



DEPARTMENT OF TRANSPORT, TOURISM AND SPORT

SIS FORM 9

Application No.:

APPLICATION FOR A CERTIFICATE OF COMPETENCY

FOR OFFICIAL USE ONLY:		
Certificate Type:		
Certificate Number:		
Application Origin: In Person <input type="checkbox"/> By a Representative <input type="checkbox"/> By Post <input type="checkbox"/>		
If by a representative, state name:		
Date Received:		Attach Photograph Here
Amount Paid:	€	
Receipt Number:		
Issuing Officer:		
Date of Issue:		
Distribution Method:	By Post <input type="checkbox"/> In Person <input type="checkbox"/>	
Registered Post Number (if by post):		

PLEASE READ THE ATTACHED GUIDANCE NOTES BEFORE COMPLETING THIS FORM

1 APPLICATION TYPE	
Type of certificate being applied for – tick all that apply	
Vessel Type: Merchant <input type="checkbox"/> Fishing <input type="checkbox"/>	
Department: Deck <input type="checkbox"/> Engineer <input type="checkbox"/>	
Exemptions Claimed	

2 DETAILS OF APPLICANT	
Tick the Appropriate Box: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>	
Surname:	
Forename(s):	
If known by an alternative name or names, please state:	
Seafarer's Unique ID Number (if known, see guidance note 2):	
PPS Number:	
Home Address:	
Alternative Postal Address:	
Phone Number:	Mobile Number:
Email Address:	
Name of Next of Kin:	Relationship:
Address of Next of Kin:	
Name of Nominated Contact:	
Address of Nominated Contact:	
Phone Number of Nominated Contact:	

3 PARTICULARS REGARDING CITIZENSHIP			
Date of Birth:		Country of Birth:	
County of Birth (If born in Ireland):		Nationality:	

<b>4 EXAMINATION REQUIRED (for Notice of Eligibility and Oral exam)</b>	
<b>Deck Department - Merchant</b>	<b>Engine Department - Merchant</b>
Master <input type="checkbox"/>	Chief Engineer <input type="checkbox"/>
Chief Officer <input type="checkbox"/>	Second Engineer <input type="checkbox"/>
Officer of the Watch <input type="checkbox"/>	Engineer Officer of the Watch <input type="checkbox"/>
	Electro-Technical Officer <input type="checkbox"/>
<b>Limits – tick all that apply</b>	<b>Limits – tick all that apply</b>
- Near Coastal Area <input type="checkbox"/>	- Near Coastal Area <input type="checkbox"/>
- Less than 3000 GT <input type="checkbox"/>	- Less than 3000 kW <input type="checkbox"/>
- Less than 500 GT <input type="checkbox"/>	- Motorships <input type="checkbox"/>
- Unlimited <input type="checkbox"/>	- Steamships <input type="checkbox"/>
- Standby, Seismic Survey and Oceanographic Research only <input type="checkbox"/>	- Unlimited <input type="checkbox"/>
- Domestic Passenger Ship less than 100 passengers <input type="checkbox"/>	- Not valid for service on ships with High Voltage machinery <input type="checkbox"/>
- Domestic Cargo Ship less than 500 gross tonnage <input type="checkbox"/>	
- Domestic Cargo Ship less than 300 gross tonnage <input type="checkbox"/>	
- Domestic Cargo Ship less than 200 gross tonnage <input type="checkbox"/>	
- Ships engaged on Government Service, less than 24m length, within 30 miles off the Irish coastline <input type="checkbox"/>	
Other deck <input type="checkbox"/>	Other engine <input type="checkbox"/>
<b>Deck Department - Fishing</b>	<b>Engine Department - Fishing</b>
Skipper Full <input type="checkbox"/>	Class 1 Engineer <input type="checkbox"/>
Skipper Limited Endorsement <input type="checkbox"/>	Class 2 Engineer <input type="checkbox"/>
Second Hand Full <input type="checkbox"/>	Class 3 Engineer <input type="checkbox"/>
Second Hand Limited <input type="checkbox"/>	
Second Hand Special Endorsement <input type="checkbox"/>	

<b>5 PARTICULARS OF LAST ORAL EXAMINATION WHETHER IN IRELAND OR ELSEWHERE</b>	
<b>Place of Examination</b>	<b>Date of examination</b>
<b>Grade of Certificate</b>	<b>Result</b>

<b>6 INITIAL TRAINING</b>					
Deck Cadet	Engineering Cadet	Trainee Deck Officer TDO	Engineering Craftsperson	Graduate Trainee	Other
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Description of training	From	To	Months		
<b>Qualification awarded</b>					

**7 FULL PARTICULARS OF SEA SERVICE**

Ship details							Service details							
Name	Flag State	Ship Type	IMO No	Gross Tonnage	Registered power kW	Motor/Steam	Rank	UL or NC <sup>1</sup>	Nature of service <sup>2</sup>	From	To	W.K. Cert <sup>3</sup> (YES/NO)	Months	Days
											<b>TOTAL</b>			

