

# Renewal of national certificates and endorsements

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This guideline is for applicants renewing national  
certificates of competency and endorsements

**SeaCert**



# Renewal of national certificates of competency and endorsements

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Last updated: June 2016.

This document is uncontrolled if printed, please refer to the Maritime New Zealand website for the latest version.

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# 1. Overview

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## Renewal of national certificates of competency and endorsements

This guideline is for seafarers wanting to renew (revalidate) their national certificate of competency or endorsement.

The information in this guideline applies to the following national certificates and endorsements:

Skipper Restricted Limits (SRL)	Marine Engineer Class 6 (MEC 6)
Skipper Restricted Limits endorsed <24m (SRL <24m)	Marine Engineer Class 5 (MEC 5)
Skipper Restricted Limits endorsed <500GT (SRL <500GT)	Marine Engineer Class 4 (MEC 4)
Skipper Restricted Limits endorsed 500–3000GT (SRL 500–3000GT)	Passenger endorsement
Skipper Coastal/Offshore (SCO)	Cook Strait endorsement
Master Yacht <24m	High-speed endorsement
	Square-rigged endorsement
	Steam endorsement

Your certificate or endorsement can be renewed for up to five years.

This guideline covers training, sea service and other requirements for your renewal, how to apply and pay for your renewal, and where to find more information.

**Note:** For information about renewing your Qualified Deck Crew (QDC) certificate of proficiency, refer to the guideline for renewing New Zealand certificates of proficiency.

If you have an old certificate or endorsement that has been deemed as a new certificate under Maritime Rule Part 32, refer to the transition information on the Maritime New Zealand (MNZ) website to identify what it is equivalent to under SeaCert.

## 1. Overview (continued)

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For more information about equivalent certificates under SeaCert and renewing certificates, refer to the MNZ website:

**[maritimenz.govt.nz/seafarers](https://maritimenz.govt.nz/seafarers)**

### **Disclaimer:**

These guidelines provide information and explanations about the requirements set out in the maritime rules, but are not a substitute for the rules themselves, which are the law. These guidelines refer to provisions in the Maritime Rules Part 32, Seafarer Certification. The Director of Maritime New Zealand (MNZ) will grant a certificate only when satisfied that all requirements have been met. In this guideline, any references to 'we' or Maritime New Zealand (MNZ) relating to a decision about the issue or renewal of any seafarer certificate are references to the Director or a person acting under the Director's delegated authority.

**[maritimenz.govt.nz/rules](https://maritimenz.govt.nz/rules)**

## 2. Requirements

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To renew your national certificate or endorsement, you need to prove that you meet all of the requirements for the certificate or endorsement. We recommend you check that you can meet the medical fitness and eyesight standards (including for colour vision), and that you understand the fit and proper person requirements.

In summary, you need to:

- be medically fit and have good eyesight
- be of good character and a fit and proper person
- have a current national certificate of competency or endorsement
- prove you have the minimum sea service requirements for the certificate or endorsement
- have the required ancillary certificates and demonstrate ongoing competence in these proficiencies, where required.

Each of these requirements and how to prove that you meet them is explained below.

The Director must also be satisfied that you continue to meet the overall training and competency standards for the certificate, taking into account your sea service and any bridging, refresher or updating training you have done.

### 2.1 Sea service

To renew a national certificate of competency or endorsement, you must demonstrate continued professional competency by providing evidence of your approved sea service, performing functions appropriate to the certificate or endorsement you hold.

#### Sea service requirements

##### Certificates of competency

Your sea service must have been served on a relevant vessel and include:

- at least six months' approved sea service within the previous five years
- or 45 days of approved sea service in the three months immediately before you apply to renew your certificate or endorsement.

##### Endorsements

Any endorsements on a national certificate are usually renewed automatically when your national certificate of competency is renewed, even if the term of the endorsement extends beyond the expiry date of the primary certificate. You will only be charged for the renewal of the national certificate.

For some endorsements, you will need to show that you meet the sea service requirements for the endorsement as well as the sea service requirements for your primary certificate, as shown in the following table.

