) (SPS);
 - vii. High Speed Passenger Craft (HSPC);
 - viii. High Speed Cargo Craft (HSCC);
 - ix. Fishing vessels (FV), or
 - x. Other type of ship (Other).
- e. Position held aboard, duties performed and dates signed on and off each ship.

Note: Sea-time letters obtained from ships will not be accepted.

NOTE 8 – CERTIFICATE OF COMPETENCY – DECK OR ENGINEER

To revalidate your Certificate of Competency you are to:

1. Refer to the current issue of Marine Orders, Part 3, provision 10 (Note: provision 10.2(a) is not enforced);
2. Complete form AMSA 107;
3. Pay the appropriate fee;
4. Submit a valid Certificate of Medical Fitness;
5. Have the required qualifying sea service or equivalent;
6. Submit your Certificate of Competency to be revalidated, and
7. In the case of Deck Officers, hold a valid GMDSS General Operators Certificate or
GMDSS General Operators Certificate of Recognition.

NOTE 9 – CERTIFICATE OF RECOGNITION – DECK OR ENGINEER

To revalidate your Certificate of Recognition you are to:

1. Refer to the current issue of Marine Orders, Part 3, provision 10 (Note: provision 10.2(a) is not enforced);
2. Complete form AMSA 107;
3. Pay the appropriate fee;
4. Submit a certified valid copy of your primary STCW 78, as amended, Certificate of Competency to permit AMSA to complete an authenticity check with the issuing Authority. AMSA will only accept certificates from those marine administrations that have an agreement with Australia regarding recognition of that country's certificates. Also refer to AMSA website: http://www.amsa.gov.au/Marine_Qualifications/Certificates_of_Recognition/
5. Submit a valid Certificate of Medical Fitness;
6. Submit your Certificate of Recognition to be revalidated, and
7. In the case of Deck Officers, hold a valid GMDSS General Operators Certificate or GMDSS General Operators Certificate of Recognition.

DO NOT SEND THIS INFORMATION SHEET WITH YOUR APPLICATION

NOTE 10 – GMDSS GENERAL OPERATORS CERTIFICATE

To revalidate your GMDSS General Operators Certificate you are to:

1. Refer to the current issue of Marine Orders, Part 6, provision 8.3;
2. Complete form AMSA 107;
3. Pay the appropriate fee;
4. Have the required qualifying sea service as follows:
 - a. At least 12 months sea service in the last five years prior to the lodgment of the application as a Master or Navigating officer in charge of bridge watches at sea on GMDSS equipped ships.

The evidence must include:

- i. Certified copies of watchkeeping certificates or relevant discharge book pages, and
- ii. A letter of verification from the shipping company detailing: the capacity and period of engagement on the ships you served on, and the ships particulars, including its full name, IMO & MMSI numbers and gross tonnage. The letter must be an original copy on company letterhead paper and include a statement indicating that the ships were fully GMDSS equipped and that you operated the GMDSS equipment as part of your duties. Sea time letters obtained from ships will not be accepted.

OR

- b. Performed functions relating to the category of certificate held which the Manager, Ship Operations and Qualifications considered to be equivalent to the sea going service stated in (a) above.

OR

- c. Satisfactorily completed an AMSA approved GMDSS GOC revalidation course.

Note: If revalidating an AMSA “STCW 95” or “STCW, as amended” GMDSS GOC you must send the original certificate with the application.

NOTE 11 – CERTIFICATE OF RECOGNITION – GMDSS GENERAL OPERATORS CERTIFICATE

To revalidate your Certificate of Recognition you are to:

1. Refer to the current issue of Marine Orders, Part 6, provision 8.5;
2. Complete form AMSA 107;
3. Pay the appropriate fee;
4. Submit a certified valid copy of your primary STCW 78, as amended, GMDSS General Operators Certificate to permit AMSA to complete an authenticity check with the issuing Authority. AMSA will only accept certificates from those marine administrations that have an agreement with Australia regarding recognition of that country’s certificates. Refer to AMSA website: http://www.amsa.gov.au/Marine_Qualifications/Certificates_of_Recognition/ , and
5. Submit your Certificate of Recognition to be revalidated.

NOTE 12 – TANKER ENDORSEMENT

To revalidate your Tanker Endorsement you are to:

1. Refer to the current issue of Marine Orders, Part 3, provision 17.3;
2. Complete form AMSA 107;
3. Pay the appropriate fee;
4. Have either:
 - i) performed functions appropriate to the endorsement for a period of at least 3 months in total during the five years prior to the application date, or
 - ii) completed the appropriate course of training within 12 months prior to the application date.
5. Submit your Certificate of Competency with your application.

NOTE 13 – HIGH SPEED CRAFT – TYPE RATING ENDORSEMENT

To revalidate your High Speed Craft – Type Rating Endorsement you are to:

1. Refer to the current issue of Marine Orders, Part 3, provision 28.4;
2. Complete form AMSA 107;
3. Pay the appropriate fee;
4. Either have 6 months sea service within the preceding two years on a high speed craft of the type and route to which the endorsement refers; or
5. Within the previous 12 months satisfactorily completed an AMSA approved training program; and
6. Submit your Certificate of Competency with your application.

