

3 Required documents

Please review the required documents for your application. Ensure an image of your signature, a recent photo and all required documents for your licence and application type are attached to your application email.

Renewal of all licence types: Please ensure you use the renewals checklist, rather than the new licence application checklists.

All renewals and applications – Required documents

All applications and renewals

An image file of my signature (for help see signature requirements on last page)
A recent photo which meets the photo requirements (see photo requirements on last page)

Renewals – Required documents

Renewals All licence types

Requirements as listed in [Marine Order 54](#) (*right click on link to open in a new window*)

New licence applications – Required documents

Trainee Pilot

A certified copy of a valid passport or Australian drivers licence
A certificate of competency as Master or RAN equivalent
Proof of completed:
36 Months sea service on ships over 3000GT while holding the specified CoC
18 Months of the service mentioned above was in the last 5 years
Satisfactorily completing a trainee pilot induction course

Restricted Pilot

Proof of completed:
Training program
Written exam
Online fatigue management training course
Competency assessment

Pilot

Proof of completed:
Check voyage (For Inner Route & GNEC on a ship with a draught over 11.5m or more)
Required number of transits
Continuing professional development (CPD)

Pilot – Whitsundays

A scan or photo of your current unrestricted licence in Inner Route or Hydrographers Passage
Proof of completed:
2 transits of Whitsunday pilotage area in any capacity in the last 5 years

Pilot – Whitsundays Anchoring passenger ships in cruise ship anchorages

Proof of completed:
Approved training program

Check Pilot

A scan or photo of your current unrestricted pilot licence in the pilotage area
Proof of completed:
Approved workplace assessor training course
A psychometric assessment approved by AMSA
An oral exam approved by AMSA
Required number of transits in the pilotage area while holding unrestricted pilot licence

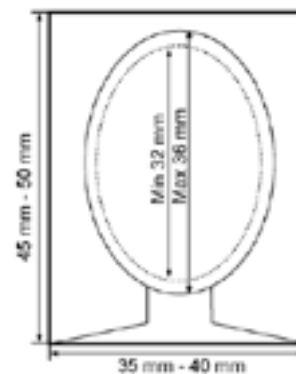
Conditions and more information

Photo requirements

The photo of you must meet the same requirements as a passport photo. You can have these taken at any store offering passport photos.

If you choose to take the photo yourself, this is what we require:

- A good quality colour print, on glossy photo page, with no ink or marks on the image.
- No retouching of any kind (including removal of background, moles, wrinkles or scars).
- Clear, focused image with no marks or 'red eye'.
- Plain white or light grey background that contrasts with your face.
- Uniform lighting (no shadows or reflections), with appropriate brightness and contrast to show natural skin tone.
- Face centered and looking at the camera straight on; not tilted in any direction.
- Hair off your face, so that the edges of your face are visible.
- Eyes open, mouth closed.
- Neutral expression (not smiling, laughing or frowning).
- Photos have to be 35mm to 40mm wide and 45mm to 50mm high.
- The size of the face from chin to crown can be up to a maximum of 36mm, with a minimum of 32mm (see diagram).



Signature requirements and instructions

Your coastal pilot licence includes your signature. If you don't already have an image file with your signature, it is easy to create one.

Draw

Draw your signature with black pen on a white A4 piece of paper. Aim to fill 1/4 - 1/2 of the page.

Scan

If you have access to a scanner, scan the page and save it on your computer in a common image format such as .jpg, or .png.

OR

Take a photo

If you don't have access to a scanner, use the camera on your phone to take a picture of the page. Ensure the photo is clear, well lit and doesn't have any shadows. Make sure your whole signature is captured in the photo.