



Maritime &  
Coastguard  
Agency

## APPLICATION FOR A UK CERTIFICATE OF EQUIVALENT COMPETENCY

# CEC

**IMPORTANT - BEFORE** completing this form, please ensure you have read the guidance notes and instructions on pages 6 & 7 and either MGN 221 (Merchant Navy) or MSN 1825 (Fishing) as appropriate.

Please complete in **ENGLISH** using **BLOCK CAPITALS** and black ink. All sections must be completed. We do not offer a counter service.

### 1 PERSONAL DETAILS

Title Mr/Mrs/Miss/Capt etc		Sex Male / Female	
Surname / Family name			
Forename(s) in full			
Date of Birth			
Place of Birth		Country of Birth	
Nationality		National Identity No	
	Full Home Address	Address for return of documents (if different from home address)	
Address			
District			
Town / City			
County/State			
Post Code/Zip			
Country			
Telephone No		Fax:	
Mobile		Email:	

Name:

DOB:

SDS:

**Please do not write below this line**

<b>Received:</b>	<b>Fee:</b>	SDS No	
		Receipt No	
		RMS No	
		Application ID	
		COC No	

CEC

## 2 DETAILS OF CERTIFICATE HELD

### Non-UK STCW Certificate of Competency

Title			
Number			
Date of Revalidation	Day/	Month/	Year/
Country and Town of Issue			

### Give details below of capacity and limitations which apply to this certificate

--

### Give details below of any Tanker/Dangerous Cargo Endorsements including level of certificate and any GMDSS Certificates held. Please provide the relevant documents

<b>OIL</b>
------------

<b>CHEMICAL</b>
-----------------

<b>LIQUIFIED GAS</b>
----------------------

<b>GMDSS</b>
--------------

Is English your first language? (If yes, please tick ✓ the box)

Do you have any formal English qualifications as listed in the attached notes? (If yes, please tick ✓ the box) \*

\* If you ticked yes, please enclose the relevant original certificate as proof with this application. Further details can be found in section 3 of the guidance notes.

## US Coastguard Certificates of Competency

If you hold either the US Coast Guard 500GT or 3000GT (International Tonnage) Certificates of Competency you will be required to pass one of the MCA oral examinations of competency depending upon the Certificate of Equivalent Competency for which you have applied for (an additional fee will be required). I hold the following Certificate of Competency issued by the US Coast Guard:

500 GT (International Tonnage)       3000 GT (International Tonnage)

and wish to apply for (please tick (✓) appropriate capacity

Merchant Navy	Capacity	Oral Examination Required	(✓)
	Chief Mate <500GT near Coastal	Oral D - from MGN 69	
	Master <3000GT Oceans	Oral B - from MGN 69	
Limited to Yacht Service Only	Mate <500GT near coastal	OOW oral from MSN 1802	
	Mate <500GT Oceans	OOW oral from MSN 1802	
	Mate <3000GT near coastal	OOW oral from MSN 1802	
	Mate <3000GT Oceans	OOW oral from MSN 1802	
	Master <500GT near coastal	Master 500GT oral from MSN 1802	
	Master <500GT Oceans	Master 500GT oral from MSN 1802	
	Master <3000GT near coastal	Master 3000GT oral from MSN 1802	
	Master <3000GT Oceans	Master 3000GT oral from MSN 1802	
	Chief Eng (Limited-Oceans) Motorships. (where limitations of power and tonnage are >2999kW & >2999GT)	Y2 oral from MGN 156	
	Chief Eng (Limited-Oceans) Motorships. (where limitations of power and tonnage are >8999kW & >2999GT)	Y1 oral from MGN 156	

Any limitation as to area of operation or capacity on the original Certificate of Competency will be carried forward to the Certificate of Equivalent Competency e.g. a "near coastal" certificate issued by the USCG will have the CEC endorsed "USA near coastal area only".

### 3 CHECKLIST OF ESSENTIAL DOCUMENTS

Please send only the original requested documents.

Please note that failure to supply the requested documents (either originals or copies which have been attested as being true copies of the original by an Issuing Administration, a notary public, and an MCA approved shipping company or by an officer of the MCA). Unattested photocopies of any document cannot be accepted. When sending original documents we would strongly recommend that they be sent by registered post or a reliable courier company.

	Please (✓)	Official use only
Non-UK STCW Certificate of Competency *	<input type="checkbox"/>	<input type="checkbox"/>
Original CEC if already held (proof of English and Passport do not need to be resubmitted)	<input type="checkbox"/>	<input type="checkbox"/>
Passport or Discharge Book	<input type="checkbox"/>	<input type="checkbox"/>
English Certification (in accordance with the attached notes)	<input type="checkbox"/>	<input type="checkbox"/>
Two passport size photographs (see note 3 on page 6)	<input type="checkbox"/>	<input type="checkbox"/>
Deck Officers only: GMDSS if you require a flag state endorsement (no additional fee)	<input type="checkbox"/>	<input type="checkbox"/>
Fee of £76.00	<input type="checkbox"/>	<input type="checkbox"/>

\* Officers with a "Near Coastal" endorsement will have their Certificate limited to the near coastal area of the administration of which the CoC was issued.

