



Application for STCW Qualifications including Service Books FOR APPLICATIONS LODGED IN AUSTRALIA

Please read these notes carefully, they are intended to help you complete your application for an AMSA-issued seafarer qualifications.

These instructions cover applications for one or more of the following purpose:

- a. Sea Service Assessment – Deck and Engineer Officers only including Recognition
- b. Certificate and/or Endorsement (CoC Deck and Engineer Officers require positive AMSA Sea Service Assessment)
- c. Replacement of a Certificate or Endorsement (only to be used if your existing certificate is lost/stolen/damaged or change of personal details)
- d. Recognition of Certificate, initial issue and revalidation of recognition (prerequisite for initial issue: positive AMSA sea service assessment)
- e. Revalidation of a Certificate or Endorsement
- f. Australian Seafarer's Service Book
- g. Assessment only for Royal Australian Navy Navigation Seaman Officers and Royal Australian Navy Engineering.

The Certificates and/or Endorsements covered within the application form are as follows:

- a. Certificate of Competency – Engineer or Deck
- b. Certificate of Recognition – Engineer or Deck
- c. Certificate of Proficiency – IR or CIR
- d. Certificate of Proficiency Rating – Able Seafarer – Deck
- e. Certificate of Proficiency Rating – Able Seafarer – Engine
- f. Certificate of Proficiency Marine Cook
- g. Certificate of Safety Training
- h. GMDSS Operator's Certificate
- i. GMDSS Operator's Certificate of Recognition
- j. Rating forming part of Navigational Watch
- k. Rating forming part of an Engine Room Watch
- l. Sailing Ship Endorsement (Square Rig / Fore and Aft)
- m. Advanced Tanker Endorsement (oil, gas or chemical)
- n. Tanker Familiarisation Endorsement (oil, gas or chemical)
- o. High Speed Craft – Type Rating Endorsement
- p. Certificate of Proficiency as Ship Security Officer
- q. Security Awareness Training
- r. Designated Security Person
- s. Electronic Chart Display and Information System (ECDIS)
- t. Passenger Vessel
- u. Dynamic Position Operator (Limited)
- v. Dynamic Position Operator
- w. Proficiency in Survival Craft and Rescue Boats other than Fast Rescue Boats
- x. Fast Rescue Boats
- y. WIG type A craft (ground effect)
- z. Basic training for IGF Code vessels
- aa. Advanced training for IGF Code vessels.

Throughout this information sheet reference is made to **Marine Order 70 series (70, 71, 72, 73 and 74)**; the relevant Marine Orders may be obtained from the AMSA website – www.amsa.gov.au/

Please follow the steps below to complete and lodge your application. Failure to comply with the process will introduce delay in the processing of your application.

Please note that lodgement of 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 regards to the issue of a certificate or endorsement is made by AMSA.

If you have any questions about the status of your application, or on this process, email AMSA on AMSAConnect@amsa.gov.au or call 6279 5000.

1. Application form

The instructions in this Information Guide are relevant to:

- Australian resident seafarers who are able to lodge their applications via Australia Post.
- Non-resident seafarers who are in Australia are encouraged to lodge their applications via Australia Post.

Non-resident seafarers applying from outside of Australia should refer to the **AMSA 419 Information Guide for overseas applications** for the application lodgement process. This information Guide can be found on the following link: <https://www.amsa.gov.au/forms/seafarer-form-419>.

The AMSA 419 SmartForm functions best when it is completed using the most recent version of Adobe Reader (9.1 or higher). Please download Adobe Reader from the [Adobe website](#).

Please note that this form **cannot be accessed using MAC Computers or Mobile devices**.

The form will not display correctly if it is opened directly from the AMSA website using the system's default PDF viewer.

1. Download the application form from the AMSA website. The form can be found on the following link: <https://www.amsa.gov.au/forms/seafarer-form-419>.

You must have Adobe Acrobat version 9.1 or later to be able to use the form. You can download the latest Adobe Acrobat reader at www.adobe.com/.

