ST KITTS & NEVIS
INTERNATIONAL SHIP REGISTRY

The Saint Christopher & Nevis Merchant Shipping Act Cap. 7.05
Department of Maritime Affairs, Ministry of Tourism and International Transport

APPLICATION FOR SEAFARERS DOCUMENTS

{STCW Certificate of Endorsement (CoE) attesting the recognition of another Administration's Certificate and/or Continuous Discharge Certificate (CDC) incorporating Seafarers Identification and Sea Service Record}

PLEASE COMPLETE IN CAPITAL LETTERS IN BLACK INK OR BY TYPING AND READ EXPLANATORY NOTES ON PAGE 3

TYPE OF APPLICATION (please tick)	Joint Application CDC & Certificate of Endorsement		Continuous Discharge Certificate		Certificate of Endorsement		GMDSS	
Maritime Registrar through which application submitted:	Ship Security Officer		Tanker		Renewal/ Replacement		Other	

PART A – TO BE COMPLETED BY ALL SEAFARERS

PERSONAL DETAILS OF SEAFARER

1) Surname:	2) Given name(s):

Home Address of Seafarer:	Documents will be sent to this address unless the application is made through the Dept. of Maritime Affairs, the office of a Maritime Registrar or other party (e.g. Owner, Crew Manager) when they will be sent to that office for passing onto the seafarer

3) *Address Line 1*	
4) *Address Line 2*	

5) Town/City		6) Post/Zip Code	
7) County/State		8) Country	

9) Tel:	10) Fax:	11) Email:

12) Passport No: (see Notes on pg 3)	13) SKN Seafarers No: (renew/replace)	14) Date of birth (dd/mm/yy):	15) Place of birth:
	800		

16) Nationality:	17) Height cms Weight kg:	18) Colour of hair:	19) Colour of eyes

20) Medical Certificate Issue Date:	21) Medical Certificate Expiry Date:	22) Sex (M/F):

23) Distinguishing marks (if any):

DETAILS OF NEXT OF KIN OR PERSON WHO CAN BE CONTACTED IN CASE OF AN EMERGENCY

24) Name (Family name, Given name):	25) Relationship (e.g. Mother, Wife, Friend):

26) Address (If same as seafarer, state "same as above"):

27) *Address*	
28) Town/City	

28) Town/City		29) County/State	
30) Post/Zip Code		31) Country	
32) Tel:	**33)** Fax:		34) Email:

FORM CODE: A15	ISSUE No: 006	EFFECTIVE: 13/01/2014

PART B – TO BE COMPLETED BY APPLICANTS REQUIRING A CERTIFICATE OF ENDORSEMENT

DESCRIPTION OF HIGHEST GRADE OF CERTIFICATE NOW HELD

35) Capacity:	36) Date of Issue: (dd/mm/yy)	37) Date of Expiry: (dd/mm/yy)

38) Certificate No:	39) Name of Issuing Authority (Flag State) :

40) ADDITIONAL ENDORSEMENT REQUESTED (if required, tick box)

GOC (GMDSS)		Chemical Tanker		Gas Carrier		Oil Tanker		Ship Security Officer	
Other									

41) Date of Issue of current endorsement:	42) Date of Expiry of current endorsement:

43) Endorsement No:	44) Name of Issuing Authority (Flag State):

45) Seafarer's shall receive familiarization and basic training or instruction in accordance with section A-VI/1 of the STCW code.   The following certificate/s must be included with this application evidencing the applicant's proficiency in the following Emergency, Occupational Safety, Medical Care and Survival Functions.

* Applicant's proficiency as per regulations VI/1, 1-4 may be evidenced by one certificate covering all functions, or by certificates showing each function separately.