## 4 YOUR SIGNATURE AND DECLARATION

(The maximum penalty for a false declaration is £5000)

I declare that the information I have given is, to the best of my knowledge, true and complete. I also declare that the documents submitted are genuine, given and signed by the persons whose names appear on them.

**IMPORTANT – KEEP WITHIN BORDER  
FAILURE TO COMPLY WITH THIS INSTRUCTION  
WILL INVALIDATE THE APPLICATION**

Date .....

--

For office use only

Completed applications should be sent together with the items listed in Part 3 to the following address:

**Maritime and Coastguard Agency,  
Seafarer Training & Certification Branch,  
Spring Place,  
105 Commercial Road,  
Southampton SO15 1EG,  
Tel: +44 (0)2380 329231; Fax: +44 (0)2380 329252  
Email: [cec@mcga.gov.uk](mailto:cec@mcga.gov.uk)  
Website: [www.mcga.gov.uk](http://www.mcga.gov.uk)**

In your own interest use Recorded Delivery, if posting within the UK and Registered Post from abroad. The MCA cannot accept any responsibility for documents lost in the post.

**WE DO NOT OFFER A COUNTER SERVICE**

**AN INCOMPLETE APPLICATION WILL DELAY THE ISSUE OF YOUR CEC**

**Please now complete the payment section on the next page.**

## 5 PAYMENT

Please enclose the appropriate fee (as laid down in the current Merchant Shipping Fees Regulations). Payment should be made in £ sterling by cheque, postal order or banker's order, credit or debit card

Cheques, Postal Orders and Bankers Drafts should be made payable to the "Maritime and Coastguard Agency" and crossed "Account Payee" and "not negotiable". Cheques and orders should be drawn at a UK bank. **CASH WILL NOT BE ACCEPTED.** World-wide postage is included in the fee.

I enclose the MCA fee of £...76.....

Please tick (✓) the appropriate box below to indicate your chosen method of payment.

Maestro  Visa  MasterCard  Delta  Cheque/bankers draft  Postal Orders

Please charge my Maestro / Visa / MasterCard / Access / Delta Card £.....

Name of Card Holder																	
Card Number (16-18 digits)																	
Start Date																	
Expiry Date																	
Maestro Issue Number (Maestro Cards only)						Security Code											

The Security Code is the last three digits of the numbers on the reverse of the card, near to the signature strip. (See example right)



Signature ..... Date.....

### OR for companies with MCA rolling accounts:

Please withdraw the appropriate fee from our rolling account:

Reference:

Company Stamp:  
(for rolling account only)

### For Official Use only:

Name, if different from card holder:	
SDS Number:	
All payment details entered on SDS (initial):	

**GUIDANCE NOTES FOR THE COMPLETION OF THIS APPLICATION FORM  
PLEASE ENSURE THAT YOU READ AND UNDERSTAND THESE NOTES BEFORE COMPLETING THE FORM**

Please complete this form in **BLOCK LETTERS** and in black ink. If a section is not relevant to your application enter **NIL**.

**ENSURE YOU COMPLETE THIS FORM IN FULL - FAILURE TO DO SO MAY MEAN WE WILL HAVE TO RETURN YOUR APPLICATION TO YOU, AND WILL RESULT IN A DELAY TO YOUR APPLICATION BEING PROCESSED.**

Enclose all documents necessary to establish your eligibility for a Certificate of Equivalent Competency. You must send in ORIGINAL documents or copies which have been attested as being a true copy of the original by a solicitor, Notary Public, MCA approved Shipping Company, Issuing Administration or an MCA officer. Unattested photocopies of any document will NOT be accepted. An essential document check list is on page 3 to help you.

## **1 PERSONAL DETAILS**

Enter your personal details in the boxes provided. Your name should be given **IN FULL**, and should be given in the same format as appears in your passport or other national identity document.

Your date of birth should be given in the format DD/MM/YYYY, e.g. 18 February 1960 would be written 18/02/1960.

National Identity Number should be that in your Passport or Discharge Book.

You should give your permanent home address, where you are normally resident. You may also provide an alternative address for return of documents or correspondence relating to this application.

## **2 DETAILS OF CERTIFICATES HELD**

Please give full details of certificates held. Should you wish to sail in a lower capacity than your Certificate of Competency allows please state clearly the capacity you require.