## 2. Requirements (continued)

Endorsement	Primary certificate	Additional requirements
Passenger	QDC, SRL, Master Yacht <24m	At least six months on a passenger vessel in the previous five years, or 45 days in the three months preceding the date of application
Cook Strait	SRL	At least two Cook Strait crossings in the 12 months preceding the date of application
500–3000GT	SRL	At least six months on a ship of 500–3000GT operating in restricted limits in the previous five years, or 45 days in the three months preceding the date of application
Steam	MEC 5	At least six months on a steam ship in the previous five years, or 45 days in the three months preceding the date of application
Square-rigged sailing ship	QDC, SRL, SCO	At least six months on a square-rigged sailing ship in the previous five years, or 45 days in the three months preceding the date of application
High-speed	SRL	At least six months on a high-speed ship operating in restricted limits in the previous five years, or 45 days in the three months preceding the date of application

There are no additional sea service requirements for renewing the 24m or 500GT endorsements to an SRL certificate. Sea service for the passenger and 500–3000GT endorsements can be included in the sea service for the primary certificate.

There is an option not to renew your endorsements when you renew your primary certificate. This generally applies when you do not have sufficient recent endorsement-related sea service to renew it at the same time as the primary certificate.

### Proving your sea service

You are responsible for making sure your sea service is documented and verified by your ship's master or company.

To support your sea service, you must provide at least one of the following documents for each vessel you have served on:

- *certificate of sea service* (available on MNZ's website)
- completed seafarer record book
- discharge certificate or discharge book (ensuring that any section on watchkeeping is appropriately signed off).

If it is not included in one of these documents, you must also provide a reference (on company letterhead), from the ship's master or your employer. The reference(s) must state the start and end dates of your service and duties while in service. References must cover your experience, conduct, sobriety and ability.

## 2. Requirements (continued)

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The documents you provide must contain all of the following details for each vessel you have served on:

- your employer's name and contact details
- the name, tonnage and type of vessel (for example, cargo vessel, tanker, bulk carrier)
- the vessel length overall (for deck certificates)
- the type of cargo carried and area of operation
- the engine type, make, model and output power (for engineering certificates)
- the dates you were employed and the sea time completed between those dates
- your duties, including watchkeeping where relevant to your certificate.

Any statutory declarations you have made are not acceptable as proof of your sea service.

### Calculating sea service for voyages of 24 hours or more

Relevant qualifying sea service is expected to be on voyages of 24 hours or more, calculated as follows:

- from the sign-on date of starting work on the ship to the sign-off date of discharge (both dates are inclusive)
- by counting each whole calendar month during this period as one month
- for multiple voyages, by adding together extra days that do not fall within a calendar month, with each addition of 30 days to be calculated as one month.

Extended time in port is generally not counted as sea service, and nor is time on leave.

#### Note:

Voyage means a voyage between a port or place of departure and a ship's final port or place of arrival. It includes any period of 24 hours (or more) where you are signed on or employed on the vessel and you remain on board.

**For example:** If your service record shows your sign-on date as 3 March and sign-off date as 14 April, your sea service would be calculated as one month (3 March to 2 April) and 12 days (from 3 to 14 April inclusive).

### Calculating sea service for voyages of less than 24 hours

This sea service applies only to certificates where sea service in excess of 12 months may be on voyages of less than 24 hours, provided all of the conditions of sea service are met.

Sea service on voyages of less than 24 hours (for example, day work) is calculated by counting the number of months made up of days, as follows:



## 2. Requirements (continued)

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- counting each period of eight (or more) hours worked within each period of 24 hours as one day's service
- counting periods of more than eight hours at a rate of more than one day (may be expressed in decimal points), at the Director's discretion, if the Director is satisfied there are suitable policies and processes in place to manage fatigue
- counting each additional 20 days (or more) in a 30-day period as one month's sea service. (A month is calculated as 160 or more hours worked over 20 or more days in a 30-day period.)

Where insufficient hours are accrued in a period of 30 days, additional hours or days may be accrued as described above until 20 days have been reached. This can then be counted as one month's sea service.

