



Australian Government
Australian Maritime Safety Authority

INFORMATION SHEET

Application for Licence as Compass Adjuster (AMSA 409)

PLEASE READ THE FOLLOWING 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 licence.

Note: Submitting this form DOES NOT automatically entitle you to receive the licence applied for. The final decision with regard to the issue of the licence is made by the Manager, Ship Operations and Qualifications

Marine Orders Part 21, Safety of Navigation and Emergency Procedures, provision 14.4 refers to Compass Adjuster licences.

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.

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 licence 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.

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

NOTE 4 - SUPPORTING DOCUMENTATION

The following supporting documents must be attached to the application:

1. If you hold a current Licence as Compass Adjuster - attach a certified copy of your Licence.
2. If you **do not** hold a current Licence as Compass Adjuster - submit the following with your application:
 - a. A certified copy of a certificate attesting to satisfactory completion of the AMSA approved course in adjustment of compasses;
 - b. Certified copies of at least 12 deviation cards of ships whose compasses you assisted in the adjustment of during the last 3 years; and
 - c. Original testimonials of the responsible adjuster(s) as to your satisfactory assistance.
3. Fee (refer to the AMSA website (Marine Qualifications)) www.amsa.gov.au
4. Proof of identity as per Note 3.



APPLICATION FOR LICENCE AS COMPASS ADJUSTER

USE BLACK INK

and print with **BLOCK LETTERS**

A - PERSONAL DETAILS

P.I.N. (AMSA ID No.) Date of Birth

D	D	M	M	Y	Y	Y	Y

Full Name Mr Mrs Ms Miss

Family name*

Given name(s)

Height cm Country of Birth

Nationality If not an 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

B - CERTIFICATE OF COMPETENCY (if held)

Grade of Certificate

Certificate Number

Country of Issue Date of Issue / /

C - COURSE DETAILS (if completed)

Date of Issue	Name of AMSA approved Training Provider	Place of issue

D - DETAILS OF CURRENT LICENCE AS COMPASS ADJUSTER (if held)

Issuing Authority	Place of issue	Date of issue

E - EVIDENCE OF ADJUSTMENT OF COMPASSES (if applicable)

I have enclosed deviation cards and testimonials showing that I have assisted in the adjustment of the compasses of at least 12 ships during the last 3 years.

F - PROOF OF IDENTITY

I have enclosed certified copies of my proof of identity.

G - 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

..... / /

Signature of Applicant *Date*

PRIVACY STATEMENT

The Australian Maritime Safety Authority (AMSA) is collecting the information on this form to determine if you are eligible for the issue of a Licence as a Compass Adjuster. *This is authorised by section 232 of the Navigation Act 1912 (Cth) and Marine Orders Part 21, Safety of Navigation and Emergency Procedures.*

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.

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