



New Style Certificates for UK Seafarers and those working Onboard UK Ships

Notice to all Shipowners, Owners, Masters, Officers, Cadets and those concerned with maritime training.

*This MIN should be read with MIN 620
This MIN expires 14 January 2022*

Summary

This Marine Information Note (MIN) provides information on the change to the format of STCW Certificates of Competency (CoC) and Flag State Endorsement / Certificates of Equivalent Competency (FSE/CEC) issued by the Maritime and Coastguard Agency (MCA), including sample images of the new certificates.

This MIN also provides information on changes to the application process that seafarers should follow to obtain and revalidate certification from the MCA.

This MIN covers:

1. Introduction & Background
2. The Format of the New Certificates
3. The Application Process for those applying for their First UK CoC
4. Changes to the Application Process for those already holding a UK CoC
5. The Application Process for those applying for a UK FSE/CEC

The Annexes of this MIN cover:

- A. **Annex A** contains samples of the new Certificate formats.
- B. **Annex B** contains a table of relevant application forms and M-Notices, with links to these documents.



1. Introduction & Background

- 1.1. The Maritime and Coastguard Agency (MCA) has reviewed the format of STCW Certificates of Competency (CoC) and Equivalent Competency (CEC).
- 1.2. Commencing in January 2021 the MCA will begin issuing full certificates with a five-year validity. The certificates will be issued in the new format, as shown in **Annex A**, and will be a resumption in the issuance of physical certification by the MCA.
- 1.3. The MCA has also updated the application process to allow for applications to be made online using the submission of electronic documents. However, those applying for their first UK Certificate should note that they will be required to continue applying with a physical application as detailed in section 3.

2. The format of the New Certificates

- 2.1. The MCA has modernised the UK certificate format to a new photocard design, an example of which is shown in **Annex A**. This card includes the relevant information for the qualification you hold. In some cases, you may receive multiple certificates depending on the type and number of capacities you have qualified for. Each certificate issued will carry a unique certificate number.

3. The Application Process for those applying for their First UK CoC

- 3.1. Those applying for their first UK CoC will be required to provide original documents in support of your application. You should ensure that your application form and all supporting documents are submitted to the address detailed in section 4. If your application requires the submission of a Training Record Book (TRB), the original physical TRB will need to be submitted to the MCA

4. Changes to the Application Process for those already holding a UK CoC

- 4.1. For those who already hold a UK CoC, the MCA now accepts subsequent applications to be made electronically via email for the upgrade and revalidation of certificates. Please see **Annex B** for the current application forms and associated M-Notices.
- 4.2. The application form must be completed and emailed to the relevant processing team with the required documentation. The application form will detail the required supporting evidence that must be provided. Supporting documents must be attached to the 'application email' directly, or within a '.zip file'. We are unable to accept '.rar extensions' or links to file-sharing services such as OneDrive, Google Drive or Dropbox.
- 4.3. We will require a percentage of applicants to submit original documentation in support of their application. Should your application be selected for this screening, or should we require to see original documentation for other reasons, you will be contacted requesting the submission of original documentation.
- 4.4. Where you are required to submit original supporting documents, please send them to the following address:



The Maritime and Coastguard Agency
Seafarer Services (Bay 2/11)
Spring Place
105 Commercial Road
Southampton
SO15 1EG
UK

**5. The Application Process for those applying for a UK Flag State Endorsement (FSE)/
Certificate of Equivalent Competency (CEC)**

5.1. Those applying for a UK FSE/CEC should apply electronically following the guidance available on www.gov.uk and within the application form. Links to these documents are included in **Annex B**.



More Information

Seafarer Services
Maritime and Coastguard Agency
Bay 2/11
Spring Place
105 Commercial Road
Southampton
SO15 1EG

Tel: +44 (0) 203 8172200
e-mail: exams@mcga.gov.uk

Website Address: www.gov.uk/government/organisations/maritime-and-coastguard-agency

General Enquiries: infoline@mcga.gov.uk

Published: January 2021
Please note that all addresses and
telephone numbers are correct at time of publishing

© Crown Copyright 2021

Safer Lives, Safer Ships, Cleaner Seas



Examples of the New Certificate Formats

UK STCW Certificate of Competency:



UK Flag State Endorsement (Certificate of Equivalent Competency):



Table of Application Forms and M-Notices

Please note this Table is accurate at the time of publishing. You should ensure that you are following the most up to date guidance available on www.gov.uk when applying.

Quick Reference	Application Form (including link)	M-Notice Number (including link)
Deck Officers	MSF 4274	MSN 1856
Engineer Officers	MSF 4275	MSN 1857
Fishing Deck	MSF 4345	MGN 411
Yacht Deck Officers	MSF 4343	MSN 1858
Yacht Engineer Officers	MSF 4278	MSN 1859
Electro-technical Officers (ETOs)	MSF 4259	MSN 1860
Tugs (Deck)	MSF 4260	MGN 495
Workboats (Deck)	MSF 4257	MGN 496
Small Vessel Engineers (including Fishing Eng.)	MSF 4900	MIN 524
Flag State Endorsement / Certificate of Equivalent Competency	MSF 4203	MSN 1867

