



Application for a Canadian Endorsement

Before completing this form, please ensure you have read the incorporated guidance notes.

To be filled in by the foreign seafarer

Privacy Notice Statement

Collection and use of personal information is in accordance with the Privacy Act. This information is collected to issue, to the holder of a valid foreign certificate, a Canadian Endorsement that permits to be accept this certificate in lieu of a certificate issued under Part 3 of the Canada Shipping Act, 2001. The information is collected under the authority of section 16 of the Canada Shipping Act, 2001. The information collected is described in personal information bank entitled Seafarers' Certificates and Documents (TC PPU-030). In some cases, information may be disclosed without your consent pursuant to subsection 8(2) of the Privacy Act. All personal information collected in relation to the issuance of a Canadian Endorsement is to be retained for two (2) years following the expiry of the Canadian Endorsement. The Privacy Act states that you have the right to access your personal information and to request changes to incorrect information. For more information, please contact your [Privacy Coordinator](#).

Part 1. FOREIGN SEAFARER DETAILS

Surname		Given name(s)	
Date of birth (dd-mm-yyyy)	Place of birth (city & country)	Nationality	Authorized representative
Contact	Permanent address of the foreign seafarer	Address of the Authorized Representative (Where the Canadian endorsement will be sent)	
Address			
City			
Province/Territory/State			
Country			
Postal code			
Telephone number			
Email			

Part 2. CERTIFICATE OF COMPETENCY HELD

Capacity/STCW regulation	Certificate number	Issuing State	Date of expiry (dd-mm-yyyy)

Part 3. OTHER QUALIFICATIONS (if applicable)

Qualifications	Certificate number	Issuing State	Date of expiry (dd-mm-yyyy)	Capacity and limitations (if any)
Oil tankers				
Chemical tankers				
Liquefied gas tankers				
Passenger ship				
Vessels subject to the IGF Code				
Vessels operating in polar waters				
Vessels with high voltage systems				
Vessels with steam propulsion				
GMDSS				

Part 4. MED TRAINING COURSES OR MED REFRESHER COURSES, WITHIN THE PAST FIVE (5) YEARS

Training	Date of expiry	Evidence
STCW basic safety (STCW A-VI/1)		
Survival craft and rescue boats other than fast rescue boats (STCW A-VI/2-1)		
Advanced firefighting (STCW A-VI/3)		

Part 5. KNOWLEDGE OF ENGLISH OR FRENCH

Do you hold a STCW certificate for which the examination, training and education were conducted in either English or French?

- Yes
 No

Do you have any formal English or French qualifications (see 2.5 in the attached **Guidance Notes for Applying for a Canadian Endorsement**)?

- Yes
 No

Part 6. MEDICAL STANDARDS

A medical certificate issued by another Maritime Administration valid until _____ .
Date (dd-mm-yyyy)

Note: The foreign seafarer may be required to undergo examination by Transport Canada approved marine medical examiner, if there is uncertainty that the foreign seafarer's fitness meets Canadian requirements.

Part 7. SUPPORTING DOCUMENTS TO ATTACH

- A certified copy of your passport
- Two (2) identified and unaltered passport-sized photos, taken within the last six (6) months (the name and the complete address of the photographer and the date the photos were taken must be included on the back of one of the photos).
- A certified copy of your valid Certificate of Competency and if required the endorsement (all pages)
- A certified copy of your valid Certificates of Proficiency, if required
- A certified copy of any training certificates, if required
- A certified copy of your medical certificate
- Evidentiary proof of sufficient knowledge of one of the official languages (English or French)
- Evidentiary proof of sufficient knowledge of Canadian maritime laws.
- A completed and signed *Declaration of the Authorized Representative*

Part 8. FOREIGN SEAFARER DECLARATION

I solemnly declare that all of the information, documents, and photos provided in this application are authentic and unaltered.

Signature of foreign seafarer

Date (dd-mm-yyyy)

Please sign with your usual signature. Ensure that the whole signature is contained within the box. This will be affixed to your new Canadian endorsement.