2. This is an interactive form intended to be completed using a computer or laptop. As you complete the form, it will validate certificate types, certificate grades, endorsements, calculate fees and generate a list (titled "Checklist for Supporting Documents") of required documents **specific** to your application.
3. Once you have filled out the form select the **Review** button. This will generate the required checklist and will prompt you to correct the errors displayed. Once you have edited the errors select **Refresh**. Once your form is complete either select the **Save** button or **Print** button. **Use only plain white A4 paper and black ink when printing your application form.**
4. The generated Checklist for Supporting Documents printed from the second page of your application is meant to guide you on the documents you must provide for the processing of your application. Tick each box to indicate that the specific document is submitted.
5. The form is **not complete** and will be **rejected on lodgement** if the printed form does not include the Payment and Checklist for Supporting Documents sections.

AMSA requires you to download a new form from the AMSA website each time you need to apply for a new set of Marine Qualifications. This is to ensure that you are using the current version of the form. This version of the form – AMSA 419 (09/17) – supports the regulations within **Marine Order 70 series (70, 71, 72, 73 and 74) Seafarer Qualifications**.

Once you have lodged your completed application pack at a participating Australia Post retail outlet, and AMSA has received the pack and verified all requirements are met, please allow **at least 28 days** for your certificate to be issued. Note that assessment applications may take longer due to the additional process involved for AMSA to obtain verification of documents submitted.

2. How to lodge your application at Australia Post

Submit your application form in person at a participating Australia Post retail outlet together with:

- Payment (see 2.3)
- Completed application (see 1)
- Proof of Identity (see 2.5)
- Passport quality colour photo (to be taken by Australia Post) (see 2.6)

Details of participating Australia Post retail outlets can be found at: <https://www.amsa.gov.au/forms/seafarer-form-419>.

2.1 Application for Sea Service Assessment towards a Certificate of Competency or Certificate of Recognition

The application for an Initial Issue of an AMSA Certificate of Competency involves two application stages. You will need to lodge a formal application using the AMSA419 Application Form to be assessed towards the requirements for a Certificate of Competency or Certificate of Recognition.

Once you have been assessed and issued with an AMSA Assessment Letter, you will need to book an Oral Examination and Medical Fitness Examination.

Once you have your AMSA Assessment Letter, Certificate of Medical Fitness and have passed an oral examination you will need to lodge another AMSA419 Application Form for the issue of your Certificate of Competency.

2.2 Application for Certificate of Recognition (Initial Issue and Revalidation)

Initial Issue of a Deck or Engineer Recognition:

If you are applying for a recognition of an Engineering or Deck Officer Certificate of Competency will need to first lodge an application for the assessment of your eligibility for this certificate (see 2.1). To do so you will need to apply for the Sea Service Assessment towards the Certificate of Competency that you are looking to be recognised by AMSA. For example if you hold a Master Certificate of Competency you would need to select to be assessed using the “Sea Service Assessment” towards a **Master Certificate of Competency** and include a copy of your Primary certificate which you are looking to be recognised with your application.

Once you have been assessed and issued with an AMSA Assessment Letter you will need to lodge another application for the “Recognition of a Certificate, initial issue and revalidation of recognition (prerequisite for initial issue: positive AMSA sea service assessment)”.

Revalidation of a Certificate of Recognition:

If you are applying to revalidate your Certificate of Recognition you will need to select the following option:

“Recognition of a Certificate, initial issue and revalidation of recognition (prerequisite for initial issue: positive AMSA sea service assessment)”. In “CERTIFICATE(S) FOR RECOGNITION (Initial issue or Revalidation)” you will need to scroll down to the correct “Type of Certificate” and select the type which includes Revalidation. See image below:

Type of Certificate	Capacity	Certificate Number	Country of Issue	Issue Date
Revalidation-Certificate of Competency				DD.MM.YYYY
Certificate of Competency-STCW				
Certificate of Proficiency (IR/CIR)				
Certificate of Proficiency Marine Co				
Certificate of Proficiency as Rating				
Engine Room Watch Rating				
GMDSS Radio Operator Certificate				
Navigational Watch Rating				
Revalidation-Certificate of Compet				
Revalidation-Certificate of Profici				
Revalidation-Certificate of Competency-STCW				

For example if you are revalidation your Certificate of Competency scroll down to “Revalidation- Certificate of Competency” in “Type of Certificate” before filling out Certificate details.

2.3 Application Fee

The application fee specific to your application is calculated as you complete the form. Please go to the **Payment** section of the form for the exact application fee amount that must be paid to Australia Post at the time of lodgement.

