

Seafarer certificate application form

Last updated: 9 December 2016.

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

About this form

Use this form if you are a seafarer applying for:

- a new certificate
- an endorsement
- renewal of an existing certificate
- a replacement certificate.

To complete this application, you need to provide all of the information we require. If you do not provide all of the required information we cannot process your application and we will return it and your other documents to you.

To help you complete this form correctly for your application to be valid *refer to 4.2 Checklist* in this form and the relevant certificate guideline (maritimenz.govt.nz/seafarers) to make sure you have provided all of the information we need.

Note:

If you want to authorise a person or company to act as your agent for this application, you will need to complete an *Authority to act as an agent form* as well.

1. Personal details

All applicants must complete this section.

Complete all of these fields.

Title (tick only one) Mr Mrs Miss Ms
Other (please specify)

Surname

Given name(s)

Nationality

Place of birth
City and country

Date of birth
DD / MM / YYYY

Home phone
Eg +64 1 234-5678

Mobile phone
Eg +64 21 123-4567

Fax number
Eg +64 1 234-6789

Email address

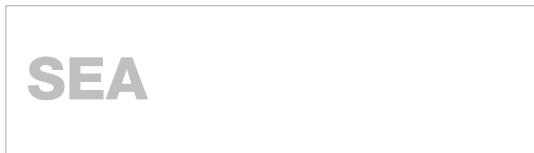
Postal or delivery address

City and country

Postcode

Preferred means of contact (tick only one) Email Post Phone Fax

For MNZ use only



2. Photo and signature requirements

All applicants must complete this section.

Signature

Make sure that your signature fits in the box.

Sign here

Photographs

You must include passport photos with your application.

You can send us your photos either by email or courier:

1. Email

Email a copy with your application (ask the photographer to provide an electronic copy, which you can then forward to MNZ).

2. Courier

Courier two passport-sized photos of yourself with your application. Attach the photos (inside a sealed envelope) to the top of this page.

The photos must:

- be in colour
- be less than 12 months old
- only show your head and shoulders
- be 35mm wide x 45mm long
- be original, not scanned copies.

3. Purpose of your application

All applicants must complete this section.

Please indicate what your application is for:

New certificate or endorsement

If you have ticked this box, you need to complete section **A. New certificate or endorsement.**

Renewal of a certificate or endorsement

If you have ticked this box, you need to complete section **B. Renewal of a certificate or endorsement.**

Replacement for lost, stolen or destroyed certificate(s)

If you have ticked this box, you need to complete section **C. Replacement certificates.**

A. New certificate or endorsement

Please indicate below which certificate or endorsement you are applying for.

Certificate or endorsement name

Pre-assessment

Have you had your sea service *or* (for the MEC3 certificate only) your training pre-assessed?

No

Yes

If you have ticked this box, please provide the pre-assessment number below.

B. Renewal of a certificate or endorsement

Please indicate below which certificate or endorsement you are renewing.

Certificate or endorsement name

3. Purpose of your application (continued)

C. Replacement certificates

Complete this section if you are applying for a replacement for lost, stolen or destroyed certificate(s).

Certificate name(s)

Certificate number(s)

Date(s) of issue

Date(s) of loss or destruction

Location(s) of loss or
destruction

Describe, in as much detail as possible, how and why your certificate(s) were lost or destroyed.

(Continue on a separate sheet of paper if necessary. Sign and date any separate pages you include with this form.)

When applying for replacement certificate(s) you do not have to send supporting documents.

3. Purpose of your application (continued)

C. Replacement certificates (continued)

Statutory declarations for a replacement certificate

Your declaration

By ticking this box, you (the below named person) agree that your certificate(s) have been lost or destroyed.

Please tick one

Lost

Destroyed

I

(Write name, place of residence and occupation)

solemnly and sincerely declare that the information contained in this statutory declaration for a replacement certificate is true and correct to the best of my knowledge.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

Declared at:

(Place, day, month and year)

Applicant:

(Applicant's signature)

Authorised person's declaration

Before:

(Authorised person's signature)

Name of authorised person:

(Print the authorised person's name)

Title of authorised person:

(Print or stamp the authorised person's title. People authorised to witness a statutory declaration include lawyers, notaries public, justices of the peace, court officials and some police officers.)

(As defined in the Oaths and Declarations Act 1957)

4. When and how to apply

All applicants must complete this section.

To complete this application, you need to provide all of the information we require. If you do not provide all of the required information we cannot process your application and we will return it and your other documents to you.

4.1 Fees and payment options

There is a fee for your application.

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

maritimenz.govt.nz/fees

maritimenz.govt.nz/howtopay

Please indicate how you have paid the application fee:

Online using a credit card or debit card

If you have ticked any of these boxes, provide the date you made the payment below:

Internet banking or bank deposit

DD / MM / YYYY

Cheque

(made out to Maritime New Zealand)

If you have ticked this box, attach your cheque with this application form.

Invoice (for companies only)

The invoice will be in the name and address of the entity listed below who has agreed to be invoiced (eg your employer).

Name on the invoice

Postal address

City and country

Postcode

4. When and how to apply (continued)

4.2 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, and dated as required.

Items you must provide with this application form:

- Two passport-sized photos *or* an electronic copy
- Fit and proper person form* - including sighted and signed copies of the ID documents specified on the form
- Police clearance report for other countries (if applicable)
- Copy of certificate of medical fitness for seafarers
- Copy of eyesight test(s) results (if applicable)
- Evidence of your sea service
- Evidence of your training and experience
- Copies of your ancillary certificates

Remember:

- If you want to authorise a person or company to act as your agent for this application, you need to complete an *Authority to act as an agent form*
- Either* include a cheque (in \$NZ) *or* indicate which other payment option you have used and the date you made the payment
- Send your application to us as early as you can

5. Declaration

All applicants must complete this section.

I declare that the details provided on this form are true and correct. I confirm that any other documents sent with this form are true and genuine, and were given and signed by the persons whose names appear on them.

Caution

Providing false information or failing to disclose information relevant to the granting or holding of a maritime document is an offence under section 406 of the Maritime Transport Act. The penalty for this offence in the case of an individual is imprisonment for a term of up to 12 months or a fine of up to NZ\$10,000.

Your name

Your signature Sign here

Date
DD / MM / YYYY

Privacy information

Personal information collected in this form will be used for the purpose of assessing your application. MNZ will not disclose personal information other than when permitted or required by law to do so.

If you wish to access or correct personal information MNZ holds about you, please contact the MNZ Privacy Officer at PO Box 25620, Wellington 6146, or phone (04) 473 0111.

6. Where to send your application

Send your completed form and the other documents required to MNZ by email, courier or post.

If your application is incomplete, we will return all your application documents to you.

Sending your application by email is preferred. Remember to sign the *Fit and proper person* form before scanning and attaching to the email along with your electronic photo and other documents or forms. Make sure the scanned copies of your documents are legible and of a good quality.

Email your application to:

seafarers@maritimenz.govt.nz

Or

Courier your application to:

Seafarer Certification
Maritime New Zealand
1 Grey Street
Wellington 6011
NEW ZEALAND

Or

Post your application to:

Seafarer Certification
Maritime New Zealand
PO Box 25620
Wellington 6146
NEW ZEALAND