

Renewal of STCW certificates and tanker certificates/ endorsements

This guideline is for applicants renewing
STCW certificates of competency and certificates
of proficiency or endorsements for tankers

SeaCert

Renewal of STCW certificates and tanker certificates/endorsements

Last updated: July 2017.

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

In this guide

1. Overview	2
2. Requirements	4
2.1 Sea service	4
2.2 Alternatives to sea service	7
2.3 Ancillary certificates	10
2.4 Fit and proper person	14
2.5 Medical examination and eyesight tests	15
3. When and how to apply	16
3.1 Copies of supporting documents	16
3.2 Fees and payment options	17
3.3 Application process	18
3.4 Checklist	20
3.5 Where to send your application	22
4. Contact us for help	23
5. Forms	24

1. Overview

Renewal of STCW certificates and tanker certificates/endorsements

This guideline is for seafarers wanting to renew (revalidate) their New Zealand STCW (International Convention on the Standards of Training, Certification and Watchkeeping for Seafarers) certificate of competency or tanker certificate of proficiency or endorsement.

There is a separate guideline about renewing other certificates of proficiency.

The information in this guideline applies to the following New Zealand STCW certificates and tanker certificates of proficiency or endorsements:

Watchkeeper Deck <500GT Near-Coastal	Master Yacht
Watchkeeper Deck	Electro-technical Officer (ETO)
Chief Mate <3000GT	Marine Engineer Class 3 (MEC 3)
Chief Mate	Marine Engineer Class 2 (MEC 2)
Master <500GT Near-Coastal	Marine Engineer Class 2 endorsed as chief engineer (MEC 2 ECE)
Master <500GT Master	Marine Engineer Class 1 (MEC 1)
Master <3000GT	Global Maritime Distress and Safety System radio operator (GMDSS)
Master	Basic tanker endorsement <i>or</i> certificate of proficiency for oil and chemical tankers
Chief Mate Yacht	Basic tanker endorsement <i>or</i> certificate of proficiency for liquefied gas tankers
Master Yacht <500GT	Advanced tanker endorsement <i>or</i> certificate of proficiency for oil, chemical and liquefied gas tankers

Your STCW certificate or tanker certificate/endorsement can be renewed for up to five years. A new (replacement) certificate will be issued every 10 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.

1. Overview (continued)

If you have an old STCW 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.

For more information about equivalent certificates under SeaCert and renewing other certificates of proficiency, refer to the guideline on MNZ's website:

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

2. Requirements

To renew your STCW 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 STCW 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 an STCW 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

Your sea service must have been served on a relevant vessel, as set out in the table below.

Type of certificate/endorsement	Required sea service
Masters and deck officers serving as watchkeeper deck on vessels of relevant gross tonnage	At least 12 months in total during the preceding five years Or three months in total during the six months immediately before renewal
MEC 1 serving as engineer on vessels over 3000kW	
MEC 2 or MEC 3 serving as engineer on ships over 750kW	
GMDSS radio operator	12 months' radio service in a seagoing ship fully fitted with GMDSS during the five years preceding renewal Or three months' radio service in a seagoing ship fully fitted with GMDSS during the six months immediately before renewal
Basic and advanced tanker certificates of proficiency or endorsements	At least three months' sea service during the previous five years, performing duties appropriate to the tanker endorsement on the type of tanker the endorsement applies to

2. Requirements (continued)

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).

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)
- 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.

2. Requirements (continued)

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/endorsements where 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:

- 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

2. Requirements (continued)

2.2 Alternatives to sea service

If insufficient sea service has been gained during the five-year period, an STCW certificate may be renewed as set out in the table below:

Certificate/endorsement	Required sea service
Deck and engineer certificates	Passing an approved test <i>Or</i> successfully completing and passing an approved training course or courses <i>Or</i> completing approved seagoing service and performing functions appropriate to the certificate held for at least three months, <i>either</i> in a supernumerary capacity <i>or</i> at a lower officer rank than the certificate is valid for, immediately before taking the rank for which it is valid
GMDSS radio operator	Passing an approved test <i>Or</i> successfully completing and passing a GMDSS renewal course that is acceptable to the Director, within 12 months of renewal
Basic and advanced tanker endorsement	Successfully completing and passing an approved training course or courses

Equivalent renewal experience

STCW allows for professional competence for sea service to be established by having performed functions ashore that are considered equivalent to the above sea service.

The Director may renew an STCW certificate or endorsement (other than a GMDSS certificate) if a 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:

- harbour or coastal pilots
- harbourmasters
- marine college lecturers
- technical, engineering and marine superintendents or ship repair managers
- surveyors with the International Association of Classification Societies (IACS).

The Director may renew a GMDSS certificate if the holder can provide evidence of having performed functions that are considered to be at least equivalent to the seagoing service required. Holders may include:

- radio technicians involved in the use, installation and testing of the full suite of GMDSS equipment
- GMDSS lecturers at MNZ training providers
- dedicated radio operators in fully GMDSS-equipped stations other than ships.

