



# Seafarer Certificate Application Form

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This document is uncontrolled if printed, please refer to the [www.poseidonmaritimeacademy.com](http://www.poseidonmaritimeacademy.com) website for the latest version.

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## About this form

Use this form if you are a seafarer applying for:

- a new certificate
- an endorsement
- renewal of an existing certificate
- transition to a new certificate
- a replacement certificate.

**To complete this application, you need to provide all of the information we require. If you do not provide all of the required information we cannot process your application and we will return it and your other documents to you.**

To help you complete this form correctly for your application to be valid. *Refer to 4.2 Checklist* in this form and the relevant certificate guideline to make sure you have provided all of the information we need.

### Note:

If you are wanting to authorise a person or company to act as your agent in respect of this application, you will need to complete an *Authority to act as an agent form* as well.

# 1. Personal details

All applicants must complete this section.

Complete all of these fields.

Title (tick only one)  Mr  Mrs  Mss

Surname			
Middle Name			
First (Given) Name(s)			
Place of Birth		Country of Birth	
Date of Birth		Nationality Citizenship	
Passport No		Passport Date of Expired	
Personel ID No			
Distinguishing Marks			
Height ( Cm )		Weight ( Kg )	
Eye Colour		Hair Colour	
Mobil Phone		Home Phone	
Email Address			
Postal / Street or Delivery Address			
City		Country	
Post Code			
Next of Kin Name Surname		Next of Kin Relationship	
Next of Kin Mobil Phone			
Preferred means of Contact	Phone <input type="checkbox"/>	E mail <input type="checkbox"/>	Post <input type="checkbox"/>
Holder's Signature			

## 2. Photo and signature requirements

All applicants must complete this section.

### Signature

You must sign inside the box:



**Make sure that your signature fits in the box.**

### Photographs

You can send us your photos either by email or courier:

#### 1. Email

Email a copy with your application [coc@poseidonmaritimeacademy.com](mailto:coc@poseidonmaritimeacademy.com)

(ask the photographer to provide an electronic copy, which you can then forward to Poseidon Maritime Academy – PMA –

Colour passport size Photograph (light or white Background).Photo in jpg format ).

#### 2. Courier

Courier four passport-sized photos of yourself with your application.

Attach the photos (inside a sealed envelope) to the top of this page.

The photos must:

- be in colour
- be less than 6 months old
- only show your head and shoulders
- be 35mm wide x 45mm long
- be original, not scanned copies.

### 3. Purpose of your application

All applicants must complete this section.

Please indicate what your application is for:

New certificate or endorsement

If you have ticked this box, you need to complete section A. New certificate or endorsement.

Renewal of a certificate or endorsement

If you have ticked this box, you need to complete section B. Renewal of a certificate or endorsement.

Transition to a new certificate

If you have ticked this box, you need to complete section C. Transition to a new certificate.

Replacement for lost, stolen or destroyed certificate(s)

If you have ticked this box, you need to complete section D. Replacement certificates.

#### A. New certificate or endorsement

Please indicate below which certificate or endorsement you are applying for.

Certificate or endorsement name

#### Pre-assessment

Have you had your sea service or (for the MEC3 certificate only) your training pre-assessed?

No

Yes

If you have ticked this box, please provide the pre-assessment number below.

#### B. Renewal of a certificate or endorsement

Please indicate below which certificate or endorsement you are renewing.

Certificate or endorsement name

### C. Transition to a new certificate

Complete this section if you are applying to transition to a new certificate.

Current certificate name(s)

Name of new certificate(s) you wish to transition to

### D. Replacement certificates

Complete this section if you are applying for a replacement for lost, stolen or destroyed certificate(s).

Certificate name(s)

Certificate number(s)

Date(s) of issue

Date(s) of loss or destruction

Location(s) of loss or destruction

Describe, in as much detail as possible, how and why your certificate(s) were lost or destroyed.

(Continue on a separate sheet of paper if necessary. Sign and date any separate pages you include with this form.)

When applying for replacement certificate(s) you do not have to send additional supporting documents.

## D. Replacement certificates (continued)

### Statutory declarations for a replacement certificate

#### Your declaration

By ticking this box, you (the above named person) agree that your certificate(s) have been lost or destroyed.

Please tick one

Lost

Destroyed

I

(Write name, place of residence and occupation)

solemnly and sincerely declare that the information contained in this statutory declaration for a replacement certificate is true and correct to the best of my knowledge.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the Oaths and Declarations Act 1957.

Declared at:

(Place, day, month and year)

Applicant

(Applicant's signature)

#### Authorised person's declaration

Before:

(Authorised person's signature)

Name of authorised person

(Print the authorised person's name)

Title of authorised person

(Print or stamp the authorised person's title. People authorised to witness a statutory declaration include lawyers, notaries public, justices of the peace, court officials and some police officers.)

