



# Notice of Registration Trans-Tasman Mutual Recognition Act 1997 (TTMRA) for Seafarers

This notice should be completed by a person who holds a Certificate of Competency, or any other authorisation required by or under a law of New Zealand for the carrying out of a seafarer occupation, and wishes to carry on an equivalent occupation in Australia.

For further information, please contact [amsaconnect@amsa.gov.au](mailto:amsaconnect@amsa.gov.au)

## A. Individual details (complete all boxes)

Title (Mr/Mrs/Ms/Dr)	Family name*	Given names
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

Date of birth	Place of birth (town, state, country)	Nationality
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Residential address

Street number and name	Town/suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Postal address (if different from above)

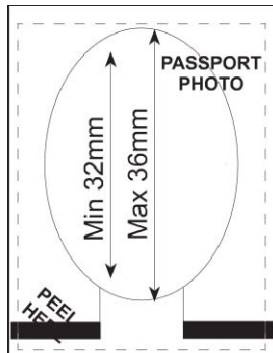
Street number and name	Town/suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Contact numbers

Home phone	Business phone	Mobile	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## B. Applicant's photograph and signature (to appear on the certificate)

Include **two (2)** recent photographs of yourself, taken within the previous 6 months. Attach one below and include a 2<sup>nd</sup> unattached photograph.



Specimen signature is required for digital imaging into your AMSA-issued certificate.

Please use a **BLACK** pen and **ensure your signature fits inside the box.**

To ensure that we have a clear signature for purposes of digital imaging, it may be necessary to obtain a second signature from you.

## Notes

### Photographs

Two (2) colour, passport-style photographs of yourself taken within the last six (6) months are required. The photographs must be:

- A full front view of your head and shoulders without any head covering or tinted glasses. If you wear a head covering for religious reasons, photographs that show your facial features will be accepted. If you normally wear prescription glasses, you should be wearing glasses with untinted lenses in the photograph.
- The photographs must have a plain light coloured background.
- If lodging notice by post, the back of the photographs must be certified to state that "This photograph is a true likeness of (applicant's name)" (see *How to obtain certified copies* in the notes below).

Poor quality photographs will not be accepted. The photograph reproduced on your certificate may appear slightly different from that supplied.

**C. Proof of Identity**

Provide proof of identification from one of the options below:

<p><b>Option 1</b></p>	<p>Your current New Zealand passport <input type="checkbox"/></p>	
<p><b>Option 2 <u>EITHER</u></b></p>	<p><b>AND</b> One of:</p>	
<p>your full New Zealand birth certificate <input type="checkbox"/></p>	<p>Your current drivers licence <input type="checkbox"/></p>	
<p style="text-align: center;"><u>OR</u></p>	<p>A photographic identification document issued by an Australian, State or Territory or New Zealand government agency <input type="checkbox"/></p>	
<p>your New Zealand Citizenship certificate <input type="checkbox"/></p>	<ul style="list-style-type: none"> <li>• Your current Australian Medicare card; and <input type="checkbox"/></li> <li>• a current account card from a bank that shows your signature <input type="checkbox"/></li> </ul>	

**D. Individual status**

You must answer the following questions before the National Regulator considers this notice. Tick either YES or NO for each item. If the answer to any of the following questions is YES, please provide further details in the space provided (continue on a separate page if necessary and attach).

- 1 Are you subject to any disciplinary proceedings in Australia or New Zealand, including any preliminary investigations or action that might lead to disciplinary proceedings, in relation to your occupation as a seafarer?  Yes  No
- 2 Is your registration (that is, your entitlement to carry out a seafarer occupation) cancelled or currently suspended as a result of disciplinary action in Australia or New Zealand?  Yes  No
- 3 Are you otherwise personally prohibited from carrying on the occupation of a seafarer anywhere in Australia or New Zealand, and are you subject to any special conditions in carrying on the occupation of a seafarer, as a result of criminal, civil or disciplinary proceedings in any State or Territory?;  Yes  No
- 4 Are you subject to any special conditions in carrying on the seafarer occupation in Australia or New Zealand?  Yes  No

## E. Licences, Tickets or Certificates of Competency held

Individuals must provide either the original or a copy of their current New Zealand and any Australian seafarer Certificate(s) of Competency held. If the original or a copy cannot be provided you must provide sufficient information to identify yourself and your registration in an equivalent occupation.