Guidance Notes for Applying for a Canadian Endorsement

1. Introduction

- 1.1. The Government of Canada has entered into reciprocal arrangements with certain foreign States, as per subsection 89(1) of the *Canada Shipping Act, 2001* and Regulation I/10 of the STCW, for the purposes of each Administration recognizing, by endorsement, a certificate issued by or under the authority of the other Administration. The foreign Certificates of Competency (CoC) and the foreign Certificates of Proficiency (CoP) issued in accordance with the provision of Regulations V/1-1 or V/1-2 of the STCW (hereinafter referred to as "foreign certificate") can be recognized by Canada, subject to any conditions that Transport Canada specifies.
- 1.2. A CoP issued by a State with which Canada has entered into a reciprocal arrangement, except for those issued in accordance with the provision of Regulations VI/5, V/1-1 and V/1-2 of the STCW, can be accepted as being equivalent to a CoP issued by Transport Canada for the application of the *Marine Personnel Regulations*, the *Marine Transportation Security Regulations* and the *Canada Shipping Act, 2001*.
- 1.3. If a foreign seafarer intends to work onboard a Canadian flagged vessel as a Master or an officer and does not hold a Canadian CoC, the Authorized Representative (AR) must apply for recognition of the foreign certificate before the foreign seafarer joins the vessel.
- 1.4. Foreign seafarers can apply for recognition of their certificates themselves directly from Transport Canada. However, **no** Canadian endorsements will be issued until all the documents to be submitted by the AR are received.
- 1.5. In accordance with Regulation I/10, paragraph 6 of the STCW, the certificates and endorsements issued by any Administration under the provisions of Regulation I/10 of the STCW shall not be used as the basis for further recognition by Canada.
- 1.6. A Canadian endorsement is issued for the same validity period as the one of the foreign certificate it recognizes. If the foreign certificate is due for renewal within 6 months from the application to obtain a Canadian endorsement, the foreign seafarer must have it renewed by their Administration before applying for a Canadian endorsement.
- 1.7. For the purposes of this document, a foreign seafarer must carry the foreign certificate and the Canadian endorsement attesting the recognition of it, when working on board a Canadian flagged vessel. Both documents must be available for inspection by authorized persons.
- 1.8. A Canadian Endorsement reflects the contents of the foreign certificate, including any limitations of the foreign CoC.
- 1.9. An AR and a Master can consider a valid Canadian endorsement used in conjunction with a valid foreign certificate as meeting the requirements of the *Marine Personnel Regulations* and the *Canada Shipping Act, 2001*.
- 1.10. A foreign seafarer **must** meet the requirements from Immigration, Refugee and Citizenship Canada and Employment and Social Development Canada to work in Canada, including obtaining a valid work permit.

2. Requirements

2.1. Competency

To be eligible for a Canadian Endorsement, a foreign seafarer must hold a valid STCW compliant foreign certificate issued by a foreign State with which Canada has entered into a reciprocal arrangement.

The Canadian endorsement may be issued to a Master or an officer for a CoC issued in accordance with the provisions of the following Regulations of STCW: II/1, II/2, III/1, III/2, III/3, IV/2 and VII/1 and for a CoP issued in accordance with the provision of Regulations V/1-1 and V/1-2 of the STCW.

The foreign certificate must be authentic and valid when the foreign seafarer and the AR apply for a Canadian endorsement. A verification of the authenticity and validity of the foreign certificates will be made by Transport Canada with the issuing authority.

2.2. Special training requirements for certain types of Canadian flagged vessels

Unless the foreign seafarer can submit the required training certificate according to the capacity sought, the Canadian endorsement attesting the recognition of a foreign CoC issued in accordance with the provisions of Regulations III/1, III/2 or III/3 of the STCW will not be valid for service on board:

- Vessels with high voltage systems (more than 1000V); and
- Vessels with steam propulsion.

A foreign seafarer working on oil tankers, chemical tankers or liquefied tankers must hold the required Canadian CoP or the foreign CoP accompanied by a Canadian endorsement attesting the recognition of it:

- CoP in oil tanker cargo operations, basic or advanced level;
- CoP in chemical tanker cargo operation, basic or advanced level; or
- CoP in liquefied gas tanker cargo operations basic or advanced level.

Furthermore, a foreign seafarer working on vessels subject to the IGF code or vessels operating in polar waters must hold the CoP issued in accordance with the provisions of Regulations V/3 or V/4 of the STCW by Canada or a State with which Canada has entered into a reciprocal arrangement.