(As defined in the Oaths and Declarations Act 1957)

## 4. When and how to apply

### All applicants must complete this section.

To complete this application, you need to provide all of the information we require. If you do not provide all of the required information we cannot process your application and we will return it and your other documents to you.

### 4.1 Fees and payment options

There is a fee for your application.

Refer to the Poseidon Maritime Academy – PMA - website for more information about fees and how to pay your fees.

[www.poseidonmaritimeacademy.com/howtopay](http://www.poseidonmaritimeacademy.com/howtopay)

Please indicate how you have paid the application fee:

Online using a credit card or debit card

If you have ticked any of these boxes, provide the date you made the payment below:

Internet banking or bank deposit

DD / MM / YYYY

Cheque

(made out to Turkish Bank )

If you have ticked this box, attach your cheque with this application form.

Invoice

The invoice will be in your name unless you indicate below the name and address of a different entity or individual who has agreed to be invoiced (eg your employer).

Name on the invoice

Postal address

City and country

Postcode

## 4.2 Checklist

Use this checklist to make sure that you have everything you need for your application.

Check that your documents are complete and have been signed, and dated as required.

### Items you must provide with this application form:

- 1. Certified copies of *either* your valid passport (copy), ID or driver's licence and birth certificate
- 2. Copy of Valid Seaman book
- 3. Previous Certificate of Competency COC (valid or not)-genuine (Operational & Management Level)
- 4. Original Application Forms
- 5. Four passport-sized photos *or* an electronic in jpg format copy (light or white Background).
- 6. *Fit and proper person form*  
*Medical Fitness Certificate issued by a physician recognized by the White List country as authorized to carry out seafarers examinations.*
- 7. Police clearance report for other countries (if applicable)
- 8. Payment of the application fee
- 9. Copy of certificate of medical fitness for seafarers
- 10. Copy of eyesight test(s) results (if applicable)
- 11. Evidence of your sea service
- 12. Evidence of your training and experience
- 13. Copies of your ancillary certificates

### Remember:

- Your Passport , ID or driver's licence and birth certificate must be certified copies
- If you are wanting to authorise a person or company to act as your agent in respect of this application, you need to complete an *Authority to act as an agent form*
- Either* include a cheque (in \$USD) *or* indicate which other payment option you have used and the date you made the payment
- Send your application to us as early as you can



## 5. Where to send your application

Send your completed form and the other documents required to

**Poseidon Maritime Academy – PMA -**

by email, courier or post.

If your application is incomplete, we will return all your application documents to you.

Sending your application by email is preferred.

Remember to sign the *Fit and proper person* form before scanning and attaching to the email along with your electronic photo and other documents or forms.

Make sure the scanned copies of your documents are legible and of a good quality.

### **Email your application to:**

coc@poseidonmaritimeacademy.com

*Or*

### **Courier your application to:**

Seafarer Certification

Mazaya Ritim İstanbul AVM & Konutları  
Cevizli Mah. Zuhul Cad. No:46E A5 Konut Blok K:25 D:133 Maltepe  
ISTANBUL / TURKEY  
Zip Code : 34846

*Or*

### **Post your application to:**

Seafarer Certification

Mazaya Ritim İstanbul AVM & Konutları  
Cevizli Mah. Zuhul Cad. No:46E A5 Konut Blok K:25 D:133 Maltepe  
ISTANBUL / TURKEY  
Zip Code : 34846

## 6. Declaration

All applicants must complete this section.

I declare that the details provided on this form are true and correct. I confirm that any other documents sent with this form are true and genuine, and were given and signed by the persons whose names appear on them.

### Caution

Providing false information or failing to disclose information relevant to the granting or holding of a maritime document is an offence of the Maritime Transport Act.

Your Name &  
Surname

Date

DD / MM / YYYY

Your signature

You must sign inside the box :

## 7. Privacy information

Personal information collected in this form will be used for the purpose of assessing your application. Poseidon Maritime Academy – PMA - will not disclose personal information other than when permitted or required by law to do so.

If you wish to access or correct personal information **Poseidon Maritime Academy – PMA**

holds about you, please contact the **Poseidon Maritime Academy – PMA -**

**Mazaya Ritim İstanbul Cevizli Mah. Zuhâl Cad. No:46E A5 Blok K:25 D:133 Maltepe, İSTANBUL / TURKEY**

**[www.poseidonmaritimeacademy.com](http://www.poseidonmaritimeacademy.com)**

**00 90 532 496 35 69**

**[info@poseidonmaritimeacademy.com](mailto:info@poseidonmaritimeacademy.com)**

**[coc@poseidonmaritimeacademy.com](mailto:coc@poseidonmaritimeacademy.com) ( As Application for Cook Island's COC )**