



# AMSA 419 Information Guide

## Application for STCW Qualifications including Service Books & Compass Adjusters Licences FOR APPLICATIONS LODGED IN AUSTRALIA

*Please read these notes carefully, they are intended to help you complete your application for one or more AMSA-issued seafarer qualifications.*

**These instructions cover applications for one or more of the following purpose:**

- a. Certificate and/or Endorsement including recognition (refer to list below)
- b. The Australian Seafarer's Service Book
- c. Compass Adjuster Licence
- d. Revalidation of a Certificate or Endorsement
- e. Replacement of a Certificate or Endorsement
- f. Certificate of Proficiency Marine Cook

AMSA 419 replaces the individual forms that had been used for each of the above application purpose (AMSA Forms 63, 66, 107, 409 and 435) and supports applications for one or more purpose listed above.

**The Certificates and/or Endorsements covered within the application form are as follows:**

- a. Certificate of Competency – Engineer or Deck
- b. Certificate of Recognition - Engineer or Deck
- c. Certificate of Proficiency - IR or CIR
- d. Certificate of Proficiency Rating - Engine Room, Deck or AB
- e. Certificate of Proficiency Marine Cook
- f. Certificate of Safety Training
- g. GMDSS General Operators Certificate
- h. GMDSS General Operators Certificate of Recognition
- i. Sailing Ship Endorsement (Square Rig / Fore and Aft)
- j. Tanker Endorsement (oil, gas or chemical)
- k. High Speed Craft - Type Rating Endorsement
- l. Certificate of Proficiency as Ship Security Officer
- m. Security Awareness Training
- n. Designated Security Person
- o. Electronic Chart Display and Information System (ECDIS)
- p. Passenger Vessel
- q. Dynamic Position Operator (Limited)
- r. Dynamic Position Operator

Throughout this information sheet reference is made to **Marine Order 70 series (70, 71, 72 and 73)**; the relevant Marine Orders may be obtained from the AMSA website - [www.amsa.gov.au/](http://www.amsa.gov.au/)

**Please follow the steps below to complete and lodge your application. Failure to comply with the process will introduce delay in the processing of your application.**

**Please note that lodgement of this form DOES NOT automatically entitle you to receive the certificate or endorsement applied for, nor does it indicate acceptance of sea service. The final decision with regards to the issue of a certificate or endorsement is made by the Manager, Shipping Qualifications.**

If you have any questions about the status of your application, or on this process, email AMSA on [quals@amsa.gov.au](mailto:quals@amsa.gov.au).

# 1. Application Form

The instructions in this Information Guide are relevant to:

- Australian resident seafarers who are able to lodge their applications via Australia Post.
- Non-resident seafarers who are in Australia are encouraged to lodge their applications via Australia Post.

Non-resident seafarers applying from outside of Australia should refer to the **AMSA 419 Information Guide for overseas applications** for the application lodgement process.

1. Download the application form from the AMSA website using the link indicated above. You must have Adobe Acrobat version 9.1 or later to be able to use the form. You can download the latest Adobe Acrobat reader at <http://www.adobe.com/>.
2. This is an interactive form intended to be completed using a computer or laptop. As you complete the form, it will validate certificate types, certificate grades, endorsements, calculate fees and generate a list (titled "Checklist for Supporting Documents") of required documents **specific** to your application. The form is **not complete** and will be **rejected on lodgement** if the printed form does not include the Payment and Checklist for Supporting Documents sections.
3. The generated Checklist for Supporting Documents printed from the second page of your application is meant to guide you on the documents you must provide for the processing of your application. Tick each box to indicate that the specific document is submitted.
4. **Use only the PRINT or SAVE button/s** within the form for printing or saving. These buttons will enable form validation to be completed properly and will prompt you to correct the errors displayed in the **Error Log box**. All errors must be corrected before lodgement. **Use only plain white A4 paper and black ink when printing your application form.**

AMSA advises that you download a new form from the AMSA website each time you need to apply for a new set of Marine Qualifications. This is to ensure that you are using the current version of the form. This version of the form – AMSA 419 (4/14) - supports the regulations within **Marine Order 70 series (70, 71, 72 and 73) Seafarer Qualifications**.

