



DEPARTMENT OF TRANSPORT

SIS FORM 9

Application No.:

APPLICATION FOR A CERTIFICATE OF COMPETENCY

Certificate Type:		
Certificate Number:		
Application Origin: In Person <input type="checkbox"/> By a Representative <input type="checkbox"/> By Post <input type="checkbox"/>		
If by a representative, state name:		
Date Received:		Attach Photograph Here
Amount Paid:	€	
Receipt Number:		
Issuing Officer:		
Date of Issue:		
Distribution Method:	By Post <input type="checkbox"/> In Person <input type="checkbox"/>	
Registered Post Number (if by post):		

PLEASE READ THE ATTACHED GUIDANCE NOTES **BEFORE** COMPLETING THIS FORM

1 APPLICATION TYPE	
Type of certificate being applied for – tick all that apply	
Vessel Type:	Merchant <input type="checkbox"/> Fishing <input type="checkbox"/>
Department:	Deck <input type="checkbox"/> Engineer <input type="checkbox"/>
Exemptions Claimed	

2 DETAILS OF APPLICANT	
Tick the Appropriate Box: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>	
Surname:	
Forename(s):	
If known by an alternative name or names, please state:	
Seafarer's Unique ID Number (if known, see guidance note 2):	
PPS Number:	
Home Address:	
Alternative Postal Address:	
Phone Number:	Mobile Number:
Email Address:	
Name of Next of Kin:	Relationship:
Address of Next of Kin:	
Name of Nominated Contact:	
Address of Nominated Contact:	
Phone Number of Nominated Contact:	

3 PARTICULARS REGARDING CITIZENSHIP	
Date of Birth:	Country of Birth:
County of Birth (If born in Ireland):	Nationality:

4 EXAMINATION REQUIRED (for Notice of Eligibility and Oral exam)	
Deck Department - Merchant	Engine Department - Merchant
Master	Chief Engineer
Chief Officer	Second Engineer
Officer of the Watch	Engineer Officer of the Watch
	Electro-Technical Officer
Limits – tick all that apply	Limits – tick all that apply
- Near Coastal Area	- Near Coastal Area
- Less than 3000 GT	- Less than 3000 kW
- Less than 500 GT	- Motorships
- Unlimited	- Steamships
- Standby, Seismic Survey and Oceanographic Research only	- Unlimited
- Domestic Passenger Ship less than 100 passengers	- Not valid for service on ships with High Voltage machinery
- Domestic Cargo Ship less than 500 gross tonnage	
- Domestic Cargo Ship less than 300 gross tonnage	
- Domestic Cargo Ship less than 200 gross tonnage	
- Ships engaged on Government Service, less than 24m length, within 30 miles off the Irish coastline	
Other deck	Other engine
Deck Department - Fishing	Engine Department - Fishing
Skipper Full	Class 1 Engineer
Skipper Limited Endorsement	Class 2 Engineer
Second Hand Full	Class 3 Engineer
Second Hand Limited	
Second Hand Special Endorsement	

5 PARTICULARS OF LAST ORAL EXAMINATION WHETHER IN IRELAND OR ELSEWHERE	
Place of Examination	Date of examination
Grade of Certificate	Result

Deck Cadet	Engineering Cadet	Trainee Deck Officer TDO	Engineering Craftsperson	Graduate Trainee	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Description of training	From	To	Months		
Qualification awarded					

8 DOCUMENTS TO ACCOMPANY YOUR APPLICATION (Originals to be provided⁴)

Certificate	Number	Date	Place of issue	For Official Use Only	
				Verified	Condition of NOE
All applicants					
Training Record Book					
Educational Certificates					
Certificate of Competency					
Medical Fitness Certificate					
Sea Service Testimonials					
Passport					
Birth Certificate					
Discharge Book					
Basic Training					
Transcripts of all Results from College & Degree					
1. Personal Survival Techniques					
2. Fire Prevention and Fire Fighting					
3. Elementary First Aid					
4. Personal Safety And Social Responsibilities					
Proficiency In Survival Craft					
Designated Security Duties					
Medical First Aid At Sea					
Advanced Fire Fighting					
Refresher Training					
Photographs (Signed)					
English Language Proficiency IELTS					
Fee					
Deck applicants					
AB Training Certificate					
GMDSS GOC					
Medical care on board ship					
Navigation, Radar & ARPA Simulator Training					
BRM / HELM					
Engineer Applicants					
High Voltage Training					
1. Operational level					
2. Management level					
NMCI exemption letter					
For Official Use Only:					
The Conditions of NOE have been indicated above. Additional conditions are:					
Examiner Signature: _____				Date: _____	

⁴ Certified copies may be submitted with the application and original documents produced prior to issue of any certificate.

