

Certificate of recognition as a compass adjuster 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 applying for:

- recognition as a compass adjuster
- renewal of recognition as a compass adjuster.

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 *2.1 Items* in this form to make sure you have provided all of the information we need.

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

2. Purpose of your application

All applicants must complete this section.

Please indicate what your application is for:

New certificate of recognition

If you have ticked this box, you need to provide the items in the list below for a new certificate of recognition. 2.1(a)

Renewal of a certificate of recognition

If you have ticked this box, you need to provide the items in the list below for a renewal of a certificate of recognition. 2.1(b)

2.1 Items

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:

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)

Evidence of adjustment of compasses: not less than 6 commercial ships in the last 5 years. Not more than 3 of these being carried out as master of the ship (see *explanatory notes* at section 6)

Written confirmation from the company who is paying the application fee (if applicable)

2. Purpose of your application (continued)

(a) Additional items you must provide with this application form for a new certificate of recognition:

EITHER

- Copy of STCW certificate of competency as a master or chief mate; *and*
- Copy of compass adjuster course completion certificate or equivalent (see *explanatory notes* at section 6)

OR

- Evidence of experience as a sub-specialist navigation officer in the Royal New Zealand Navy; *and*
- Copy of compass adjuster course completion certificate or equivalent (see *explanatory notes* at section 6)

OR

- Copy of a licence as a compass adjuster issued under Part V of the Ships' Compasses Regulations 1971

(b) Additional items you must provide with this application form for a renewal certificate of recognition:

- Previous certificate of recognition as a compass adjuster
- Ministry of Justice criminal record check (must be less than 90 days old at the time you apply)

Remember

- Your previous certificate of recognition as compass adjuster must be the original certificate issued to you by Maritime New Zealand – not a copy
- Send your application to us as early as you can

3. 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.

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)

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

Purchase order number or
reference (if applicable)

Postal address

City and country

Postcode

4. 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

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 Maritime NZ holds about you, please contact the Maritime NZ Privacy Officer at PO Box 25620, Wellington 6140, or phone (04) 473 0111.

5. Where to send your application

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

Sending your application by email is preferred. Remember to sign the *declaration* 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

6. Explanatory notes

Equivalent certificate to compass adjuster course completion certificate

The Director has determined that the following certificates may be considered equivalent to a compass adjuster's course completion certificate for the purposes of rule 45.35(1)(iii):

- a service certificate issued by a naval force other than New Zealand, such as Australia or the United Kingdom, indicating that the applicant has undergone training and passed an assessment in compass adjusting as part of specialist navigation training
- a certificate or licence as a compass adjuster issued by another maritime administration where the course and assessment requirements leading to the certificate or licence are equivalent to those required in New Zealand.

Evidence of adjustment of compasses

Acceptable evidence includes tables or certificates of deviations, with supporting calculations. The names of the commercial ships must be provided. The papers must be signed by the applicant and dated within the last 5 years.