Once you have lodged your completed application pack at a participating Australia Post retail outlet, and AMSA has received the pack and verified all requirements are met, please allow at least 28 days for your certificate to be issued. Note that assessment applications may take longer due to the additional process involved for AMSA to obtain verification of documents submitted.

## 2. How to lodge your application at Australia Post

Submit your application form in person at a participating Australia Post retail outlet together with:

- Payment (see 2.1)
- Completed application (see 2.2)
- Original company letters testifying sea service (see 2.3)
- Certified true copies of proof of identity documents (see 2.3)
- Certified true copies of other documentation (see 2.3)
- Passport quality colour photo (to be taken by Australia Post)

Details of participating Australia Post retail outlets can be found at: [auspost.com.au](http://auspost.com.au) or call 13 POST (13 76 78) to find the nearest Australia Post retail outlet that can accept your application.

### 2.1 Application Fee

The application fee specific to your application is calculated as you complete the form. Please go to the **Payment** section of the form for the exact application fee amount that must be paid to Australia Post at the time of lodgement.

Please note that the fee amount covers the cost of the passport size photo but **does not** cover any costs of having documents certified as true copies.

Payment at Australia Post may be made by:

- Credit Card
- Cash
- EFTPOS

## 2.2 Supporting Documents

Your application form will print a **Checklist for Supporting Documents**. This list will be specific to the combination of seafarer qualifications (certificates and endorsement) you have selected when completing your application.

You must go through the list and ensure that all documentation listed is complied with before you lodge your application. You must provide everything that is outlined within the supporting document checklist, with your application, at the time of lodgement. Australia Post will not accept applications without any supporting documentation.

Apart from original sea service letters, supporting documents should be certified true copies.

## 2.3 Proof of Identity

Proof of Identity is essential when applying for a Marine Qualification or Australian Seafarers Service Book. This is necessary to protect your identity, as well as the qualification/license system.

Proof of identity documents **MUST** be original documents. These original documents must be presented to Australia Post together with a certified true copy when requested.

### Option 1

- Your current passport, AND
- A certified true copy of your passport.

### Option 2

- Your original Australian driver license, AND
- Either your full Australian birth certificate OR your Australian citizenship certificate, AND
- A certified true copy of either
  - Your Australian driver license, OR
  - Your Australian birth certificate or your Australian citizenship certificate.

### Option 3

- A photographic identification document issued by a government agency, AND
- Your current Australian Medicare card, AND
- Either your full Australian birth certificate OR your Australian citizenship certificate, AND
- A certified true copy your Australian birth certificate or your Australian citizenship certificate.

### Option 4

- Your current Australian Medicare card, AND
- A current account card from a bank that shows your signature, AND
- A Proof-of-Age card or Student ID card (with a photograph of you), AND
- Either your full Australian birth certificate OR your Australian citizenship certificate, AND
- A certified true copy your Australian birth certificate or your Australian citizenship certificate.

If the name on the identification documents (passport, drivers licence, birth certificate, or citizenship certificate) does not match the name on your application form, you must submit a copy of a change of name document to prove your name change.

### How to obtain Certified Copies

A certified copy is a copy of an original document (not a copy of a copy) that has been certified as a true and correct copy by a person who is authorised to witness a statutory declaration.

Certified copies can be obtained by presenting the original document together with a photocopy of that document to an authorised person for them to sight and certify.

Persons who are authorised to witness statutory declarations (under the *Commonwealth Statutory Declarations Act 1959*) include:

- |                                       |                         |                                 |
|---------------------------------------|-------------------------|---------------------------------|
| • Accountant (Chartered or Certified) | • Legal Practitioner    | • Police Officer                |
| • Clerk of Court                      | • Magistrate            | • Australia Post representative |
| • Commissioner for Affidavits         | • Medical Practitioners | • Sheriff or Sheriff's Officer  |
| • Commissioner for Declarations       | • Nurse                 | • Teacher                       |
| • Dentist                             | • Pharmacists           | • Veterinary Surgeon            |
| • Justice of the Peace                |                         |                                 |

Any cost for certifying true copies is not included in the application fee and must be paid separately by the applicant.

