



APPLICATION FOR AN AUSTRALIAN SEAFARER'S SERVICE BOOK – GUIDANCE NOTES

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 Australian Seafarer's Service Book (ASSB).

NOTE 1 - PREREQUISITES

An ASSB will only be issued to seafarers who possess a current certificate of marine qualification issued by the Australian Maritime Safety Authority (AMSA).

To obtain an ASSB you are to:

- Hold a current certificate of marine qualification issued by AMSA;
- Complete this form; and
- Pay the appropriate fee.

NOTE 2 - 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 opposite)

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 3 - 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 ASSB to be returned to you by courier the fee is \$70.

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

DO NOT SEND THESE NOTES WITH YOUR APPLICATION

NOTE 4 - 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.

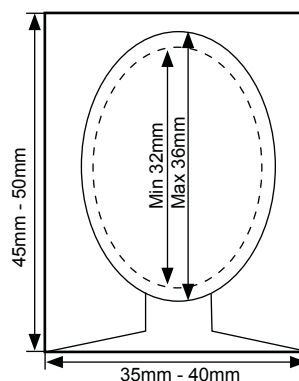
NOTE 5 - PHOTOGRAPH

You must attach one recent colour passport photograph of yourself on 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 ASSB.

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).

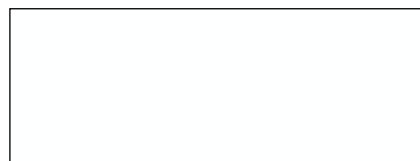
Due to security printing requirements, the photograph reproduced in your book will not be photographic quality and will appear slightly different from that supplied.

NOTE 6 - SIGNATURE

Your signature on 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 the ASSB and you **will be required to lodge another fully completed application form.**

A practice signature box is provided below



DO NOT SEND THESE NOTES WITH YOUR APPLICATION



APPLICATION FOR AN AUSTRALIAN SEAFARER'S SERVICE BOOK

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 - AMSA CERTIFICATE CURRENTLY HELD

Grade of Certificate

Sub-Grade of Certificate Certificate Number

Date of Issue

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

C - APPLICANT'S SIGNATURE AND PHOTOGRAPH FOR INCLUSION ON THE SEAFARER'S SERVICE BOOK

Please use a black pen and **ensure your signature fits inside the box.**
(See Note 6 on Guidance Notes)

Photograph

Attach photograph of yourself here
(See Note 5 on Guidance Notes)

D - METHOD OF LODGEMENT

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

Application submitted in person

Port of lodgement <input type="text"/>	Date received/submitted / /
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Do you require your service book to be returned to you by courier?
 No Yes - if yes, a courier fee of \$70 is required.

E - PROOF OF IDENTITY (Mailed applications only)

I have enclosed certified copy(s) of my proof of identity as per Note 4 of the Information Sheet.

F - 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 an Australian Seafarer's Service Book (ASSB). The final decision with regard to the issue of an ASSB is made by the Manager, Ship Operations and Qualifications.

PRIVACY STATEMENT

The Australian Maritime Safety Authority (AMSA) is collecting the information on this form because you are seeking the issue of an Australian Seafarer's Service Book (ASSB). Application for an ASSB is voluntary and by making this application you consent to providing the information and to AMSA matching it with other information already held about you. AMSA will not disclose the information to any other party unless lawfully entitled or required to do so.

OFFICE USE ONLY

AMSA qual. held <input type="checkbox"/>	Head Office Only
ID Check	ASSB No. <input type="text"/>
Passport/Drivers licence No. <input type="text"/>	Authorised Officer <input type="text"/>
Fee paid - \$155	
Receipt No. <input type="text"/>	/ /