2. Requirements (continued)

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.

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">employed in a relevant shore-based roleor engaged in performing relevant functions	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 for at least three months immediately prior to application: <ul style="list-style-type: none">in a supernumerary capacityor in a lower officer rank than the certificate to be renewed is valid for.	Company letter confirming completion of on-board training and experience as a supernumerary Or 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

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.

2. Requirements (continued)

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.

New STCW (Manila) requirements

ECDIS training

Deck officers working on board ships fitted with an electronic chart display information system (ECDIS) must undergo specific education and training.

When a New Zealand certificate of competency issued in compliance with STCW Regulations II/1, II/2 and II/3 is renewed, the seafarer needs to comply with the new STCW requirements if they wish to work on ships fitted with ECDIS after 31 December 2016.

Information about the introduction of ECDIS installations and training requirements is available on the website for Admiralty Nautical Products & Services (admiralty.co.uk).

Deck officers not meeting this requirement will have the following limitation placed on their certificate of competency: *From 1 January 2017 this certificate is not valid for service on ships fitted with ECDIS.*

Deck officers may ask for this limitation to be removed when they have provided documentary evidence of having completed MNZ-approved ECDIS training.

High-voltage requirements

The STCW (Manila) amendments introduce a requirement for engineer officers to undergo education and training in high voltage (HV) systems at both operational and management levels. This requirement applies to all engineer officers starting training after 1 July 2013. All engineer officers who work on ships with HV systems will need to comply from 1 January 2017.

An HV system involves voltage generated and distributed at high voltage (over 1000V) or transformed to and distributed at high voltage. It does not include systems where high voltage is utilised locally (such as for ignition systems, radio transmission, radar or other navigational equipment).

For new candidates seeking engineer officer certificates, HV training requirements will be incorporated into future training programmes.

Existing engineer officers renewing their certificates after 1 January 2012 do not have to take any further action, even if they are currently working with or intend to work with HV systems. However, they will have the following limitation placed on their certificate of competency: *From 1 January 2017 this certificate is not valid for service on ships fitted with high voltage (over 1000V) systems.*

A similar limitation will apply to new certificates issued in the future, if the applicant's training has not included HV systems.

2. Requirements (continued)

Certificate holders may ask for this limitation to be removed when they have provided documentary evidence of having completed MNZ-approved HV training.

2.3 Ancillary certificates

From 1 January 2017, seafarers who are required under STCW to hold the following ancillary certificates must continue to provide evidence every five years that they have maintained the required standards of competence to undertake the required tasks, duties and responsibilities:

- basic training (personal survival techniques, and fire prevention and fire fighting)
- proficiency in survival craft and rescue boats other than fast rescue boats
- proficiency in fast rescue boats
- advanced fire fighting.

Seafarers renewing their STCW certificate after 1 January 2017 must submit documentary evidence of having completed MNZ-approved updating or refresher training where required. (This requirement does not apply to seafarers applying for a STCW certificate renewal before 1 January 2017.)

The following certificates do not need to be renewed:

- personal safety and responsibility and elementary first aid components of basic training
- medical first aid on board ship
- medical care on board ship
- ship security officer.
- security awareness training.

Although not an STCW requirement, 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.

Evidence of on-board training and experience

MNZ may accept on-board training and experience as maintaining the required standard for some competencies. These are defined for each ancillary certificate in the appropriate tables in chapter VI of the STCW Code. Records should be kept of this on-board training and experience.

The remaining competencies need to be demonstrated by completing an approved training or refresher course. Your training provider will also assess your on-board training records and will issue a new certificate for the ancillary proficiency on satisfactory completion of the refresher course.

Further information about the refresher training requirements can be found in the ancillary guidelines on MNZ's website: maritimenz.govt.nz/seafarers.

2. Requirements (continued)

Ancillary refresher course requirements for renewal

Table 1: Renewal requirements for personal survival techniques

Competence	On-board training/experience	Training course
Survive at sea in the event of ship abandonment	Don a lifejacket	Don and use an immersion suit
	Board a survival craft from the ship while wearing a lifejacket	Safely jump from a height into the water
	Take initial actions on boarding a lifeboat to enhance chance of survival	Right an inverted liferaft while wearing a lifejacket
	Stream a lifeboat drogue or sea-anchor	Swim while wearing a lifejacket
	Operate survival craft equipment	Keep afloat without a lifejacket
	Operate location devices, including radio equipment	

Table 2: Renewal requirements for fire prevention and fire fighting

Competence	On-board training/experience	Training course
Fight and extinguish fires	Use self-contained breathing apparatus	Use various types of portable fire extinguishers
	Effect a rescue in a smoke-filled space, using an approved smoke-generating device aboard, while wearing a breathing apparatus	Extinguish smaller fires, such as electrical, oil or propane fires
		Extinguish extensive fires with water, using jet and spray nozzles
		Extinguish fires with foam, powder or any other suitable chemical agent
		Enter and pass through, with lifeline but without breathing apparatus, a compartment into which high-expansion foam has been injected
		Fight fire in smoke-filled enclosed spaces wearing self-contained breathing apparatus
		Extinguish fire with water fog or any other suitable fire-fighting agent in an accommodation room or simulated engine-room fire and heavy smoke
		Extinguish oil fire with fog applicator and spray nozzles, dry chemical powder or foam applicators

