

Seafarer certificate application form

Last updated: June 2024

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 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

SEA


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 Maritime NZ).

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 list below **all** certificates and endorsements you are applying for.

Certificate or endorsement name

Certificate or endorsement name

Certificate or endorsement name

Certificate or endorsement name

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.

3. Purpose of your application (continued)

B. Renewal of a certificate or endorsement

Please list below **all** certificates and endorsements you are renewing.

Certificate or endorsement name	<input type="text"/>
Certificate or endorsement name	<input type="text"/>
Certificate or endorsement name	<input type="text"/>
Certificate or endorsement name	<input type="text"/>
Certificate or endorsement name	<input type="text"/>

C. Replacement certificates

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

Certificate name(s)	<input type="text"/>
Certificate number(s)	<input type="text"/>
Date(s) of issue	<input type="text"/>
Date(s) of loss or destruction	<input type="text"/>
Location(s) of loss or destruction	<input type="text"/>
Describe, in as much detail as possible, how and why your certificate(s) were lost or destroyed.	<input type="text"/>

(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 additional 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 above named person) agree that your certificate(s) have been lost or destroyed.

Tick only 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.

Apply when you have completed all of the certificate requirements. 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 we have asked for. Refer to *4.2 Checklist* to make sure you have everything you need for your application.

4.1 Fees and payment options

There is a fee for your application. Please refer to the Maritime NZ website for information about fees.

www.maritimenz.govt.nz/fees

You will be invoiced once we have formally received your application. A reference number and instructions explaining how to pay will be sent with the invoice.

You can pay:

- online using a credit card or debit card, *or*
- by internet banking or bank deposit.

Please refer to the Maritime NZ website for information about how to pay.

www.maritimenz.govt.nz/howtopay

Please indicate if you will be paying the application fee or if a company will pay this on your behalf (eg your employer). **Tick only one.**

I will be paying the application fee
(you will be invoiced)

A company will be paying the fee on my behalf
(company will be invoiced)

4. When and how to apply (continued)

If a company is paying the application fee on your behalf, you need to provide written confirmation from the company with your application. We cannot accept applications where a company is paying the fee without this confirmation.

The invoice will be in your name **unless** you indicate below the name and address of a different entity or individual who has agreed to be invoiced (eg your company or employer).

Name on the invoice	<input type="text"/>
Purchase order number or reference (if applicable)	<input type="text"/>
Postal address	<input type="text"/>
	<input type="text"/>
City and country	<input type="text"/>
Postcode	<input type="text"/>

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)
- Ministry of Justice criminal conviction check (if applicable*)
- Copy of certificate of medical fitness for seafarers
- Evidence of successfully passing an exam (if applicable)
- Evidence of your sea service
- Evidence of your training and experience
- Copies of your ancillary certificates
- Written confirmation from the company who is paying the application fee (if applicable)

* The MoJ check is required by those who are applying to renew their certificate or those who already hold a maritime document and are applying for another certificate. The MoJ check must be less than 90 days old at the time you submit your application.

Remember

- If you want to authorise a person or company to act as your agent for application, you need to complete an *Authority to act as an agent form*
- 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. Maritime NZ 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 6140, or phone (04) 473 0111.

6. Where to send your application

Send your completed form and the other documents required to Maritime NZ 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 6140
NEW ZEALAND