## 2.4 Photograph

Your photograph will be taken upon lodgement of your application at Australia Post at no extra cost to you.

## 2.5 Signature

It is recommended that you sign your application upon lodgement at Australia Post.

There are 2 sections on the application form that requires your signature:

- The Declaration and Submission
- The Specimen Signature

Your Specimen Signature will be digitally imaged into your Certificate. For this purpose, your signature must fit within the box provided. There is an additional specimen signature box in the form if your signature falls outside the first specimen signature box. If your signature falls outside both specimen signature boxes, you will be required **to lodge another fully completed application form**. This will delay the processing of your certificate application.

A practice signature box for your Specimen Signature is provided below.



## 2.6 Medical Certificates

**Refer to the current issue of Marine Order 70 series (70, 71, 72 and 73) and Marine Order 9.**

If listed in the **Checklist for Supporting Documents**, a copy of your current Certificate of Medical Fitness (AMSA 303) issued by an AMSA approved Medical Inspector of Seamen must be included when submitting your application form.

You may obtain a list of AMSA approved Medical Inspector of Seamen from the AMSA website [www.amsa.gov.au](http://www.amsa.gov.au).

**DO NOT SEND X-RAYS OR OTHER MEDICAL DOCUMENTS WITH YOUR APPLICATION AS THESE ARE NOT REQUIRED.**

## 2.7 Oral Examinations

Oral examinations are required for the following applications:

- Certificate of Competency for a Deck or Engineer, or
- Certificate of Recognition for a Deck or Engineer.

Oral Examination fees are paid in a separate transaction. They are not included in the application fee to be paid at Australia Post.

For planning purposes, you have to state your preferred examination centre and range of dates in the application form. AMSA will assess if you do qualify for the certificate and grade you are applying for before confirming your oral examination booking. Upon confirmation, you must pay the examination fee to reserve the oral examination date and venue.

Payment for oral examinations may be completed in one of 2 ways:

1. By bank draft/cheque made payable in Australian dollars to Australian Maritime Safety Authority. Please write your name and reason for payment (ie., Oral Examination fee) on the back of the bank draft / cheque.
2. By credit card (VISA or Mastercard only) – Please complete Credit Card Payment Authorisation form (AMSA 161).

## 2.8 Qualifying Sea Service

Refer to the current issue of Marine Order 70 series (70, 71, 72 and 73).

Documented sea service will be assessed for Competency certificates (Deck Officers and Engineer Officers) and Certificate of Proficiency (Ratings). Documents that must be prepared in compliance to the requirements include:

For **Deck Officers, Engineer Officers, and Ratings,**

- **Original letter(s)** from the shipping company, written on company letterhead paper verifying the qualifying sea service (Marine Order 3)

Details in each letter must include:

- a. Position held aboard, duties performed and dates signed on and off each ship.
- b. name of ship;
- c. IMO number;
- d. Vessel specific
  - i. Deck - Gross Tonnage
  - ii. Engineer - Total Propulsion Power - Kilowatts;
  - iii. Engineer – Propulsion type (motor, steam or other (specify))
  - iv. Ship type:
    - Oil tanker (OT);
    - Gas carrier (GC);
    - Chemical Tanker (CT);
    - Offshore Service Vessel (OSV);
    - Mobile Offshore Drilling Unit or Floating Petroleum Storage Offtake (MODU);
    - Special Purpose Ship (including RAN ships) (SPS);
    - High Speed Passenger Craft (HSPC);
    - High Speed Cargo Craft (HSCC);
    - Fishing Vessels (FV), or
    - Other type of ship (Other).
- e. Continued competence in sea survival and fire fighting and fast rescue boat (revalidation only)
- f. **For Deck Officers only**, that the ship was fitted with a full GMDSS station and that the applicant operated it on a regular basis.

For **Engineer Officers,**

- Copies of sea service testimonials (for initial issue only)

**NOTE: Sea-time letters obtained from ships will not be accepted.**