<sup>1</sup> UL – Unlimited trading area; NC – Near Coastal trading area  
<sup>2</sup> I – Daywork; II – Regular Watch on main and auxiliary machinery; III - Other  
<sup>3</sup> W.K. cert – Watchkeeping Certificate. State YES or NO

**8 DOCUMENTS TO ACCOMPANY YOUR APPLICATION (Originals to be provided<sup>4</sup>)**

Certificate		Number	Date	Place of issue	For Official Use Only	
					Verified	Condition of NOE
<b>All applicants</b>						
Training Record Book						
Educational Certificates						
Certificate of Competency						
Medical Fitness Certificate						
Sea Service Testimonials						
Passport						
Birth Certificate						
Discharge Book						
Basic Training						
Transcripts of all Results from College & Degree						
1.	Personal Survival Techniques					
2.	Fire Prevention and Fire Fighting					
3.	Elementary First Aid					
4.	Personal Safety And Social Responsibilities					
Proficiency In Survival Craft						
Medical First Aid At Sea						
Advanced Fire Fighting						
Refresher Training						
Photographs (Signed)						
English Language Proficiency IELTS						
Fee						
<b>Deck applicants</b>						
AB Training Certificate						
GMDSS GOC						
Medical care on board ship						
Navigation, Radar & ARPA Simulator Training						
BRM / HELM						
<b>Engineer Applicants</b>						
High Voltage Training						
1.	Operational level					
2.	Management level					
NMCI exemption letter						
<b>For Official Use Only:</b>						
The Conditions of NOE have been indicated above. Additional conditions are:						
Examiner Signature:				Date:		

<sup>4</sup> Certified copies may be submitted with the application and original documents produced prior to issue of any certificate.

<b>9 DECLARATION BY CANDIDATE</b>	
Any person who makes, or procures to be made, or assists in making, any false representation or statement for the purpose of obtaining for him or herself or any other person a Certificate of Competency, may be issued with a fixed payment notice or shall be liable on summary conviction to a Class A fine or imprisonment or both.	
I hereby declare that the particulars contained in this application form are correct and true to the best of my knowledge and belief; and that the substantiating documentation sent with this form are true and genuine documents, given and signed by the persons whose names appear on them. I further declare that the form contains a true and correct account of the whole of my service.	
I make this declaration believing the same to be true.	
<b>Signature of Applicant:</b> <i>Note: Please keep signature within the box provided. This signature will be scanned and printed into the certificate applied for.</i>	
<b>Date:</b>	
<b>For Official Use Only:</b>	Attach Seafarer's Photograph here for scanning

<b>FOR OFFICIAL USE ONLY</b>				
<b>APPLICATION PASSED</b>				
I hereby certify that the particulars above are correct and that the candidate has produced satisfactory testimonials, proof of training, service and nationality, and that the candidate has qualified in all respects for a Certificate of Competency as follows:				
Functions	Level	Capacity	STCW Reg	Limitations applying
Approved Certificate Expiry Date:				
Examiner's Signature:		<i>Office Stamp</i>		
Date:				

<b>APPLICATION REJECTED</b>		
I confirm that I have examined the training, service and other documents provided in support of this application. I hereby certify that the candidate has <b><u>NOT</u></b> met the requirements for a Certificate of Competency.		
<b>REASON(S) FOR REJECTION:</b>		
Examiner's Signature:		<i>Office Stamp</i>
Date:		

## GUIDANCE NOTES AND QUALIFYING CRITERIA

### 1. GENERAL NOTES

Incomplete applications will be returned, unprocessed, by post. Therefore in order to avoid any undue delay in the processing of your application, please ensure that all required accompanying documentation is provided.

#### LEGIBILITY

All entries (other than where signatures are required) must be made clearly in BLOCK CAPITALS using a black or blue ballpoint pen. Mistakes due to illegible writing may result in delays in processing applications.

#### IDENTIFICATION

Your application must be accompanied by (1) a current passport or (2) an original Birth Certificate and current State photographic identification i.e. Driver's Licence.

Please note that photocopied documents will only be accepted if verified by signature and an office stamp by a member of An Garda Siochana, a Police force, a Peace Commissioner, a College Lecturer, a Civil Servant, a Post Office employee, your shipping company Superintendent, a Medical or Legal Practitioner, or at the Mercantile Marine Office. Original documents must be produced on the day of oral examination.