Payment at Australia Post may be made by:

- Credit Card
- Cash
- EFTPOS

2.4 Supporting Documents

Your application form will print a **Checklist for Supporting Documents**. This list will be specific to the combination of seafarer qualifications (certificates and endorsement) you have selected when completing your application.

You must go through the list and ensure that all documentation listed is complied with before you lodge your application. You must provide everything that is outlined within the supporting document checklist, with your application, at the time of lodgement. Australia Post will not accept applications without any supporting documentation.

You should only provide **copies** of sea service letters and supporting documentation.

2.5 Proof of Identity

Proof of Identity is essential when applying for a Marine Qualification or Australian Seafarers Service Book. This is necessary to protect your identity, as well as the qualification/license system.

Proof of identity documents **MUST** be original documents. These original documents must be presented to Australia Post at the time of lodging the application form. Australia Post will check the details against your application form.

Option 1

- Your current passport.

Option 2

- Your original Australian driver license, AND
- Either your full Australian birth certificate OR your Australian citizenship certificate.

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.

Option 4

- Your current Australian Medicare card, AND
- A current account card from a bank that shows your signature, AND
- A Proof-of-Age card or Student ID card (with a photograph of you), AND
- Either your full Australian birth certificate OR your Australian citizenship certificate.

If the name on the identification documents (passport, drivers licence, birth certificate, or citizenship certificate etc.) does not match the name on your application form, you must submit a copy of a change of name document to prove your name change.

2.6 Photograph

Your photograph will be taken upon lodgement of your application at Australia Post.

2.7 Signature

It is recommended that you sign your application upon lodgement at Australia Post. There are 2 sections on the application form that requires your signature:

2.7.1 The Declaration and Submission

2.7.2 The Specimen Signature

Your Specimen Signature will be digitally imaged into your Certificate. For this purpose, your signature must fit within the box provided. There is an additional specimen signature box in the form if your signature falls outside the first specimen signature box. If your signature falls outside both specimen signature boxes, you will be required **to lodge another fully completed application form**. This will delay the processing of your certificate application.

A practice signature box for your Specimen Signature is provided below.



2.8 Medical Certificates

Refer to the current issue of **Marine Order 70 series (70, 71, 72, 73 and 74) and Marine Order 9.**

If listed in the **Checklist for Supporting Documents**, a copy of your current Certificate of Medical Fitness (AMSA 303) issued by an AMSA approved Medical Inspector of Seafarer must be included when submitting your application form.

To arrange a Medical Examination contact Sonic HealthPlus on 1300763822. Refer to the following factsheet: <https://www.amsa.gov.au/medical-fitness>

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

2.9 Oral Examinations

Oral examinations are required for the following applications:

- Certificate of Competency for a Master, Deck or Engineer Officer, or
- Certificate of Recognition for a Master, Deck or Engineer Officer.

Oral Examination fees are paid in a separate transaction. They are not included in the application fee to be paid at Australia Post.

Payment for oral examinations may be completed in one of 2 ways:

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

Please see relevant information about Oral Examinations on the following link: <https://www.amsa.gov.au/oral-examinations>.

2.10 Qualifying Sea Service

Refer to the current issue of Marine Order 70 series (70, 71, 72, 73 and 74).

Documented sea service will be assessed for Competency certificates (Deck Officers and Engineer Officers) and Certificate of Proficiency (Ratings). Documents that must be prepared in compliance to the requirements include:

For **Deck Officers, Engineer Officers, and Ratings:**

Copies from the shipping company, written on company letterhead paper verifying the qualifying sea service (Marine Order 70 series (70, 71, 72, 73 and 74)).

Details in each letter must include:

- a) Position held aboard, duties performed and dates signed on and off each ship.
- b) name of ship;
- c) IMO number;
- d) Vessel specific
 - i. Deck Officer and Deck Rating – Gross Tonnage
 - ii. Engineer Officer and Engine Room Rating – Total Propulsion Power - Kilowatts;
 - iii. Engineer Officer – Propulsion type (Motor, Steam or Other (specify))
 - iv. Ship type: (Deck and Engineer Officers and Ratings)
 - 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).

- e) Continued competence in sea survival and firefighting and/or fast rescue boat (revalidation only for Master, Deck and Engineer Officers and Ratings)
- f) **For Deck Officers only**, that the ship was fitted with a full GMDSS station and that the applicant operated it on a regular basis.

For **Engineer Officers**:

Copies of sea service testimonials (for initial issue only).

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