

# Transitioning to new certificates

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**This guideline outlines the requirements and process  
for moving old or legacy certificates into the  
Seafarer Certification (SeaCert) system**

**SeaCert**

# Transitioning to new certificates

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Last updated: December 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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## Transitioning to new certificates

This guideline is for seafarers who are transitioning (moving) their existing certificates to new certificates under Part 32 of the Seafarer Certification (SeaCert) system. This rule came into force on 1 April 2014.

Under the rule, transition is compulsory for some certificates and optional for others. This guideline identifies the compulsory and optional tickets and sets out what you need to do to transition. When you apply to transition, you will be issued with the new certificate.

### **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](http://maritimenz.govt.nz/rules)**

## 2. Certificates that must transition

Table 1 lists the certificates that must transition. If you have one of these certificates, you must complete the transition process by the date noted in the table. You may continue to use your certificate until then.

**Table 1 Certificates that must transition**

Old certificate/endorsement	New certificate/endorsement	Must transition by
Mate of Deep Sea Fishing Vessel	Mate Fishing Vessel – Unlimited	31/03/2019
Master of a Deep Sea Fishing Vessel	Skipper Fishing Vessel – Unlimited	31/03/2019
Marine Engineer Class 6 (MEC6)	Marine Engineer Class 6	31/03/2019
Marine Engineer Class 5 (MEC5) Motor	Marine Engineer Class 5	31/03/2019
Marine Engineer Class 5 (MEC5) Steam	Marine Engineer Class 5 steam	31/03/2019
Marine Engineer Class 4 (MEC4)	Marine Engineer Class 4	31/03/2019
NZOM with STCW-95 endorsement <b>and</b> with unit standards [Note – there are separate guidelines for this ticket.]	Master <500 GT	31/12/2016
NZOM with STCW-95 endorsement	Master <500 GT Near Coastal	Expiry date on certificate

Table 2 lists the certificates issued under STCW that must transition. If you have one of these certificates, you must complete the transition process by the date noted in the table. You may continue to use your certificate until then.

**Table 2 Certificates issued under STCW that must transition**

Old certificate/endorsement	New certificate/endorsement	Must transition by
Mate Foreign Going Class 2 Deck Officer	Chief Mate	31/12/2016
Second Class Engineer Second Class Motor Engineer Second Class Steam and Motor Engineer Second Class Steam Engineer	Marine Engineer Class 2	31/12/2016
Chief Engineer First Class Engineer First Class Motor Engineer First Class Steam and Motor Engineer First Class Steam Engineer	Marine Engineer Class 1	31/12/2016
Second Mate Foreign Going (issued before 2007)	Watchkeeper Deck	31/12/2016
Master Foreign Going Class 1 Deck Officer	Master	31/12/2016

### 3. Legacy certificates that you can choose to transition

If your current certificate is a legacy certificate that can be ring-fenced, you may choose to transition it to a new certificate. If you choose to transition any of your legacy certificates, you must do so by the date noted in Table 3.

**Table 3 Legacy certificates that you can choose to transition**

<b>Legacy certificate</b>	<b>New certificate/endorsement</b>	<b>Must transition by</b>
Chief Tug Engineer	Marine Engineer Class 4	30/06/2020
Commercial Launch Master (CLM)	Skipper Restricted Limits endorsed to <500 GT with unlimited passenger endorsement	30/06/2020
Engineer Local Motor Ship	Marine Engineer Class 5	30/06/2020
Engineer Local Ship	Marine Engineer Class 5	30/06/2020
Engineer Restricted Limits Motor Ship	Marine Engineer Class 6	30/06/2020
First Class Coastal Motor Engineer	Marine Engineer Class 4	30/06/2020
First Class Diesel Trawler Engineer	Marine Engineer Class 4	30/06/2020
Inshore Fishing Skipper	Skipper Restricted Limits endorsed to <500 GT with unlimited passenger endorsement	30/06/2020
Inshore Launchmaster (ILM)	Skipper Restricted Limits endorsed to <500 GT with unlimited passenger endorsement	30/06/2020
Local Launch Operator (LLO)	Skipper Restricted Limits endorsed to <24m with limited passenger endorsement	30/06/2020
Local Launchman's Licence	Skipper Restricted Limits endorsed to <24 m with limited passenger endorsement	30/06/2020
Marine Engine Watchkeeper	Marine Engineer Class 5	30/06/2020
Master of a Foreign Going Fishing Boat	Skipper Fishing Vessel – Unlimited	30/06/2020
Master of a Restricted Limit Launch	Skipper Restricted Limits endorsed to <500 GT with unlimited passenger endorsement	30/06/2020

