



## INFORMATION SHEET

### Application for a Certificate and/or Endorsement (AMSA 63)

**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.

This form is to be completed if you are applying for one or more of the following certificates or endorsements:

<b>Certificate</b>	<b>Refer to Notes</b>
a. Certificate of Competency – Engineer or Deck	1, 2, 3, 4, 5, 6, 7, 9
b. Certificate of Recognition – Engineer or Deck	1, 2, 3, 4, 5, 6, 7, 10
c. Certificate of STCW Endorsement on a State issued certificate – Engineer only	1, 2, 3, 4, 5, 6, 7, 17
d. Certificate of IR or CIR Proficiency	1, 2, 3, 4, 5, 6, 7, 11
e. Certificate of Rating – Engine Room, Deck or AB	1, 2, 3, 6, 7, 12
f. Certificate of Safety Training	1, 2, 3, 4, 5, 8
g. GMDSS General Operators Certificate	1, 2, 3, 4, 5, 15
h. GMDSS General Operators Certificate of Recognition	1, 2, 3, 4, 5, 16
i. Sailing Ship Endorsement	1, 2, 3, 7, 13
j. Tanker Endorsement (oil, gas or chemical)	1, 2, 3, 7, 14
k. High Speed Craft – Type Rating Endorsement	1, 2, 3, 7, 18
l. Certificate of Proficiency as Ship Security Officer	1, 2, 3, 19

Applicants applying for revalidation or replacement of a Certificate or Endorsement must use form AMSA 107

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](http://www.amsa.gov.au)

#### NOTE 1 - LODGEMENT DETAILS

**Please allow 20 working days for your application to be processed.**

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](http://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](http://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

1. **Lodging your application in person** – you will be required to present either a current Australian drivers licence or a valid passport.
2. **Mailing your application** – you are required to send a certified copy of either a current Australian drivers licence or a valid passport.
3. **Oral exam** – before commencing the oral exam, to prove identity, you will be required to present either a current Australian drivers licence or a valid passport.

**DO NOT SEND THIS INFORMATION SHEET WITH YOUR APPLICATION**

#### NOTE 4 - PHOTOGRAPH

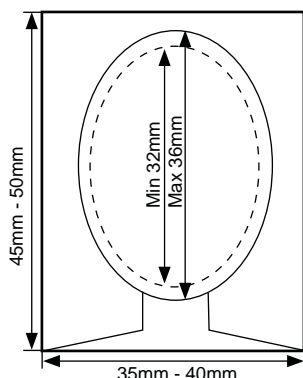
Except for a Certificate of Rating or Ship Security Officer and Sailing, Tanker or High Speed Craft Endorsement, you must attach one recent colour passport photograph of yourself on page 1 of the Application form.

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:

- 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).
- be of good quality colour and on a photo-quality paper, with no ink or marks on the image (especially relevant for digital photos).
- have a plain, light coloured background.
- have appropriate brightness and contrast to accurately show applicants skin tones naturally.
- be taken with no shadows across the face.
- be in sharp focus and clear.
- be of the applicant's head and top of shoulders (see diagram).
- 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.
- be taken with a natural expression (**not** laughing or frowning) with applicants mouth closed.
- show the eyes open and eye colour clearly visible (if glasses are worn, ensure there is no reflection in the lenses).
- 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.*

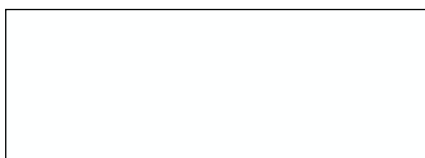


#### NOTE 5 - SIGNATURE

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

Refer to the current issue of Marine Orders, Part 3, provision 13, and Marine Orders Part 9.

When applying for an initial issue of a certificate you must include a current Certificate of Medical Fitness issued by an approved AMSA Medical Inspector of Seamen.

You may obtain a list of AMSA approved Medical Inspector of Seamen from the AMSA website [www.amsa.gov.au](http://www.amsa.gov.au)

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

#### NOTE 7 – QUALIFYING SEA SERVICE

- Refer to the current issue of Marine Orders, Part 3, provision 16;
- 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:

- Name of ship;
- IMO number;
- Vessel specific  
Deck - Gross Tonnage  
Engineer - Total Propulsion Power – Kilowatts;
- Ship type:
  - Oil tanker (OT);
  - Gas carrier (GC);
  - Chemical Tanker (CT);
  - Offshore Service Vessel (OSV);
  - Mobile Offshore Drilling Unit or Floating Petroleum Storage Offtake (MODU);
  - Special Purpose Ship (including RAN ships) (SPS);
  - High Speed Passenger Craft (HSPC);
  - High Speed Cargo Craft (HSCC);
  - Fishing vessels (FV), or
  - Other type of ship (Other).
- Position held aboard and date of service on each ship.