** For candidates for a certificate of proficiency as a ship security officer

(please tick in boxes below):

[ ]	Regulation VI/1-1 Competence in personal survival techniques	[ ]	Regulation VI/1-4 competence in personal safety and social responsibilities
[ ]	Regulation VI/1-2 Competence in fire prevention and fire fighting	[ ]	Regulation VI/5 - Proficiency for Ship Security Officers **
[ ]	Regulation VI/1-3 Competence in elementary first aid		

46) REASON FOR REPLACEMENT OR RENEWAL

[ ]	Document is now expired or no more room for entries	[ ]	Document has been lost or damaged (please explain circumstances of loss below)
[ ]	Requires amending (state amendment below)	[ ]	Other (please explain in the box below)

Details:

47) PART C – DECLARATION – TO BE COMPLETED BY ALL SEAFARERS

I hereby declare that the information contained on this application is true and correct and I apply for the Seafarers documents requested. If I am applying for a Certificate of Endorsement issued under STCW Convention, Regulation II/2, III/3 OR III/4 or issued under VII/1 at Management Level, I have familiarised myself with St. Kitts & Nevis Maritime Legislation as available on the website www.StKittsNevisRegistry.net . I am aware that if I submit fraudulent documents, I may be banned from serving on St. Kitts & Nevis ships and liable for prosecution.

Signature of Seafarer   Date of Application

Please keep your signature within the box and sign without touching any of the box lines

PART D – SUPPORTING DOCUMENTS REQUIRED WITH APPLICATION

	SUPPORTING DOCUMENTS REQUIRED (all applications):	Attached *(please tick)*	For Official use
1	Copy of passport – showing personal details of Applicant as per those entered on this Application Form		
2	2 x Passport size photos - with applicants name printed on the reverse		
3	Valid Medical Fitness Certificate (the medical examination must be carried out no more than 18 months before this application)		
4	CDC Only : Copies of training certificates (as outlined in 45), above)		
5	Payment or Proof of payment of Fees		
6	Any other documentation SKANReg may deem necessary for this application (if requested)		
7	Certificate of Proficiency for Security Awareness Training (VI/5) or Security Training for Seafarers with Designated Security Duties (VI/6)		
In addition - for Continuous Discharge Certificate (CDC)			
7	Current CDC (if requesting renewal/replacement)		
In addition - for Certificate of Endorsement (CoE)			
8	Copy of current Certificate of Competency (COC) from the home country of the applicant or a country listed in the "White List" of the IMO.		
9	Copy of current additional Endorsement (GMDSS, Tanker, Ship Security Officer etc) (if applying for this)		
10	Proof of Sea Service – copy of sea service certificates or pages from seaman's book showing personal details and ranks served		
11	Current CoE (if applying for extension)		

EXPLANATORY NOTES FOR APPLICANTS:

1) All information must be printed in CAPITAL LETTERS in black ink or by typing.
2) Failure to complete the Application Form fully or submit the required documentation may result in rejection or delays in processing.
3) Applicants must sign in the box shown, keeping their signature within the box lines.
4) Item (12) – Passport – This must be a National Passport. If a National Identity Card or Seaman's Passport is submitted, this must be recognised by the issuing authority as a travel document i.e. can be used in lieu of a National Passport.
5) Applicants may initially submit their application by scanning the Application Form and supporting documents and submitting by email to mail@StKittsNevisRegistry.net. The original can be forwarded by mail/courier.
6) All supporting documents submitted must be clear copies and legible. If supporting documents are not clear and legible then the application will be returned.
7) For an up to date status on the IMO "Whitelist" see www.imo.org
8) Endorsements issued by SKANReg will have the same expiry date as the Certificate whose recognition they attest, up to a maximum of 5 years.
9) Applicants for Endorsements, must be in possession of, or have applied for, a St.Kitts & Nevis CDC.
10) Application Fees will **NOT** be returned if incorrect information or documentation is submitted or verification cannot be obtained.
11) For more information see the website www.StKittsNevisRegistry.net
12) CDC only applications **MUST** have basic training certificate/s attached.

Applying for Seafarer Documents?
Do you have the following?

Application form
for
CDC, CoE or
Additional Endorsement

Already hold a SKANreg CDC?

Need a CDC?

CDC
Passport,
Valid Medical certificate,
Basic Training Certificates
Photo's x 2

Other Endorsement
SKN number
Copy of GMDSS,
SSO, Tanker or other
additional endorsement

COE
Copy of current CoC
from home country
or from a country
listed in the
"White List" of the IMO

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A15	006	13/01/2014