NOTE 14 – REPLACEMENT OF ANY LOST, STOLEN OR DAMAGED CERTIFICATE

To replace a certificate that has been lost, stolen or damaged you are to:

1. Complete form AMSA 107, giving full particulars in Section E of how the certificate was lost, stolen or damaged; what action has been taken to recover it, and if the police or other authorities have been notified;
2. In the case of a Certificate of Recognition or Restricted Certificate of Recognition, submit a certified valid copy of your primary STCW 78, as amended, Certificate of Competency or GMDSS General Operators Certificate to permit AMSA to complete an authenticity check with the issuing Authority;
3. Pay the appropriate fee; and
4. Where appropriate, submit a valid Certificate of Medical Fitness.

DO NOT SEND THIS INFORMATION SHEET WITH YOUR APPLICATION



APPLICATION FOR REVALIDATION/REPLACEMENT OF A CERTIFICATE OR ENDORSEMENT



and print with **BLOCK LETTERS**

A – PERSONAL DETAILS

PIN (AMSA ID No.)

Date of Birth

D	D	M	M	Y	Y	Y	Y
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Full Name

Mr Mrs Ms Miss

Family name*

Given name(s)

Height

cm

Country of Birth

Nationality

If not and Australian citizen,
are you a permanent resident?
 Yes No

Permanent Address (for contact)

House Number	Street
Town or Suburb	
District or State	
Postcode	Country

Delivery Address (if different from above)

House Number	Street
Town or Suburb	
District or State	
Postcode	Country

Telephone Numbers (for contact if necessary)

Home	Other
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Email Address

*Your family name will appear **after** your given names on your certificate

B – STCW CERTIFICATE(S) CURRENTLY HELD

Number	Issue Date
Grade	Sub-grade

Number	Issue Date
Grade	Sub-grade

C – SHORT COURSES COMPLETED

AMSA Approved Course	Date of Issue	Name of AMSA Approved Training Provider	AMSA USE ONLY	
			Check 1 (Initials)	Check 2 (Initials)
CoC Revalidation				
GMDSS Revalidation				
Proficiency in Survival Craft				
Medical First Aid/Medical Care				
Advanced Fire Fighting				
Tanker Safety - Gas				
Tanker Safety - Chemical				
Tanker Safety - Oil				

Endorsement required Chemical Oil Gas
 Fore & Aft Square Rigged
 High Speed Craft Type Rating
 Ship Security Officer

D – APPLICANT'S SIGNATURE AND PHOTOGRAPH FOR INCLUSION ON THE CERTIFICATE

Please use a black pen and **ensure your signature fits inside the box.**
(See Note 5 on Information Sheet)

Photograph

Attach photograph of yourself here
(See Note 4 on Information Sheet)

E – FOR REPLACEMENT OF CERTIFICATE ONLY

Details of how, when and where the Certificate was lost, stolen or destroyed

Action taken to recover Certificate and authorities (police etc) notified

F – FOR REVALIDATION OF CERTIFICATE ONLY

Name of Ship	IMO Number	Gross Tonnage/ Prop.Pwr	Ship Type Chem/Oil/ Gas etc	Sea Service Particulars			AMSA USE ONLY			
							Sea Service Period		Check 1 (Initials)*	Check 2 (Initials)*
				Rank/Position	Date On	Date Off	Mths	Days		
Total Qualifying Sea Service										

AMSA USE ONLY *Name of initialising Officers	Check 1	Check 2
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G – METHOD OF LODGEMENT

Application mailed Application submitted in person

Port of Lodgement

Date received/submitted

If application mailed you MUST attach a current certified copy of your proof of identity as per Note 3.

Do you require your certificate to be returned to you by courier? No Yes – If yes. A courier fee of \$70 is required.

H – PROOF OF IDENTITY (Mailed applications only)

I have enclosed a certified copy of my proof of identity as per Note 3.

I – DECLARATION

WARNING: Giving false or misleading information is a serious criminal offence and may lead to prosecution.

To the best of my knowledge, the information given by me in this application is true and correct in every detail.
Should the certificate declared to be lost, stolen or destroyed be found I shall immediately forward it to AMSA, Canberra.

..... / /
Signature of Applicant Date

PRIVACY STATEMENT

The Australian Maritime Safety Authority (AMSA) is collecting the information on this form either:

- to determine if you are eligible for revalidation of your Certificate of Competency, GMDSS General Operators Certificate or Certificate of Recognition; or
- so that AMSA may issue you with a replacement certificate.

This is in accordance with section 15 of the *Navigation Act 1912* (Cth) and Marine Orders Part 3 and Part 6.

AMSA may give some or all of this information, including information concerning the validity, cancellation, imposition of restrictions or suspension of certificates to overseas maritime administrations, shipowners, operators, agents, the Australian Communications and Media Authority and law enforcement agencies.