### 3. Legacy certificates that you can choose to transition (continued)

Legacy certificate	New certificate/endorsement	Must transition by
Master River Ship	Mate Fishing Vessel <b>AND/OR</b> Watchkeeper Deck <500 GT near coastal	30/06/2020
Master River Ship (holding an engineering qualification)	Mate Fishing Vessel <b>AND/OR</b> Watchkeeper Deck <500 GT near coastal <b>AND</b> Skipper Restricted Limits endorsed to <500 GT <b>AND</b> Skipper Coastal Offshore	30/06/2020
Master Small Home Trade Ship	Master <500 GT limited to 100 nm from coast <b>AND/OR</b> Skipper Fishing Vessel limited to 100 nm from coast	30/06/2020
Mate Home Trade	Mate Fishing Vessel – Unlimited	30/06/2020
Mate of Deep Sea Fishing Boat	Mate Fishing Vessel – Unlimited	30/06/2020
NZ Coastal Master (NZCM)	Master <500 GT limited to 100 nm from coast <b>AND/OR</b> Skipper Fishing Vessel limited to 100 nm from coast	30/06/2018
NZ Offshore Master (NZOM) without STCW95 <b>or</b> unit standards endorsements	Master <500 GT (near coastal) restricted to coastal limits <b>AND/OR</b> Skipper Fishing Vessel Limited	30/06/2018
NZ Offshore Watchkeeper (NZOW)	Mate Fishing Vessel <b>AND/OR</b> Watchkeeper Deck <500 GT near coastal	30/06/2018
NZ Offshore Watchkeeper (NZOW) including NZOW with ILM endorsement	Mate Fishing Vessel <b>AND/OR</b> Watchkeeper Deck <500 GT near coastal <b>AND</b> Skipper Restricted Limits endorsed to <500 GT <b>AND</b> Skipper Coastal Offshore	30/06/2018
Powered Vessels other than Steam (PVOS)	Marine Engineer Class 6	30/06/2020
Qualified Fishing Deck Hand	Advanced Deckhand – Fishing	30/06/2020

### 3. Legacy certificates that you can choose to transition (continued)

Legacy certificate	New certificate/endorsement	Must transition by
River Engineer	Marine Engineer Class 5	30/06/2020
Second Class Coastal Motor Engineer	Marine Engineer Class 5	30/06/2020
Second Class Diesel Trawler Engineer	Marine Engineer Class 6	30/06/2020
Skipper of a Coastal Fishing Boat	Master <500 GT limited to 100 nm from coast <b>OR</b> Skipper Fishing Vessel limited to 100 nm from coast	30/06/2020
Skipper of a Deep Sea Fishing Boat	Skipper Fishing Vessel – Unlimited	30/06/2020
Third Class Engineer	Marine Engineer Class 5	30/06/2020
Third Class Steam Engineer	Marine Engineer Class 5	30/06/2020
Third Class Steam and Motor Engineer	Marine Engineer Class 5	30/06/2020

## 4. Requirements

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Before you apply to transition your certificate, we recommend you check that you can meet the medical fitness and eyesight standards (including for colour vision) for the new certificate, and that you understand the fit and proper person requirements.

To transition to a new certificate, you need to:

1. have an old or legacy certificate to transition from
2. be medically fit and have good eyesight
3. be of good character and a fit and proper person
4. meet ancillary requirements of the new certificate or certificates that you are transitioning to
5. provide proof of your sea service (experience)
6. successfully complete an approved training course and examination (for STCW certificates only)
7. prove your identity.

Each of the requirements for transition and how to prove that you meet them is explained below.

### 4.1 Identify your new certificate(s)

Use the tables 1, 2 and 3 to find out what your certificate will transition to. If you have a choice of tickets, choose the one that matches your recent sea service and experience. For example, if you are a fisherman, choose the fishing certificate.

You can also use the online tool available on the MNZ website.

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

### 4.2 Medical requirements

A current medical certificate of fitness for seafarers is required for all certificates issued under Part 32 since 1 April 2014. You will need to provide a copy with your application.

You need to meet the medical requirements for the type of certificate(s) you are transitioning to (national or STCW/STCW-F).

For national certificates, you must pass a medical fitness test including eyesight, hearing and speech. The medical assessment may be carried out by any New Zealand registered general practitioner.

For STCW and STCW-F certificates, you must pass a medical fitness test including eyesight, hearing and speech. The medical assessment must be carried out by a medical practitioner approved by Maritime New Zealand.

Refer to the MNZ website for guidelines on medical examination and eyesight tests for further information. There is also a list of approved medical practitioners.

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



## 4. Requirements (continued)

### 4.3 Fit and proper person

Before you can transition your existing certificate to a new certificate, we need to confirm that you are of good character. To help us do this, we need you to complete the forms outlined below.

- A completed *fit and proper person form*, 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).

### 4.4 Ancillary requirements and other training

Check that you have the required training or experience to demonstrate the competencies for your new certificate.