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

#### NOTE 8 - CERTIFICATE OF SAFETY TRAINING

To obtain a Certificate of Safety Training you are to:

- Refer to the current issue of Marine Orders, Part 3, provision 20;
- Complete form AMSA 63;
- Pay the appropriate fee, and
- Submit evidence that you have complied with the training and assessment standards specified in paragraph 2 of

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section A-VI/1 of the STCW Code at an AMSA approved training provider, namely:

- a. Personal survival techniques (table A-VI/1-1)
- b. Fire prevention & fire fighting (table A-VI/1-2)
- c. Elementary first aid (table A-VI/1-3), and
- d. Personal safety & social responsibilities (table A-VI/1-4).

NOTE: To upgrade from a paper to a booklet certificate you only have to comply with items 2 and 3 above.

### **NOTE 9 - CERTIFICATE OF COMPETENCY (DECK OR ENGINEER)**

To obtain a Certificate of Competency you are to:

1. Refer to the current issue of Marine Orders, Part 3:
  - a. Deck & Engineer Officers – provisions 7, 8, 9, 11 & 12;
  - b. Deck officers only - provisions 23, 24, 25 & 26;
  - c. Engineer officers only – provisions 30, 31, 32, 33 & 34.
2. Complete form AMSA 63;
3. Pay the appropriate fee;
4. Have completed the required qualifying sea service;
5. Have completed the approved training and have a course completion certificate from an AMSA approved training provider (refer to Marine Orders Part 3 provision 7.3);
6. Have a current Certificate of Medical Fitness issued by a Medical Inspector of Seamen in Australia;
7. Hold a certificate of proficiency in survival craft and rescue boats other than fast rescue boats and other STCW short courses as specified in Marine Orders Part 3;
8. Pass an oral examination in appropriate operational knowledge, and
9. In the case of Engineer Watchkeepers, have satisfactorily completed initial practical training, and
10. In the case of deck officer, hold a valid GMDSS General Operators Certificate or GMDSS General Operators Certificate of Recognition

### **NOTE 10 - CERTIFICATE OF RECOGNITION/ RESTRICTED CERTIFICATE OF RECOGNITION (DECK, ENGINEER OR RATING)**

To obtain a Certificate of Recognition or Restricted COR you are to:

1. Refer to the current issue of Marine Orders, Part 3, provision 21;
2. Complete form AMSA 63;
3. Pay the appropriate fee;
4. Submit a certified valid copy of your STCW 78, as amended, Certificate of Competency to permit AMSA to complete an authenticity check with the issuing Administration. With regard to Certificates of Recognition AMSA will only accept certificates from those Administrations that have an agreement with Australia regarding recognition of that country's certificates (also refer to AMSA website: [www.amsa.gov.au/Marine\\_Qualifications/Certificates\\_of\\_Recognition/](http://www.amsa.gov.au/Marine_Qualifications/Certificates_of_Recognition/));
5. Have a current Certificate of Medical Fitness issued by a Medical Inspector of Seamen in Australia;

6. Be an Australian or New Zealand citizen, a permanent resident of Australia or produce evidence that you are to be employed in a ship to which Part II of the Navigation Act applies;
7. Have completed the required qualifying sea service;
8. In the case of a deck or engineer officer have passed an oral exam appropriate to the grade of certificate conducted by an AMSA examiner, including knowledge of Australian maritime legislation, and
9. In the case of deck officer, hold a valid GMDSS General Operators Certificate or GMDSS General Operators Certificate of Recognition.

### **NOTE 11 - CERTIFICATE OF INTEGRATED RATING (IR) OR CHIEF INTEGRATED RATING (CIR) PROFICIENCY**

To obtain a Certificate of IR or CIR Proficiency you are to:

1. Refer to the current issue of Marine Orders, Part 3, provisions 36, 37, 38 & 39;
2. Complete form AMSA 63;
3. Pay the appropriate fee;
4. Have completed the required qualifying sea service;
5. Have a current Certificate of Medical Fitness issued by a Medical Inspector of Seamen in Australia;
6. In addition to the above if applying for:
  - a) IR Certificate:
    - i) Submit an IR course completion certificate from an AMSA approved training provider stating that you have completed all components of the IR training program which includes the successful completion of the approved course and the Training & Guided Study (TAG's) books, AND
    - ii) Submit course completion certificates for the following six STCW short courses: Personal Survival Techniques, Elementary First Aid, Fire Prevention & Fire Fighting, Personal Safety & Social Responsibilities, Proficiency in Survival Craft & Rescue Boats (other than fast rescue boats) and Tanker Familiarisation.