#### PHOTOGRAPHS

Your application must be accompanied by two identical passport-type photographs. The photographs should be taken full face, without a hat, and should be printed on normal photographic paper. Details on acceptable photographs may be obtained at this link: <https://www.dfa.ie/passports-citizenship/top-passport-questions/photo-guidelines>

#### FEE

Fees for examinations are prescribed under S.I. No. 595 of 2010 Merchant Shipping (Fees) Regulations 2010. However a summary of fees for the most frequently submitted applications are detailed as follows:

#### FEEES FOR CERTIFICATES OF COMPETENCY

OFFICER	GRADE	PRACTICAL ORAL	ADMINISTRATION FEE	TOTAL
<b>DECK OFFICER</b>	MASTER	€134	€53	<b>€187</b>
	CHIEF MATE	€121	€53	<b>€174</b>
	OFFICER OF THE WATCH	€87	€26	<b>€113</b>
	DOMESTIC (MASTER OR OOW)	€53	-	<b>€53</b>
<b>MARINE ENGINEER OFFICER</b>	CHIEF ENGINEER	€134	€53	<b>€187</b>
	SECOND ENGINEER	€121	€53	<b>€174</b>
	EOOW	€81	€26	<b>€107</b>
<b>FISHING VESSEL DECK OFFICERS</b>	SKIPPER (FULL)	€93	€53	<b>€146</b>
	SECOND HAND (FULL)	€67	€53	<b>€120</b>
	SECOND HAND (LIMITED)	€60	€26	<b>€86</b>
<b>FISHING ENDORSEMENTS</b>	SKIPPER LIMITED ENDORSEMENT	-	€35	<b>€35</b>
	SECOND HAND SPECIAL ENDORSEMENT	-	€35	<b>€35</b>
<b>FISHING VESSEL ENGINEER OFFICERS</b>	CLASS 1	€93	€53	<b>€146</b>
	CLASS 2	€67	€53	<b>€120</b>
	CLASS 3	€60	€26	<b>€86</b>

## 2. COMPLETING THE APPLICATION FORM

### SECTION 1

Any exemptions being claimed from written examinations should be stated in the appropriate box.

### SECTION 2

#### SEAFARERS UNIQUE ID NUMBER

The Department of Transport, Tourism and Sport are in the process of issuing all seafarers' who hold Irish Seafarer's Discharge Books, Identity Cards, Certificates of Competency and other seafaring qualifications and certificates including Irish Seafarer's Medical Certificate a Seafarer's Unique ID Number. If this number is known to you, please provide it under Section 2. If this number is not known by you, please leave this field blank. Your unique ID number will be issued to you and printed on the current seafarer's document which you are applying for. This number should be quoted on all future communications with this Department.

#### POSTAL ADDRESS

Your postal address is the address which you would like any correspondence sent to. If this is the same as your home address leave the field blank.

#### NOMINATED CONTACT

For data protection purposes your application, or the status of your application, may not be discussed with any other party without your prior consent. Should you envisage another party making inquiries with this Department on your behalf regarding the status of an application submitted by you (i.e. should you be away at sea), then please provide details of that Nominated Contact.

### SECTION 3

Details of citizenship are to be supported by a passport, birth certificate and naturalisation/registration documents if applicable.

### SECTION 4

Tick the box for the certificate that you are applying for now and also tick the limits that will apply to that certificate.

### SECTION 5

Unless this is your first examination provide details of the grade of certificate held (if any) and details of your last oral examination and the results.

### SECTION 6

If this is your FIRST application for a Certificate of Competency complete this section. If you are applying for a certificate and have not followed an approved course of study at a recognised maritime training centre or college provide as much detail as possible about your training to date.

### SECTION 7

This section must be completed in full by every applicant. Watchkeeping (W.K.) certificates or testimonials must be provided for every period of sea service and signed by the Master or Superintendent.

## 3. APPLICATION METHODS

### A. By Post

It is in your interest to use Registered Post. This Department will not accept responsibility for documents lost in the post. Complete your application form as required, remembering to attach all the supporting documents listed on the list provided (see Sections 8). Post your application together with your payment by bank draft or postal order, made payable to the *Superintendent, Mercantile Marine Office*, to the Mercantile Marine Office listed under Guidance Note 4. Alternatively credit and debit card payments can be made by submitting the information overleaf.

Please debit my card with the amount indicated: € \_\_\_\_\_

**Card Type:** MasterCard  Visa  Other

**Card Number:**

**Expiry Date:**  -  - 20

**Card Holder Name:**

**Signature:** **Date:**

**B. In Person**

Complete your application form as required, remembering to include all the supporting documents listed on the checklist provided (see sections 8). Call in to our public office detailed below with your cash, credit/debit card, bank draft or postal order, made payable to the *Superintendent, Mercantile Marine Office*, during our public office opening hours:

**Monday – Friday Between 10:00 am – 12:30 pm and 2:00 pm and 4:00 pm**

Postal and personal applications will normally be processed and returned by registered post within 10 working days.

**4. CONTACT DETAILS FOR THE MERCANTILE MARINE OFFICE**

Mercantile Marine Office  
Maritime Services Division  
Irish Maritime Administration  
Department of Transport, Tourism and Sport  
Leeson Lane  
Dublin 2  
Ireland

Ph: + 353 (0)1 678 3480