A foreign seafarer working on passenger vessels, including ro-ro passenger vessels, must hold the appropriate training certificate issued by Canada or the appropriate CoP issued in accordance with the provisions of Regulation V/2 of the STCW by a State with which Canada has entered into a reciprocal arrangement.

2.3. Deck Officers and Master

A certified copy of a Global Maritime Distress and Safety System (GMDSS) certificate issued by a foreign State with which Canada has entered into a reciprocal arrangement should be included with the *Application for a Canadian Endorsement* of a foreign CoC.

2.4. Standards regarding emergency, occupational safety, medical care and survival functions

A foreign seafarer applying for a Canadian endorsement must submit evidence, issued by Canada or a State with which Canada has entered into a reciprocal arrangement, of having completed, within the five (5) years preceding the date of making the application:

- a STCW Basic Safety training (STCW A-VI/1) or refresher (STCW A-VI/1-1 and AVI/1-2);
- a Survival Craft and Rescue Boats other than Fast Rescue Boats training or refresher (STCW A-VI/2-1); and
- an Advanced firefighting training or refresher (STCW A-VI/3).

The foreign seafarer is not required to submit his training certificates if they submit the equivalent CoPs.

A foreign seafarer working on a Canadian flagged vessel making a voyage that is outside of the limits specified in the Ship Safety Bulletin (SSB) 09/2017 is required to carry on board a CoP, issued by Canada or a State with which Canada has entered into a reciprocal arrangement, as a proof of having maintained, within the last five (5) years, the required standard of competence to undertake the tasks, duties and responsibilities listed in column 1 of table A-VI/1-1, A-VI/1-2, A-VI/2-1 and A-VI/3.

A foreign seafarer designated to provide medical first aid or to be in charge of medical care on board Canadian flagged vessels must hold the appropriate CoP issued in accordance with the provisions of the Regulation VI/4 of the STCW by Canada or a State with which Canada has entered into a reciprocal arrangement. This CoP is valid for a five-year period from the date of issue or for the period of time prescribed on it, whichever comes first.

2.5. Sufficient knowledge of one of the official languages

All officers working on board Canadian flagged vessels are required to be able to understand, speak, read and write in either English **or** French at a level allowing for the safe operation of the vessel and to enable clear ship-to-ship and ship-to-shore communications.

2.5.1. A Canadian endorsement will not be issued unless a foreign seafarer submits one of the following as evidentiary proof of proficiency in either the English or French language:

- a. A foreign certificate for which the examination, instruction and education were conducted by or on behalf of their Administration in either English or French; **or**
- b. A completed and signed *Declaration of the Authorized Representative* and *Criteria Checklist* attesting that the foreign seafarer can listen, speak, read and write in English or French at a level that allows them to carry out their duties; **or**
- c. Any of these approved language assessments according to the level of responsibility sought:

English:

- Canadian English Language Proficiency Index Program (CELPIP) - General, **or**
- International English Language Testing System (IELTS) - General, **or**
- Berlitz Test

French:

- Test d'évaluation de français (TEF Canada) including:
 - Compréhension de l'écrit
 - Compréhension de l'oral
 - Expression écrite
 - Expression orale, **or**
- Test de connaissance du français (TCF Canada), including:
 - Compréhension de l'écrit
 - Compréhension de l'oral
 - Expression écrite
 - Expression orale, **or**
- Test Berlitz

2.5.2. Language level requirements

- a. Applicants at the operational level of responsibility shall meet, at a minimum:
 - the *Canadian Language Benchmark* (CLB) level 4, or
 - the *Common European Framework of Reference for Languages* (CEF) level A2.1; or
 - Berlitz level 2.
- b. Applicants at the management level of responsibility shall meet, at a minimum:
 - the CLB level 5, or
 - the CEF level A2.2; or
 - the Berlitz level 3.

2.6. Medical standards

To obtain a Canadian endorsement, a foreign seafarer must submit a valid medical certificate issued by their Maritime Administration, in accordance with the provisions of section A-I/9 of the STCW Code, as amended, and the International Labour Organization (ILO) / World Health Organization (WHO) publication *Guidelines on the medical examination of Seafarers*, including any subsequent versions. The Canadian endorsement must always be accompanied by the valid Medical Certificate onboard Canadian flagged vessels.

2.7. Knowledge of Canadian maritime laws

All foreign seafarers must have knowledge of the applicable Canadian laws to enable safe and efficient vessel operation on board Canadian flagged vessels. The AR is responsible for ensuring that the foreign seafarers have this knowledge.