You cannot claim for more days of sea service than you actually served. You also cannot claim for time spent on leave or extended periods in port.

For more information about calculating your sea service, refer to the MNZ website:  
[maritimenz.govt.nz/seafarers](https://maritimenz.govt.nz/seafarers)

### 2.2 Alternatives to sea service

A practical competency assessment is available if a seafarer does not meet the sea service requirements in restricted or coastal/offshore limits, or if their certificate has expired. Depending on the results of this assessment, further training may be needed.

Alternatively, you may undertake a course and assessment on the relevant rules about safety management systems, the safety of life at sea and protection of the marine environment.

### Equivalent renewal experience (for certificates only)

The Director may renew a national certificate if the holder has completed at least 2.5 years of non-seagoing experience in the previous five years, in a position considered by the Director to be equivalent to seagoing service. These positions may include:

- harbourmasters
- marine college lecturers
- technical, engineering and marine superintendents or ship repair managers
- MNZ maritime officers
- Maritime Operator Safety System (MOSS) surveyors.

### Documenting sea service or equivalent experience

To renew your certificate, you must provide evidence of recent sea service or equivalent experience. In most cases relevant sea service will be sufficient, but the Director may consider that other types of experience satisfy in full or part the requirements for relevant experience equivalent to sea service.

The following table sets out the types of experience that may be considered and the documents you would need to provide with your renewal application. Acceptable forms of assessment, examination or (refresher) training will be notified on MNZ's website or by training providers as these are determined.

## 2. Requirements (continued)

Type of experience	Document you must provide
Completing sea service in the role to be renewed (check the certificate requirements)	Evidence of sea service containing information and of a type acceptable to the Director, as indicated in the relevant certificate guideline (eg certificate, testimonial or discharge book)
Completing and passing relevant bridging, refresher or updating training acceptable to (as specified by) the Director	Documentation from a training provider indicating the name of the person trained, the specific training standard provided, the date and a statement that the person successfully demonstrated competency at the required level
Passing an assessment of a type specified by the Director	Documentation from an approved assessor indicating the name of the person examined, the specific nature of the assessment, the date and a statement that the person successfully demonstrated competency at the required level
Passing an examination that uses a framework set by the Director	Documentation from an approved examiner indicating the name of the person examined, the specific nature of the examination, the date and a statement that the person successfully demonstrated competency at the required level
Spending at least 30 months in the preceding five years: <ul style="list-style-type: none"><li>employed in a relevant shore-based role</li><li>or engaged in performing relevant functions</li></ul>	Letter from an employer stating the position, functions and duties, period of employment (or performing the relevant functions) and how the employment (or performance of functions) is considered relevant to the certificate being renewed
Performing on-board functions appropriate to the certificate being renewed for at least three months immediately preceding the date of application: <ul style="list-style-type: none"><li>in a supernumerary capacity</li><li>or in a lower officer rank than the certificate to be renewed is valid for.</li></ul> <p>Note: If the certificate has expired, you must obtain a dispensation to sail from MNZ before proceeding to sea unless you hold another valid certificate.</p>	Company letter confirming completion of on-board training and experience as a supernumerary  <i>Or</i> evidence of not less than three months of sea service containing information and of a type acceptable to the Director, as indicated in the relevant certificate guideline

### Notes:

Examples of acceptable documentation are a signed and dated letter, certificate or assessment record containing the required information.

Training providers, examiners or assessors are those approved either under the New Zealand Education Act or by the Director of Maritime New Zealand, or acceptable to the Director.

## 2. Requirements (continued)

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### 2.3 Ancillary certificates

There is no requirement for the basic safety training or any other ancillary certificates to be renewed. However, we encourage you to maintain the currency of any first aid or medical aid/care certificate in accordance with the requirements of the issuing organisation.

## 2. Requirements (continued)

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### 2.4 Fit and proper person (for certificates only)

To renew a national certificate, we need to confirm that you are of good character. To help us do this, there are several forms we need from you. These are outlined below.

