



**APPLICATION FOR A LETTER OF INITIAL  
ASSESSMENT LEADING TO THE ISSUE OF A  
NOTICE OF ELIGIBILITY FOR  
Engineer Officers in the Merchant Navy**

# IA

**IMPORTANT - BEFORE completing this form, please ensure you have fully read the guidance notes and instructions on pages 5 and 6**

Name

## 1 PERSONAL DETAILS

Title Mr/Mrs/Miss/Capt etc		Sex Male / Female	
Surname / Family name			
Forename(s) in full			
Date of Birth (DD/MM/YYYY)			
Place of Birth		Country of Birth	
Nationality		National Identity No / Discharge Book No.	

	Full Home Address	Address for return of documents <i>(if different from home address)</i>
Address		
District		
Town / City		
County/State		
Post Code/Zip		
Country		
Telephone No		Mobile No
Email Address		

DOB

## 2 ROUTE APPLYING THROUGH

Route	Please Tick	Route	Please Tick
Experienced Seafarer – VQ		Graduate/Undergraduate	
Experienced Seafarer – Non VQ		Armed Forces	
Apprenticeship		Yacht	

SDS

**Please do not write below this line**

<b>Received:</b>	<b>Fee:</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;">SDS No</td><td style="width: 50%;"></td></tr> <tr><td>Receipt No</td><td></td></tr> <tr><td>RMS No</td><td></td></tr> <tr><td> </td><td></td></tr> <tr><td> </td><td></td></tr> <tr><td> </td><td></td></tr> </table>	SDS No		Receipt No		RMS No							
SDS No														
Receipt No														
RMS No														

### 3 SEA SERVICE

- take details from your Discharge Book and/or Certificates of Discharge

**ALL RELEVANT SEA SERVICE MUST BE LISTED.** If there is insufficient space, please continue on a separate sheet. Sea service on foreign flag ships will be accepted under the same conditions as service on UK ships provided it can be properly verified.

VESSEL AND VOYAGE DETAILS						DATES		DURATION	
Vessel Name	IMO Number	Reg. Power (KW)	Rank/Capacity	Port of Engagement	Port of Discharge	From	To	No. of Days	No. of days at sea (steaming days)*
							<b>Total</b>		
							<b>Minimum 12 Months after Watch Rating Certificate Issued (Experienced Seafarer route)**</b>		

Please note: Portfolios/MNTB Record Books must be completed after your Letter Of Initial Assessment is issued.

\* During watchkeeping or Unattended Machinery Spaces (UMS) vessel duty service

\*\* Sporadic Use of Main Propelling Machinery – Service performed in ships where for considerable periods the main propelling machinery is not used, is reckoned as one and a half times the number of days actually spent underway, but in no case can it exceed the time served under a crew agreement.

## 4 CHECKLIST

Before a Letter of Initial Assessment can be issued, you will need to submit the following documentation – ORIGINAL DOCUMENTS MUST BE SUPPLIED

### 4 A - EXPERIENCED SEAFARERS

✓ if  
enclosed

Official  
Use only

STCW 95 training courses	<input type="checkbox"/>	<input type="checkbox"/>
Declaration from employer stating relevant experience	<input type="checkbox"/>	<input type="checkbox"/>
Discharge Book OR Certificates of discharge	<input type="checkbox"/>	<input type="checkbox"/>
Sea Service Testimonials	<input type="checkbox"/>	<input type="checkbox"/>
Watch Rating Certificate. Issue Date:.....	<input type="checkbox"/>	<input type="checkbox"/>

### 4 B - APPRENTICESHIP

STCW 95 training courses (if held)	<input type="checkbox"/>	<input type="checkbox"/>
Relevant specialist training courses	<input type="checkbox"/>	<input type="checkbox"/>
Declaration from employer stating relevant experience	<input type="checkbox"/>	<input type="checkbox"/>
Apprenticeship papers	<input type="checkbox"/>	<input type="checkbox"/>
Academic achievement certificates (above secondary education)	<input type="checkbox"/>	<input type="checkbox"/>