The details of the test shall be kept by the AR who completed the assessment for a period of five (5) years and be available for inspection by Transport Canada.

The AR must complete and send the *Criteria Checklist* and the *Declaration of the Authorized Representative* as evidentiary proof of knowledge of the Canadian maritime laws.

2.8. Proficiency in security awareness

Transport Canada will accept, as meeting the obligations under Part 2 of *the Marine Transportation Security Regulations*, for service on Canadian flagged vessels, a foreign CoP issued in accordance with the provisions of Regulation VI/6 of the STCW by a State with which Canada has entered into a reciprocal arrangement.

2.9. Proficiency as a Ship Security Officer (SSO)

Transport Canada **will not accept** as ship security officer on Canadian flagged vessels, a foreign seafarer holding a *CoP* as SSO, which was not issued by Transport Canada.

However, a foreign seafarer holding a valid *CoP* as SSO, issued in accordance with the provisions of the Regulation VI/5 of the STCW by a State with which Canada has entered into a reciprocal arrangement, is not required to hold a *CoP* as *Ship personnel with or without designated security duties*.

3. Application procedures

3.1. To apply for a Canadian endorsement, the following documents must be submitted:

- (a) An *Application for a Canadian Endorsement* form completed and signed by the foreign seafarer;
- (b) A *Declaration of the Authorized Representative* form completed and signed by the AR;
- (c) Evidence of sufficient knowledge of one of the official languages as set out in 2.5 above;
- (d) A medical certificate described in 2.6 above;
- (e) Evidence of sufficient knowledge of Canadian maritime laws, as set out in 2.7 above;
- (f) The CoC, and if applicable the endorsement (all pages);
- (g) Valid CoPs, if required (all pages);
- (h) Valid certificates of training, if the corresponding certificates of proficiencies were not obtained;
- (i) A valid passport; and
- (j) Two (2) identical and unaltered passport-sized photos, taken within the last six (6) months (the name and the complete address of the photographer and the date the photos were taken must be included on the back of one of the photos). For more information, visit [Immigration, Refugees and Citizenship Canada](#).

Transport Canada will only accept original documents except for information in 3.1 (c) to (i) where paper copies can be certified by one of the following:

- I. A Transport Canada Marine Safety and Security Exam Center;
- II. The issuing Maritime Administration;
- III. The authorized representative responsible for the day to day operation of the vessel; or
- IV. An attorney or notary.

The paper copies must clearly demonstrate that they have been certified by a person listed above. They must be stamped, signed and attested as certified copies of the original document.

3.2. Where to send the complete application

The application and all supporting documents must be sent to Transport Canada by mail or [email](#). The AR or the foreign seafarer will be notified by email if any further information, evidence or training is required.

Transport Canada
Marine Personnel and Certification (AMSP)
330 Sparks Street
Ottawa, Ontario
K1A 0N5

4. Confirmation of Receipt of Application

In accordance with Regulation I/10, paragraph 5 of the STCW, the *Confirmation of Receipt of Application* (CRA) permits a foreign seafarer to serve onboard a Canadian flagged vessel for a period of not more than three (3) months from the date of when Transport Canada sends the CRA.

The AR is responsible for ensuring that the foreign seafarer holds a valid CoC, a valid medical certificate and the required CoPs or training certificates. These documents shall be issued by Canada or a State with which Canada has entered into a reciprocal arrangement.

The AR is responsible for ensuring that the foreign seafarer has adequate knowledge of the Canadian laws and has either English or French language proficiency to carry out their duties in a safe manner.

Providing that all of the required documents have been submitted by the AR and foreign seafarer to the satisfaction of Transport Canada and that those documents are authentic and valid, Transport Canada will strive to send the completed and signed CRA within ten (10) working days from the date the application is received.

Transport Canada will verify the authenticity of all foreign certificates with the issuing authority before sending the CRA.

5. Extension of a Canadian Endorsement

When the Canadian Endorsement and the foreign certificate it recognizes expires, the foreign seafarer must make the arrangements with the certificate issuing authority in order to proceed to its renewal and the AR, or the foreign seafarer, will thereafter complete a new application as set out in Part 3 above.

6. Contact information

If you need more information about the requirements for your application, please send an [email](#).