Requirement	Document(s) you must provide
Be of good character	<ul style="list-style-type: none"><li>• A completed <i>fit and proper person form</i>, which must have been signed and dated no more than three months before we receive your application</li><li>• A police clearance report for any country or countries outside New Zealand that you have lived in for 12 months or longer in the past five years (covering the entire period you lived in that country or countries)</li></ul>

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Refer to 5. *Forms* for all of the forms that you will need to complete your application.

## 2. Requirements (continued)

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### 2.5 Medical examination and eyesight tests

You need to prove that your medical fitness and eyesight meet the required standard.

Requirement	Document(s) you must provide
Be medically fit	<p>A certificate of medical fitness for seafarers that is valid at the time we renew your certificate or endorsement.</p> <ul style="list-style-type: none"><li>• This is a special medical certificate, which you must get from a registered medical practitioner.</li><li>• You may use an existing medical certificate if it will be valid (usually less than two years old) when your certificate or endorsement is renewed.</li></ul>
Have good eyesight	<p>Eye test results showing you have met the required standards for visual acuity (including a letter eyesight test) and colour vision (not required for national engineers).</p> <p>If there is any doubt about you passing the eyesight test, your medical practitioner will refer you to a registered optometrist.</p>

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For more information about the medical and eyesight requirements for your certificate or endorsement, refer to the guidelines on MNZ's website:

**[maritimenz.govt.nz/seafarers](https://maritimenz.govt.nz/seafarers)**

## 3. When and how to apply

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If an application for renewal of a certificate or endorsement is made within six months of its expiry date, the certificate or endorsement will be renewed until the five-year anniversary of the expiry date.

Certificates received more than six months before their expiry date will be renewed for five years from the date of renewal.

If your certificate or endorsement has expired, you may be required to provide additional evidence of competence. This may involve refresher training, practical assessments and examinations.

Apply when you have completed all of the renewal requirements for your certificate or endorsement. Once we have received all of the information we need from you, it may take us up to 20 working days to process your application, so send it in well before your certificate or endorsement is due to expire.

Make sure you include all of the documents we have asked for. Refer to [3.4 Checklist](#) to make sure you have everything you need for your renewal application.

### **Note:**

If your application is incomplete, it will not be processed and we will return your application and other documents to you.

### 3.1 Copies of supporting documents

We only need copies of your supporting documents, not the original versions.

The only exception is supporting documents for the *fit and proper person form* (your passport or driver's licence and birth certificate) – these need to be certified copies.

We do not need to see any of the documents you have already sent to us for other applications – just make a note about these documents in your application. However, if any of these documents have expired or will expire before we issue your certificate, we need to see a copy of the new or renewed document.

### 3. When and how to apply (continued)

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#### 3.2 Fees and payment options

The fee for renewing a national certificate or endorsement is NZ\$486, which includes goods and services tax (GST).

You need to include payment by cheque or indicate your other chosen payment method on the *seafarer certificate application form*.

You can pay:

- online using a credit card or debit card, *or*
- by internet banking or bank deposit, *or*
- by cheque (which you include with your application).

Refer to the MNZ website for more information about how to pay your fees:

**[maritimenz.govt.nz/howtopay](https://maritimenz.govt.nz/howtopay)**

As well as the application fee, you will have other fees and expenses to pay. For example, you may need to pay for your eyesight tests, medical examination and any refresher training courses.

### 3. When and how to apply (continued)

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## 3.3 Application process

This is the application process for renewal of a national certificate of competency or endorsement. Complete each step before you move on to the next one.

### 1 Do you meet all the requirements?

Check that you meet all of the requirements for renewal of your certificate or endorsement.

Move to step 2 once you know what the requirements are and that you can meet them.

### 2 Do you have the documents we need?

Prove that you meet the requirements. Include all of the documents we have asked for. Use the checklist (see 3.4. *Checklist*) to help you.

Remember: We need copies, not the originals – except for the certificate or endorsement you are renewing, which must be the original.

Move to step 3 once you have copies of all of the documents we have asked for and the original version of your certificate or endorsement.

### 3 Complete the application forms

You need to complete several forms as part of your application. Use the checklist to help make sure that you have provided all of the information we need.