You need to identify the ancillary certificates related to your new certificate and any other relevant training, including refresher training, which may be required to keep your ancillary certificate(s) up to date.

Table 4 shows what ancillary certificates are required for the certificates you may be transitioning to.

**Table 4 Ancillary certificates required**

Certificate name	First aid	Fire fighting	Survival craft	RROC	GROC	GMDSS	STCW basic	PISC	Adv Fire Fighting	Medical First Aid	Medical care
Advanced Deckhand - Fishing							✓				
Chief Mate						✓	✓	✓	✓		✓
Marine Engineer Class 1							✓	✓	✓	✓	
Marine Engineer Class 2							✓	✓	✓	✓	
Marine Engineer Class 4							✓	✓	✓		
Marine Engineer Class 5 Motor							✓				
Marine Engineer Class 5 Steam							✓				
Marine Engineer Class 6	✓										
Master						✓	✓	✓	✓		✓
Master <500 GT						✓	✓	✓	✓		✓
Master <500 GT (Near Coastal) restricted to coastal limits					✓		✓	✓	✓	✓	
Master <500 GT Limited to 100 nm from coast					✓		✓	✓	✓	✓	
Master <500 GT NC					✓		✓	✓	✓	✓	
Mate Fishing Vessel					✓		✓				

## 4. Requirements (continued)

Certificate name	First aid	Fire fighting	Survival craft	RROC	GROC	GMDSS	STCW basic	PISC	Adv Fire Fighting	Medical First Aid	Medical care
Mate Fishing Vessel – Unlimited						✓	✓	✓	✓		
Skipper Coastal Offshore	✓	✓	✓		✓						
Skipper Fishing Vessel – Limited					✓		✓				
Skipper Fishing Vessel – Unlimited						✓	✓	✓	✓	✓	
Skipper Fishing Vessel Limited to 100 nm from coast					✓		✓				
Skipper Restricted Limits	✓			✓							
Watchkeeper Deck						✓	✓	✓	✓	✓	
Watchkeeper Deck <500 GT NC					✓		✓	✓	✓	✓	

**Note:** from 1 January 2017 if you are transitioning to an STCW certificate, the following ancillary certificates must have been issued within the last five years. You may have completed refresher training.

- Advanced fire fighting
- Proficiency in survival craft other than fast rescue boats

### Training

If you hold an STCW certificate that needs to transition you need to complete additional training to comply with the competency standards required by the STCW 2010 (Manila) amendments. This will include an examination.

### 4.5 Sea service and experience

If you hold an STCW certificate that needs to transition and have to complete the additional training and exam, no further sea service is required.

For all other certificates, you need to meet the requirements for renewal of the certificate(s) you are transitioning to. As a guide, for STCW certificates you will need to complete at least 12 months in the last five years. For national certificates, you will need to complete at least six months in the last five years.

Refer to the MNZ website for guidelines on renewal for more detail. A summary of sea service form is also available on the website.

[maritimenz.govt.nz/seafarers](http://maritimenz.govt.nz/seafarers)

### 4.6 Identity

The following information will help us confirm your identity.

- Certified copies of *either* your passport (make sure it has not expired) *or* your driver's licence **and** birth certificate
- You will need to provide two passport-sized photographs or an electronic copy.

## 5. When and how to apply

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Apply when you have completed all of the requirements for the certificate you are transitioning to. 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 (and at least one month before you need your certificate).

Make sure you include all of the documents required. Refer to the checklist on the application form to make sure you have everything you need for your application.

### **Note:**

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

### 5.1 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.

### 5.2 Fees and payment options

The fee for your application depends on the type of new certificate you want to transition to.

The fee for transition to a national or national STCW-F-aligned certificate is NZ\$372, including goods and services tax (GST).

The fee for transition to an STCW certificate is NZ\$592, including GST.

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

You can pay:

- by bank deposit or internet banking, *or*
- online using a credit card or debit card, *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 may have other fees and expenses to pay. For example, you may need to pay for your eyesight tests, medical examination, training and ancillary courses.

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

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### 5.3 Application process

This is the application process for transitioning an existing certificate to a new certificate of competency or proficiency. 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 the new certificate.

#### 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 on the application form to help you.

Remember: We need copies, not the originals.

#### 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.

#### 4 Pay the application fee

You need to pay an application fee.

#### 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.

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

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### Confirmation from MNZ

We will send you an email to:

- confirm that we have received your application and payment
- list any documents we need from you before we can assess your application.

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

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### 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.

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### Issue certificate

We will send you:

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

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

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### 5.4 Where to send your 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).

**Courier your application to:**

Seafarer Certification  
Maritime New Zealand  
1 Grey Street  
WELLINGTON 6011

*Or*

**Email your application to:**

seafarers@maritimenz.govt.nz

## 6. Contact us for help

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If you need more information about the requirements for your 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 for transitioning to a new certificate of competency or proficiency.