### 4 C – GRADUATE/UNDERGRADUATE

STCW 95 training courses (if held)	<input type="checkbox"/>	<input type="checkbox"/>
Relevant specialist training courses	<input type="checkbox"/>	<input type="checkbox"/>
Academic achievement certificates (above secondary education)	<input type="checkbox"/>	<input type="checkbox"/>
Certified transcript of modules	<input type="checkbox"/>	<input type="checkbox"/>
Undergraduates – certified transcript or remaining modules yet to be taken	<input type="checkbox"/>	<input type="checkbox"/>

### 4 D – ARMED FORCES

STCW 95 training courses (if held)	<input type="checkbox"/>	<input type="checkbox"/>
Relevant specialist training courses	<input type="checkbox"/>	<input type="checkbox"/>
Declaration from employer stating relevant experience	<input type="checkbox"/>	<input type="checkbox"/>
History sheets	<input type="checkbox"/>	<input type="checkbox"/>
Certificates of service	<input type="checkbox"/>	<input type="checkbox"/>
Record of employment	<input type="checkbox"/>	<input type="checkbox"/>
Academic achievement certificates (above secondary education)	<input type="checkbox"/>	<input type="checkbox"/>

### 4 E - YACHT

STCW 95 training courses (if held)	<input type="checkbox"/>	<input type="checkbox"/>
Relevant specialist training courses	<input type="checkbox"/>	<input type="checkbox"/>
Declaration from employer stating relevant experience	<input type="checkbox"/>	<input type="checkbox"/>
Discharge Book OR Certificates of discharge	<input type="checkbox"/>	<input type="checkbox"/>
Sea service testimonials	<input type="checkbox"/>	<input type="checkbox"/>
Apprenticeship papers	<input type="checkbox"/>	<input type="checkbox"/>
Academic achievement certificates (above secondary education)	<input type="checkbox"/>	<input type="checkbox"/>

## 5 DECLARATION

(The maximum penalty for a false declaration is £5000)

I declare that the information I have given is, to the best of my knowledge, true and complete. I also declare that the documents submitted are genuine, given and signed by the persons whose names appear on them. I consent to any processing of the data contained in this application by the MCA (including any processing necessary to establish the authenticity and validity of the issued certificates).

Date .....

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**IMPORTANT – KEEP  
WITHIN BORDER**

## 6 COUNTER SIGNATURE

Name			
Address			
District			
Town / City			
County/State			
Post Code/Zip	Country		
Telephone No	Occupation		
Capacity in which you know the applicant			

I declare that the information I have given is, to the best of my knowledge, true and complete. I also declare that the documents submitted are genuine, given and signed by the persons whose names appear on them.

Signature.....Date.....

## 7 PAYMENT

Please enclose the appropriate fee (as laid down in the current Merchant Shipping Fees Regulations). Payment should be made in £ sterling by cheque, postal order or banker's order, credit or debit card.

Cheques, Postal Orders and Bankers Drafts should be made payable to the "Maritime and Coastguard Agency" and crossed "Account Payee" and "not negotiable". Cheques and orders should be drawn at a UK bank. **CASH WILL NOT BE ACCEPTED.** World-wide postage is included in the fee.

I enclose the MCA fee of £.....

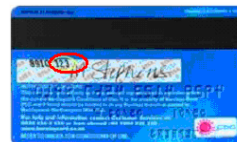
Please tick (✓) the appropriate box below to indicate your chosen method of payment.

Maestro  Visa  MasterCard/Access  Delta  Cheque/bankers draft  Postal Orders

Please charge my Maestro / Visa / MasterCard/Access / Delta Card £.....

Name of Card Holder														
Card Number														
Start Date														
Expiry Date														
Maestro Issue Number (Maestro Cards only)							Security Code							

The Security Code is the last three digits of the numbers on the reverse of the card, near to the signature strip. (See example right)



Signature ..... Date.....

**PLEASE ENSURE THAT YOU READ AND UNDERSTAND THESE NOTES BEFORE COMPLETING THE FORM**

Please complete this form on **BLOCK LETTERS** and in black ink. If a section is not relevant to your application enter **NIL**.