OR

- b) CIR Certificate:
  - i. Send a copy of your IR Certificate, and
  - ii. Submit a CIR course completion certificate from an AMSA approved training provider.

### **NOTE 12 - CERTIFICATE OF RATING – ENGINE ROOM, DECK OR AB**

To obtain a Certificate of Rating (Engine Room, Deck or AB) you are to:

1. Refer to the current issue of Marine Orders, Part 3, provisions 36, 37, 38 & 39;
2. Complete form AMSA 63;
3. Pay the appropriate fee;
4. Have completed the required qualifying sea service;
5. Have satisfactorily completed AMSA approved training;
6. Have a current Certificate of Medical Fitness issued by a Medical Inspector of Seamen in Australia;
7. Hold a certificate of proficiency in survival craft and rescue boats other than fast rescue boats, and
8. In the case of applicants for an Able Seamen (AB) Certificate hold a steering certificate.

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### **NOTE 13 - SAILING SHIP ENDORSEMENT**

To obtain an endorsement to serve as master on a sailing ship you are to:

1. Refer to the current issue of Marine Orders, Part 3, provisions 29;
2. Complete form AMSA 63;
3. Pay the appropriate fee;
4. Complete an approved course, including assessment, in knowledge of sailing ships;
5. For square rig ships, hold a Nautical Institute Square Rig Sailing Ship Certificate;
6. For fore and aft rig ships only, hold a Yachting Australia Ocean Going Certificate, endorsed 'Offshore Instructor', and
7. Have completed the required qualifying sea service.

### **NOTE 14 - TANKER ENDORSEMENTS**

To obtain a tanker endorsement you are to:

1. Refer to the current issue of Marine Orders, Part 3, provision 17;
2. Complete form AMSA 63;
3. Pay the appropriate fee;
4. Complete a tanker familiarization and appropriate tanker safety course that complies with the relevant paragraphs 1 to 34 of section A-V/1 of the STCW Code, and
5. Complete the required shipboard service or a combination of shipboard service and training as specified in Marine Orders, Part 3.

### **NOTE 15 – GMDSS GENERAL OPERATORS CERTIFICATE**

To obtain a GMDSS General Operators Certificate you are to:

1. Refer to the current issue of Marine Orders, Part 6, provisions 8.1, 8.2 & 8.3;
2. Complete form AMSA 63;
3. Pay the appropriate fee, and
4. Have satisfactorily completed AMSA approved education and training that meets the standard of competence specified in section A-IV/2 of the STCW Code.

### **NOTE 16 – GMDSS GENERAL OPERATORS CERTIFICATE OF RECOGNITION**

To obtain a GMDSS General Operators Certificate of Recognition you are to:

1. Refer to the current issue of Marine Orders, Part 6, provision 8.5;
2. Complete form AMSA 63;
3. Pay the appropriate fee, and
4. Submit a certified valid copy of your STCW 78, as amended, GMDSS GOC 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/](http://www.amsa.gov.au/Marine_Qualifications/Certificates_of_Recognition/)

### **NOTE 17 – CERTIFICATE OF STCW ENDORSEMENT ON A STATE ISSUED CERTIFICATE – ENGINEER ONLY**

To obtain a STCW Endorsement you are to:

1. Refer to Marine Orders, Part 3, provisions 31.2 & 31.3
2. Complete form AMSA 63;
3. Pay the appropriate fee;
4. Submit a certified copy of your valid State certificate;
5. Have a current Certificate of Medical Fitness issued by a Medical Inspector of Seamen in Australia, and
6. Refer to the Guidance Notes relating to training & education, qualifying sea service and short courses found on the AMSA website: [http://www.amsa.gov.au/Marine\\_Qualifications/Competencies/STCW95\\_upgrade/Documents/Engines.pdf](http://www.amsa.gov.au/Marine_Qualifications/Competencies/STCW95_upgrade/Documents/Engines.pdf)

### **NOTE 18 – HIGH SPEED CRAFT – TYPE RATING ENDORSEMENT**

To obtain a High Speed Craft – Type Rating Endorsement you are to:

1. Refer to the current issue of Marine Orders, Part 3, provision 28;
2. Complete form AMSA 63;
3. Pay the appropriate fee;
4. Have satisfactorily completed AMSA approved high speed craft training relevant to the type of craft and the route;
5. Have practical experience and familiarisation training to the satisfaction of AMSA; and
6. Hold the appropriate Certificate of Competency or Certificate of Recognition.