## **3 CHECKLIST**

Before a United Kingdom Certificate of Equivalent Competency can be issued, you will need to submit certain documentation as specified in this section. Please tick the appropriate box to show that you have included the necessary certificate/document. All the documentation indicated in this section must be submitted. ORIGINAL documents must be supplied; copies will not be accepted unless they have been attested as being a true copy of the original by an Issuing Administration, Notary Public, and MCA approved Shipping Company or an MCA officer. We cannot accept unattested copies of any document.

Your photographs must be taken full face without a hat and must be passport approved photographs, measuring a maximum of 50mm x 40mm, in colour. The back of one photograph must include your name in **BLOCK LETTERS** and the signature of a Doctor, Bank Officer, Established Civil Servant, School Teacher or an authorised official within your shipping company. They should also write on the back of the photograph "I certify that this is a true likeness of Mr/Mrs/Miss/Ms/Dr etc....." A member of your family is **NOT** allowed to counter sign your photograph. The back of the other photograph must include your name in **BLOCK LETTERS** and your date of birth.

### **ENGLISH LANGUAGE**

The following is acceptable evidence of competency in English:

Satisfying the MCA that English is the candidate's mother tongue (first language).

Holding a STCW Certificate of Competency for which the examinations are conducted in English.

Holding an advanced English Language certificate issued by the British Council or an International Language Testing System (IELTS) Test Report showing an Overall Band of at least 6.

Holding a Berlitz Language School level 2+ certificate endorsed by the company.

Holding a certificate of TOEFL (Test of English as a Foreign Language) as applicable for admission to US Universities.

Passing the Marlins test at an approved Marlins Test Centre (addresses of approved Marlins Test Centres are available from the MCA). In addition to the Marlins Test Result, we require either (a) written confirmation from the owners/managers stating that the applicant has been interviewed and that his standard of spoken English was found to be satisfactory for the capacity in which he is to be employed, or (b), passing the Marlins Test of Spoken English (TOSE) at an approved Marlins test centre.

Passing the MCA English Language test administered by an MCA surveyor.

If you are unable to supply any of the above you may be required to complete the English Oral examination for seafarers. This is an oral MCA English language test, which can be undertaken through the Scottish Qualifications Authority (SQA) administered for the MCA and conducted by arrangement with SQA in any British Council offices in most places world-wide. Please note that you must first make application for a Certificate of Equivalent Competency BEFORE a Notice of Assessment can be issued allowing you to undertake the English and/or UKLAP examinations. Examinations cannot be taken prior to issue of the relevant Notice of Assessment.

#### **UKLAP**

Before a Certificate of Equivalent Competency can be issued at the following levels it is necessary to complete the UKLAP examination as indicated below.

#### **Master**

UKLAP Grade 1 test

**Please note that Adaptation Periods can only be served on a UK registered vessel under a Master who has a full UK Certificate of Competency or a full UK Certificate of Equivalent Competency.**

## **4 YOUR SIGNATURE AND DECLARATION**

**YOUR SIGNATURE - please sign with your usual signature. Ensure that the whole of your signature is contained within the box on page 4 – this will be affixed to your new Certificate of Equivalent Competency. Please ensure that this is completed, as without your signature here your certificate cannot be issued.**

Please read the declaration. **Only the applicant may sign the declaration, signatures of others on behalf of the applicant cannot be accepted.** Once you are sure that the information you have given is, to the best of your knowledge, true and complete, and that the documents submitted are genuine, given and signed by the persons whose names appear on them, you should sign the declaration with your usual signature, including the date.

## **5 PAYMENT**

You must enclose the appropriate fee with your application. Currently the fee for revalidating a CEC is £76. This fee includes worldwide postage. Please tick (✓) the appropriate box to indicate your chosen method of payment. Payment must be made in Pounds Sterling (£).

Payment by cheque, bankers draft or postal orders should be made payable to "The Maritime and Coastguard Agency" and crossed "account payee" and "not negotiable"

For payment by Maestro, Visa, Access/MasterCard or Delta, ensure you enter the card details in the spaces provided.

Please sign to confirm the amount and chosen method of payment.

#### **NOW RETURN YOUR APPLICATION - SEND TO**

Seafarer Training & Certification Branch  
Maritime and Coastguard Agency  
Spring Place  
105 Commercial Road  
Southampton  
SO15 1EG  
UK

Tel: (+44) (0) 2380 329 254  
Fax: (+44) (0) 2380 329 252  
Email: [cec@mcga.gov.uk](mailto:cec@mcga.gov.uk)

**YOU SHOULD ALLOW AT LEAST 28 DAYS FOR US TO PROCESS YOUR APPLICATION**

**Completed forms must not be emailed to the MCA.**