Certificate Number	Class/Grade	Issue Date	Expiry Date	Conditions, Endorsements or Restrictions
Place of Issue		Issuing Authority		

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## F. Checklist of forms/documents attached

Please provide the original or a copy of the document evidencing your existing seafarer registration (that is, your entitlement to carry out a seafarer occupation). If there is no such document you must provide sufficient information to identify yourself and your registration in an equivalent occupation.

- Current New Zealand Certificate(s) of Competency
- Evidence New Zealand permanent residency or citizenship
- Certified copy of Proof of Identity
- Certified copy of AMSA Medical (STCW qualifications) <http://www.amsa.gov.au/forms-and-publications/factsheets/amsa1579.pdf>
- Current photographs (2)
- Payment of Fees - \$190 Certificate fee

## G. Applicant's declaration and consent

- I certify that the attached document which evidences my existing registration (that is, your entitlement to carry on a seafarer occupation) is the original or a complete and accurate copy of the original.)
- I am registered for the occupation as per my New Zealand qualification and I seek registration as in accordance with the Trans-Tasman mutual recognition principle.
- I consent to the Australian Maritime Safety Authority, as the National Regulator, making enquiries of, and exchanging information with, the New Zealand authorities regarding my activities in the relevant occupation or occupations or otherwise regarding matters relevant to this notice.
- I understand and acknowledge that a person is guilty of an offence under section 137.1 of the *Criminal Code Act 1995* if the person gives false or misleading information, or omits anything without which is misleading to a Commonwealth entity; a person who is exercising powers or performing functions under a law of the Commonwealth, or the information is given in compliance or purported compliance with a law of the Commonwealth.

Signature of individual

Date

### Privacy Statement

The purpose of collecting this information is to allow the National Regulator to make a decision about your notice in accordance with the *Trans-Tasman Mutual Recognition Act 1997*. This information may be passed to Commonwealth, State/Territory or New Zealand government agencies for this purpose.

**Action on Receipt**

Date Received ...../...../.....

New Application

Renewal

Medical Declaration 

or Certificate attached

Certificates 

ID.....

Exemptions Applied for

.....

Declaration Signed 

Receiving Officer.....

**How to lodge**

Post your application and supporting documents to:

AMSA  
Seafarer Certification Service  
Level 3, 82 Northbourne Ave  
Canberra ACT 2601

Or

AMSA  
Seafarer Certification Service  
GPO Box 2181  
Canberra ACT 2601

**Payment of fees**

The fees required for the application is the Certificate fee - \$190 each.

You may use:

- a Bank Draft, in Australian dollars drawn on an Australian bank, and made payable to the Australian Maritime Safety Authority with your name and reason for payment on the back of the bank draft/cheque; or
- a Credit Card - Mastercard or VISA. Please complete Credit Card Payment Authorisation Form 161. (Note that AMSA does not accept AMEX or Diners Club credit cards).

<http://www.amsa.gov.au/forms-and-publications/international/forms/Seafarers/index.asp>

**Note:** Your application will be assessed by AMSA on validation of the Bank Draft or Credit Card payment.

**What happens next?**

You are entitled to carry on the equivalent seafarer occupation following lodgement of your notice, and pending the granting or refusal of registration. AMSA has one month from receiving a complete application in which to grant, postpone or refuse registration. Holders of a domestic qualification will receive a paper certificate and holders of an STCW qualification will receive a Certificate of Recognition.

**Further information**

For further information, please contact [amsaconnect@amsa.gov.au](mailto:amsaconnect@amsa.gov.au)

**Lodgement of documentation to support your application**

If the form is completed incorrectly it may be returned to you for correction, resulting in a delay in processing.

**Lodging an application by post:**

The applicant will need to provide copies of supporting documentation as listed in the checklist. AMSA will request verification of the New Zealand qualification.

**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 (see list below).

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)
- Commissioner for Declarations
- Legal Practitioners
- Police Officer
- Teacher
- Clerk of a Court
- Dentist
- Nurse
- Post Office Manager
- Veterinary Surgeon
- Commissioner for Affidavits
- Justice of the Peace
- Pharmacist
- Sheriff or Sheriff's Officer