2. Requirements (continued)

Table 3: Renewal requirements for proficiency in small craft other than fast rescue boats

Competence	On-board training/experience	Training course
Take charge of a survival craft or rescue boat during and after launch	<p>Interpret from the markings on survival craft the number of persons they are intended to carry</p> <p>Give correct commands for launching and boarding survival craft, clearing the ship, and handling and disembarking persons from survival craft</p> <p>Prepare and safely launch survival craft and clear the ship's side quickly</p> <p>Safely recover survival craft and rescue boats</p> <p>Use portable radio equipment for survival craft</p>	Right an inverted liferaft while wearing a lifejacket
Manage survivors and survival craft after abandoning ship	<p>Row and steer a boat and steer by compass</p> <p>Use individual items of equipment of survival crafts, except for pyrotechnics</p> <p>Rig devices to aid location</p>	
Use locating devices, including communication and signalling apparatus	Use portable radio equipment for survival craft	
Apply first aid to survivors		

2. Requirements (continued)

Table 4 Renewal requirements for proficiency in fast rescue boats

Competence	On-board training/experience	Training course
Take charge of a fast rescue boat during and after launch	<p>Control safe launching and recovery of a fast rescue boat</p> <p>Handle a fast rescue boat in prevailing weather and sea conditions</p> <p>Use communications and signalling equipment between the fast rescue boat and a helicopter and a ship</p> <p>Carry out search patterns, taking account of environmental factors</p>	<p>Right a capsized fast rescue boat</p> <p>Recover a casualty from the water and transfer to a rescue helicopter or to a ship or place of safety</p>

Table 5 Renewal requirements for proficiency in advanced fire fighting

Competence	On-board training/experience	Training course
Control fire-fighting operations aboard ships	<p>Fire-fighting procedures at sea and in port, with particular emphasis on organisation, tactics and command</p> <p>Communication and coordination during fire-fighting operations</p> <p>Ventilation control, including smoke extraction</p> <p>Control of fuel and electrical systems</p> <p>Fire-fighting process hazards (dry distillation, chemical reactions, boiler uptake)</p> <p>Fire precautions and hazards associated with the storage and handling of materials</p> <p>Management and control of injured persons</p> <p>Procedures for coordination with shore-based fire fighters</p>	<p>Use of water for fire extinguishing, the effect on ship stability, precautions and corrective procedures</p> <p>Fire fighting involving dangerous goods</p>

2. Requirements (continued)

2.4 Fit and proper person

To renew your certificate or endorsement, 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">• 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• 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)

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

2. Requirements (continued)

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">• This is a special medical certificate that complies with STCW regulation I/9. You must get this from an approved medical practitioner, or from a medical practitioner approved for issuing seafarer medicals in another country that is party to STCW.• 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.
Have good eyesight	<p>Eye test results showing you have met the required standards for visual acuity (including a letter eyesight test). Your letter eyesight test results, assessed as part of the seafarer's certificate of medical fitness, must still be valid at the time we renew your certificate or endorsement.</p> <p>If there is any doubt about you passing the eyesight test, your medical practitioner will refer you to a registered optometrist.</p>

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

3. When and how to apply

If an application for renewal of an STCW 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 or endorsements renewed 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 as soon as possible.

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 exceptions are:

- supporting documents for the *Fit and proper person form* – these need to be sighted and signed copies of the ID documents specified on the form

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)

3.2 Fees and payment options

The fee for renewing an STCW certificate is NZ\$774, which includes goods and services tax (GST). The fee for renewing an STCW endorsement or a GMDSS certificate is \$486, including 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

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)

3.3 Application process

This is the application process for renewal of an STCW certificate of competency or tanker proficiency 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 sighted and signed 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)

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've 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)

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 sighted 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 STCW certificate or STCW endorsement (original version)
- Seafarer certificate application form*
- Fit and proper person form* - including sighted and signed copies of the ID documents specified on the form
- Police clearance for other countries (if applicable)
- Copy of certificate of medical fitness for seafarers

Your sea service and ongoing competence

- Evidence of sea service
- Evidence of meeting ongoing competency requirements for ancillary certificates

3. When and how to apply (continued)

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 well before your certificate or endorsement is due to expire

3. When and how to apply (continued)

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

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

maritimenz.govt.nz/seafarers

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

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

To renew an STCW certificate of competency or tanker certificate of proficiency or endorsement, there are several forms that you must provide and others that you may need to provide.

Everyone applying to renew an STCW certificate of competency or tanker certificate/endorsement must complete and send us all of the following forms:

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

Other forms you may need to use:

- *Certificate of sea service*
- *Summary of seagoing service form*

Each of these forms is available on the MNZ website:

maritimenz.govt.nz/seafarers

Note:

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