Remember: for the *fit and proper person form* we need certified copies of your identification documents.

Move to step 4 once you have completed all of the forms needed for your application.

### 4 Pay the application fee

You need to pay an application fee.

The options for payment are:

- pay by bank deposit or internet banking, *or*
- pay online using a credit card or debit card, *or*
- include a cheque with your application.

Move to step 5 when you know what you need to pay and have either included a cheque with your application or chosen another payment option.



### 3. When and how to apply (continued)

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#### 5 Send us your application by courier or email

There are two options for you to send your application:

1. Use a courier to send us your completed application forms, supporting documents and cheque for the application fee (if using that payment option).
2. Send your application by email, attaching the scanned documents. (The application form has information about the requirements for electronic copies.)

Move to step 6 when you have ticked everything on the checklist and either couriered or emailed your completed application to MNZ (using the address provided at 3.5 *Where to send your application*).

#### 6 Confirmation and/or request sent

We will send you an email or letter to:

- confirm that we have received your application
- give you reference details to pay the application fee (if you did not include a cheque with your application)
- list any documents we need from you before we can assess your application.

We must receive your payment before we can progress your application.

#### 7 Assessment

After you have paid the fee and sent us all the documents we need, we will assess your application and make a decision. This will usually take 20 working days (about a month) from the time we let you know that we have received your application.

#### 8 Issue certificate

We will send you:

1. your renewed certificate or endorsement, if your application has been successful, *or*
2. a letter or email explaining why your application was unsuccessful.

### 3. When and how to apply (continued)

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#### 3.4 Checklist

Use this checklist to make sure that you have everything you need for your application.

Check that your documents are complete and have been signed, dated and certified as required.

We need to see all of the documents listed below to confirm that you have met each requirement. The only exceptions to this are documents that you have already sent to us for other applications (just note this in your application). However, if a document has expired or will expire before we renew your certificate or endorsement, we need to see a copy of that new or renewed document.

##### About you

- Your current national certificate or endorsement (original version)
- Seafarer certificate application form*
- Fit and proper person form*
- Police clearance for other countries (if applicable)
- Copy of certificate of medical fitness for seafarers

##### Your sea service

- Evidence of sea service

##### Remember:

- Either* include a cheque (in \$NZ) *or* indicate which other payment option you'd like to use
- Send your application to us by courier or email (for an emailed application, you will need to send your certificate or endorsement by courier)
- Send your application for renewal to us in plenty of time before your certificate or endorsement is due to expire

### 3. When and how to apply (continued)

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#### 3.5 Where to send your renewal application

To provide extra security, we recommend that you courier your application forms and documents to us.

Alternatively, you can scan and email your application and supporting documents. (Refer to the application form for information about how to send your documents electronically. You will need to separately courier the original of your certificate or endorsement to us.)

**Courier your application to:**

Seafarer Certification  
Maritime New Zealand  
1 Grey Street  
WELLINGTON 6011

*Or*

**Email your application to:**

seafarers@maritimenz.govt.nz

## 4. Contact us for help

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If you need more information about the requirements for your renewal application, visit the Seafarer Certification section of our website:

**[maritimenz.govt.nz/seafarers](https://maritimenz.govt.nz/seafarers)**

If you can't find the information you need, send us an email:

[seafarers@maritimenz.govt.nz](mailto:seafarers@maritimenz.govt.nz)

Tell us what you need help with and remember to include your contact details (email address and phone numbers).

We need your completed application before we can assess whether you meet the requirements to renew your certificate or endorsement.

## 5. Forms

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Everyone applying to renew a national certificate of competency must complete and send us the following forms:

- *Seafarer certificate application form*
- *Fit and proper person form.*

Everyone applying to renew a national endorsement must complete and send us their completed *Seafarer certificate application form*.

**Each of these forms is available on the MNZ website:**

**[maritimenz.govt.nz/seafarers](https://maritimenz.govt.nz/seafarers)**

**Note:**

You must complete these forms correctly for your application to be valid. Carefully read any notes before you start.