9 DECLARATION BY CANDIDATE	
Any person who makes, or procures to be made, or assists in making, any false representation or statement for the purpose of obtaining for him or herself or any other person a Certificate of Competency, may be issued with a fixed payment notice or shall be liable on summary conviction to a Class A fine or imprisonment or both.	
I hereby declare that the particulars contained in this application form are correct and true to the best of my knowledge and belief; and that the substantiating documentation sent with this form are true and genuine documents, given and signed by the persons whose names appear on them. I further declare that the form contains a true and correct account of the whole of my service.	
I make this declaration believing the same to be true.	
Signature of Applicant: <i>Note: Please keep signature within the box provided. This signature will be scanned and printed into the certificate applied for.</i>	
Date:	
	<div style="border: 1px dashed black; padding: 20px; width: fit-content; margin: 0 auto;"> <p>Attach Seafarer's Photograph here for scanning</p> </div>

FOR OFFICIAL USE ONLY				
APPLICATION PASSED				
I hereby certify that the particulars above are correct and that the candidate has produced satisfactory testimonials, proof of training, service and nationality, and that the candidate has qualified in all respects for a Certificate of Competency as follows:				
Functions	Level	Capacity	STCW Reg	Limitations applying
Approved Certificate Expiry Date:				
Examiner's Signature:				<i>Office Stamp</i>
Date:				

APPLICATION REJECTED		
I confirm that I have examined the training, service and other documents provided in support of this application. I hereby certify that the candidate has NOT met the requirements for a Certificate of Competency.		
REASON(S) FOR REJECTION:		
Examiner's Signature:		<i>Office Stamp</i>
Date:		

GUIDANCE NOTES AND QUALIFYING CRITERIA

1. GENERAL NOTES

Incomplete applications will be returned, unprocessed, by post. Therefore in order to avoid any undue delay in the processing of your application, please ensure that all required accompanying documentation is provided.

LEGIBILITY

All entries (other than where signatures are required) must be made clearly in BLOCK CAPITALS using a black or blue ballpoint pen. Mistakes due to illegible writing may result in delays in processing applications.

IDENTIFICATION

Your application must be accompanied by (1) a current passport or (2) an original Birth Certificate and current State photographic identification i.e. Driver's Licence.

Please note that photocopied documents will only be accepted if verified by signature and an office stamp by a member of An Garda Siochana, a Police force, a Peace Commissioner, a College Lecturer, a Civil Servant, a Post Office employee, your shipping company Superintendent, a Medical or Legal Practitioner, or at the Mercantile Marine Office. Original documents must be produced on the day of oral examination.

PHOTOGRAPHS

Your application must be accompanied by two identical passport-type photographs. The photographs should be taken full face, without a hat, and should be printed on normal photographic paper. Details on acceptable photographs may be obtained at this link: <https://www.dfa.ie/passports-citizenship/top-passport-questions/photo-guidelines>

FEE

Fees for examinations are prescribed under S.I. No. 595 of 2010 Merchant Shipping (Fees) Regulations 2010. However a summary of fees for the most frequently submitted applications are detailed as follows:

FEEES FOR CERTIFICATES OF COMPETENCY

OFFICER	GRADE	PRACTICAL ORAL	ADMINISTRATION FEE	TOTAL
DECK OFFICER	MASTER	€134	€53	€187
	CHIEF MATE	€121	€53	€174
	OFFICER OF THE WATCH	€87	€26	€113
	DOMESTIC (MASTER OR OOW)	€53	-	€53
MARINE ENGINEER OFFICER	CHIEF ENGINEER	€134	€53	€187
	SECOND ENGINEER	€121	€53	€174
	EOOW	€81	€26	€107
FISHING VESSEL DECK OFFICERS	SKIPPER (FULL)	€93	€53	€146
	SECOND HAND (FULL)	€67	€53	€120
	SECOND HAND (LIMITED)	€60	€26	€86
FISHING ENDORSEMENTS	SKIPPER LIMITED ENDORSEMENT	-	€35	€35
	SECOND HAND SPECIAL ENDORSEMENT	-	€35	€35
FISHING VESSEL ENGINEER OFFICERS	CLASS 1	€93	€53	€146
	CLASS 2	€67	€53	€120
	CLASS 3	€60	€26	€86

2. COMPLETING THE APPLICATION FORM

SECTION 1

Any exemptions being claimed from written examinations should be stated in the appropriate box.

SECTION 2

SEAFARERS UNIQUE ID NUMBER

The Department of Transport are in the process of issuing all seafarers' who hold Irish Seafarer's Discharge Books, Identity Cards, Certificates of Competency and other seafaring qualifications and certificates including Irish Seafarer's Medical Certificate a Seafarer's Unique ID Number. If this number is known to you, please provide it under Section 2. If this number is not known by you, please leave this field blank. Your unique ID number will be issued to you and printed on the current seafarer's document which you are applying for. This number should be quoted on all future communications with this Department.

POSTAL ADDRESS

Your postal address is the address which you would like any correspondence sent to. If this is the same as your home address leave the field blank.

NOMINATED CONTACT

For data protection purposes your application, or the status of your application, may not be discussed with any other party without your prior consent. Should you envisage another party making inquiries with this Department on your behalf regarding the status of an application submitted by you (i.e. should you be away at sea), then please provide details of that Nominated Contact.

SECTION 3

Details of citizenship are to be supported by a passport, birth certificate and naturalisation/registration documents if applicable.

SECTION 4

Tick the box for the certificate that you are applying for now and also tick the limits that will apply to that certificate.

