



## Application for STCW Qualifications including Service Books FOR OVERSEAS APPLICATIONS

*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, including re-issue (prerequisite: 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

Throughout this information sheet reference is made to the **Marine Order 70 series (70, 71, 72, 73 and 74)**; the relevant Marine Order may be obtained from the AMSA website - [www.amsa.gov.au/](http://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 at [AMSAConnect@amsa.gov.au](mailto:AMSAConnect@amsa.gov.au), or phone +61 2 62795000.

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 the Manager, Seafarer Certification Services.

If you have any questions about the status of your application, or on this process, email AMSA on [AMSAConnect@amsa.gov.au](mailto:AMSAConnect@amsa.gov.au) or call 1800 627 484.

## 1. Application form

The instructions in this Information Guide are relevant ONLY to **overseas applications** unable to take advantage of the benefit of lodging applications at a participating Australia Post outlet.

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

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>.
2. 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/](http://www.adobe.com/).
3. 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.
4. 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.**
5. 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.
6. The form is **not complete** and will be **rejected upon receipt** 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 the **Marine Order 70 series (70, 71, 72, 73 and 74)**.

Once AMSA has received the pack and verified all requirements are met, please allow up to 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

The completed application, supporting documentation and fee payment may be sent by mail to one of the addresses below:

### Postal Address

Australian Maritime Safety Authority Seafarer Certification  
GPO Box 2181  
Canberra City, ACT 2601, Australia

### Courier Address

Australian Maritime Safety Authority Seafarer Certification  
82 Northbourne Avenue Braddon, ACT 2612, Australia

Submit your application togetherwith:

- Payment (see 2.3)
- Completed application (see 1)
- **Certified true copies** of supporting documentation (see 2.5)
- Certified true copies of proof of identity documents (see 2.5)
- Recent passport quality colour photograph( not photo shopped) see 2.5)
- **Certified true copies** of company letters testifying sea service (see 2.10)

## 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 Competency				
Revalidation-Certificate of Proficiency				

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 for the application to be processed.

**PLEASE NOTE: DO NOT** send cash in the mail with your application form 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.** Please ensure that the bank draft is written against an Australian bank.
2. By credit card (VISA or Mastercard only) – Please complete [Credit Card Payment Authorisation form](#) (AMSA 161).

**AMSA WILL NOT ACCEPT FORM AMSA161 VIA EMAIL OR FAX**

## 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 submit your application. You must provide everything that is outlined within the supporting document checklist, with your application, in the mail. Failure to do so will delay your application process.

All documents should be true Certified Copies.

## 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.

You must provide a certified true copy of your current passport with your application.

If the name on your passport 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.

## 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 Court
- Commissioner for Affidavits
- Commissioner for Declarations
- Dentist
- Justice of the Peace
- Legal Practitioner
- Magistrate
- Medical Practitioner
- Nurse
- Pharmacist
- Police Officer
- Sheriff or Sheriff's Officer
- Teacher
- Veterinary Surgeon

Any cost for certifying true copies is not included in the application fee and must be paid separately by the applicant.

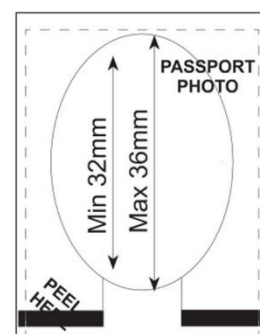
## 2.6 Photograph

You must attach one recent colour passport photograph of yourself on the designated area in the last page of your application form.

The photograph must comply with ALL of the following requirements. If it DOES NOT, your application will be returned to you unprocessed. Your application will not be attended to until you supply the photograph that is correct to the specifications listed below.

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 on photo –quality paper, with no ink or marks on the image (especially relevant for digitalphotos).
- c. Have a plain, light coloured background with no shadows.
- d. Have appropriate brightness and contrast to accurately show applicant's 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.

## 2.7 Signature

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. There is an additional specimen signature box on 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.



Please note that as you are lodging the application from overseas you are not required to contact Australia post. Please sign the Signature box and attach the photograph.

## 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) and Medical Examinations Report (AMSA 232) must be included when submitting your application form. You may obtain these documents as follows:

1. Obtain the name of a doctor who is approved by the Maritime Administration in a country that has an agreement with Australia. Refer to following link: <https://www.amsa.gov.au/medical-fitness>
2. From the AMSA website print the Medical Examination Report (AMSA 232) and Certificate of Medical Fitness (AMSA 303). See following information: <https://www.amsa.gov.au/medical-fitness>

Take both forms to the approved doctor. The doctor must use form AMSA 233 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 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.

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

**Certified true copies of Sea Service** letters 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 & fire fighting and 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.**