### **NOTE 19 – CERTIFICATE OF PROFICIENCY AS A SHIP SECURITY OFFICER**

To obtain a Certificate of Proficiency as Ship Security Officer (SSO) you are to:

1. Refer to the current issue of Marine Orders, Part 3, provision 43;
  2. Complete form AMSA 63;
  3. Pay the appropriate fee;
  4. For the issue of a SSO certificate from 1 January 2008 you have to either:
    - a. Complete at least 12 months qualifying sea service (or appropriate sea service and knowledge of ship operations considered equivalent to sea service) AND have satisfactorily completed AMSA approved training.
- OR
- b. During the transitional period until 1 July 2009, you may be issued with a certificate if you have, either:
    - i. during the period commencing on 1 January 2005 and ending at the end of 31 December 2007 – completed approved sea service as a SSO for at least 6 months in total; OR
    - ii. before 1 January 2008 – performed security functions considered to be equivalent to the sea service in (i) above; OR
    - iii. before 1 January 2008 - successfully completed approved training.

Note: If you hold a STCW 78, as amended, Certificate of Competency you should submit it at the time of application so that a Ship Security Officer endorsement may be entered into it.

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**DO NOT SEND THIS INFORMATION SHEET WITH YOUR APPLICATION**

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# APPLICATION FOR A CERTIFICATE AND/OR ENDORSEMENT



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

Email Address

## B - CERTIFICATE CURRENTLY HELD

Grade of Certificate

Sub-Grade of Certificate  Certificate Number

Country of Issue  Date of Issue  /  /

## C - CERTIFICATE APPLIED FOR

1. For Certificate of Competency, Certificate of Recognition, Certificate of CIR/IR Proficiency, Certificate of Rating, Certificate of Safety Training, Certificate of Ship Security Officer or STCW Endorsement (Engineers only) Applicants

Please tick those services you require with this application

- Assessment of qualifying service
- Oral examination  Specify examination centre
- Issue of certificate

Grade/Sub Grade applied for  Engineers only  
Steam/Motor\*  
\* delete as appropriate

2. For GMDSS Certificate Applicants

- GMDSS General Operator's Certificate
- GMDSS General Operator's Certificate of Recognition

3. For Endorsement Applicants

- Endorsement applied for:
- Tanker –  Chemical  Oil  Gas
- Sail –  Fore & Aft  Square Riggged
- High Speed Craft –  Type Rating
- Ship Security Officer  FRC

## 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)**

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



## F - STATEMENT OF SERVICE ASHORE (ENGINEERS ONLY)

No. of Testimonials	Name and Address of Firm and Works	Nature of Business	Nature of Work done by Applicant	Dates		Period		
				From	To	Years	Months	Days
Net qualifying service								

## G - COURSE DETAILS (Including AMSA approved college courses and associated specialist/short courses)

AMSA Approved Course	Date of Issue	Name of AMSA Approved Training Provider	Place of Issue	AMSA Check (Initials)*
Personal Safety & Social Responsibilities				
Survival Training - Personal Survival Techniques				
Proficiency in Survival Craft				
Elementary First Aid				
Medical First Aid at Sea				
Ship Master's Medical Care				
Fire Prevention and Fire Fighting (Basic)				
Advanced Fire Fighting				
Tanker Familiarisation				
Tanker Safety - Gas				
Chemical				
Oil				
Proficiency in Fast Rescue Boats				
GMDSS GOC				
Ship Security Officer				
Approved Courses (e.g. Diploma/Adv Diploma, CIR / IR)				
*Name of initialising Officer				

## H - METHOD OF LODGEMENT

Application mailed  Application submitted in person

Port of lodgement
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Date received/submitted
/ /

If application mailed you MUST attach a current certified copy of your passport or Australian drivers licence.

Do you require your certificate to be returned to you by courier?  No  Yes - if yes, a courier fee of \$70 is required.

## I - PROOF OF IDENTITY (Mailed applications only)

I have enclosed a certified copy of my valid passport or Australian drivers licence.

## J - 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

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

## 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 Certificate of Competency or Recognition as a master, mate or engineer or GMDSS Certificate or GMDSS Certificate of Recognition. *This is authorised by section 15 of the Navigation Act 1912 (Cth) and Marine Orders Part 3 and Part 6; or*
- The issue of a certificate of proficiency, rating or safety training in order to serve as a seaman. *This is authorised by section 15 of the Navigation Act 1912 (Cth) and Marine Orders Part 3.*

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.