SECTION 5

Unless this is your first examination provide details of the grade of certificate held (if any) and details of your last oral examination and the results.

SECTION 6

If this is your FIRST application for a Certificate of Competency complete this section. If you are applying for a certificate and have not followed an approved course of study at a recognised maritime training centre or college provide as much detail as possible about your training to date.

SECTION 7

This section must be completed in full by every applicant. Watchkeeping (W.K.) certificates or testimonials must be provided for every period of sea service and signed by the Master or Superintendent.

3. APPLICATION METHODS

A. By Post

It is in your interest to use Registered Post. This Department will not accept responsibility for documents lost in the post. Complete your application form as required, remembering to attach all the supporting documents listed on the list provided (see Sections 8). Post your application together with your payment by bank draft or postal order, made payable to the *Superintendent, Mercantile Marine Office*, to the Mercantile Marine Office listed under Guidance Note 4. Alternatively credit and debit card payments can be made by submitting the information overleaf.

Please debit my card with the amount indicated: € _____

Card Type: MasterCard Visa Other

Card Number: | | | |

Expiry Date: | | - - 2 0
| | | |

Signature: **Date:**

B. In Person

Complete your application form as required, remembering to include all the supporting documents listed on the checklist provided (see sections 8). Call in to our public office detailed below with your, credit/debit card, bank draft or postal order, made payable to the *Superintendent, Mercantile Marine Office*, during our public office opening hours:

Monday – Friday Between 10:00 am – 12:30 pm and 2:00 pm and 4:00 pm

Postal and personal applications will normally be processed and returned by registered post

4. CONTACT DETAILS FOR THE MERCANTILE MARINE OFFICE

Mercantile Marine Office
Marine Survey Office
Irish Maritime Administration
Department of Transport
Leeson Lane
Dublin 2
Ireland

Ph: + 353 (0)1 678 3480

Privacy Statement

The Department of Transport requires customers to provide certain personal data in order to carry out our legislative and administrative functions. The Department will treat all information and personal data that you provide as confidential, in accordance with the General Data Protection Regulation and Data Protection legislation.

Your personal data may be exchanged with other Government Departments in certain circumstances where this is provided for by law. Full details of the Department's data protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at www.gov.ie/Transport/dataprotection. Details of this policy are also available in hard copy upon request by emailing dataprotection@transport.gov.ie or in writing to Data Protection Unit, Department of Transport, Leeson Lane, Dublin 2, D02 TR60.

Application checklist for STCW Ancillary Certification, as well as other Certification and documentation required for a Certificate of Competency

DECK

Ancillary and other Certification	Master Unlimited	Master <3000 Chief Mate Unlimited	Chief Mate < 3000GT	Master < 500 GT	OOW Unlimited 36 months	OOW Unlimited Approved Training Programme	Domestic CoCs
Basic /Updated Training PST	√	√	√	√	√	√	√
Basic/Updated Training FF	√	√	√	√	√	√	√
Basic/Updated Training PS&SR	√	√	√	√	√	√	√
Basic training Elementary First Aid	√	√	√	√	√	√	
Medical Fitness	√	√	√	√	√	√	√
GMDSS GOC	√	√	√	√	√	√	√
EDH					√	√	
Advanced/Updated Fire Fighting	√	√	√	√	√	√	
NAEST (O)	√	√	√	√	√	√	√ or ENC F
NAEST (M)	√	√	√	√			
Medical First Aid at Sea	√	√	√	√	√	√	√
Medical Care on Board	√	√	√	√			
Watchkeeping Certificates	√	√	√	√			
Photos x 2 (Name + Signature on reverse)	√	√	√	√	√	√	√
CPSC	√	√	√	√	√	√	
Cadet Record Book						√	
Testimonials Sea Service	√	√	√	√	√	√	√
Testimonials Sea Service + Bridge 6 Months					√		
NMCI Attendance Confirmation Letter	√	√			√	√	
Vessel Owner Testimonials			√				√
Harbour Master Testimonials (as appropriate)							√

Engine

Ancillary and other Certification	Chief Engineer	Second Engineer	EOWW	Electro Technical Officer			
Basic /Updated Training PST	√	√	√	√			
Basic/Updated Training FF	√	√	√	√			
Basic Elementary First Aid	√	√	√	√			
Basic/Updated Training PS&SR	√	√	√	√			
Medical Fitness	√	√	√	√			
Advanced/Updated Fire Fighting	√	√	√	√			
High Voltage (O)	√	√	√	√			
High Voltage (M)	√	√	√	√			
Medical First Aid at Sea	√	√	√	√			
Medical Care on Board	√	√	√	√			
Photos x 3 (Name + Signature on reverse)	√	√	√	√			
CPSC	√	√	√	√			
Cadet Record Book							
NMCI Letter requesting Exemption from Department Examinations		√					
NMCI – Pass in Department Written Examinations		√					
Testimonials Sea Service + Bridge 6 Months							
NMCI Attendance Confirmation Letter	√	√					
Vessel Owner Testimonials			√				
Harbour Master Testimonials (as appropriate)							