**ENSURE YOU COMPLETE THIS FORM IN FULL – FAILURE TO DO SO MAY MEAN WE WILL HAVE TO RETURN YOUR APPLICATION TO YOU, AND WILL RESULT IN A DELAY TO YOUR APPLICATION BEING PROCESSED.**

You must send in **ORIGINAL** documents, photocopies will **NOT** be accepted. A document checklist is on page 3 to help you.

If eligible you will be issued with a Letter of Initial Assessment to begin training for Officer of the Watch.

## 1 PERSONAL DETAILS

Enter your personal details in the boxes provided. Your name should be given **IN FULL**, and should be given in the same format as appears in your discharge book, passport or other national identity document.

Your date of birth should be given in the format DD/MM/YYYY, eg 18 February 1960 would be written 18/02/1960.

You should give your permanent home address, where you are normally resident. You may also provide an alternative address for return of documents or correspondence relating to this application.

## 2 ROUTE APPLYING THROUGH

Please indicate the route you are applying through.

## 3 SEA SERVICE

Sea Service must be supported by Discharge Book entries or Certificates of Discharge, sea service testimonials and Engine Room Watch Rating certificates. Testimonials must be countersigned by the Master or Chief Engineer. Full details are contained in Training and Certification Marine Guidance Note 91.

Portfolios/MNTB Record Books must be completed after your Letter of Initial Assessment has been issued, if approved.

## 4 CHECKLIST

Before a Letter of Initial Assessment can be issued, you will need to submit certain documents as specified in this section. **ORIGINAL** documents must be supplied. Where Discharge Books, Certificates of Competence and Engine Room Watch Rating Certificates are required on board we will accept copies attested by the Master or Chief Engineer providing:

- each copy page bears
  - the signature of the Master or Chief Engineer
  - the ship's stamp
- a declaration is made showing
  - the name and signature of the person declaring the copies to be true
  - the Certificate of Competency number
  - the Administration that issued their Certificate of Competency

Candidates currently serving in the RN may send copies of History Sheets and Record of Service provided they are marked as certified true copies and signed by your Commanding Officer.

All the documentation indicated in Section 3 must be supplied. Certain documentation **MUST** be supplied **BEFORE** the Letter of Initial Assessment can be issued.

**ALL APPLICATIONS** – ALL documents in this section **MUST** be provided with this application, before a Letter of Initial Assessment will be issued. Please ensure you tick (✓) each box to indicate that you have enclosed the documents.

## 5 DECLARATION

Please read the declaration. Once you are sure that the information you have given is, to the best of your knowledge, true and complete, and that the documents submitted are genuine, given and signed by the persons whose names appear on them, you should sign the declaration with your usual signature, including the date.

## 6 COUNTER SIGNATURE

You should obtain a counter signature from a responsible person who is NOT related to you and has known you for at least 2 years. They should enter their details in this section.

## 7 PAYMENT

You must pay the fee as set out in the Merchant Shipping Fees Regulations which are available from the MCA website. A summary is posted near where you down-loaded this form.

The documents will be returned by Registered courier. **Courier service cannot be made without a contact telephone number.**

Please tick (✓) the appropriate box to indicate your chosen method of payment. Payment must be made in Pounds Sterling (£).

Payment by cheque, bankers draft or postal orders should be made payable to "The Maritime and Coastguard Agency" and crossed "account payee" and "not negotiable".

For payment by Maestro, Visa, Access, Mastercard or Delta, ensure you enter the card details in the spaces provided.

Please sign to confirm the amount and chosen method of payment.

### Now return your application to:

Seafarer Training & Certification Branch  
Maritime and Coastguard Agency  
Spring Place  
105 Commercial Road  
Southampton  
SO15 1EG

Tel (44) (0)2380 329231  
Fax (44) (0)2380 329252  
e-mail: [engineering@mcga.gov.uk](mailto:engineering@mcga.gov.uk)

### Please make sure you have:

- Completed this form in full
- Enclosed the all the relevant documents
- Enclosed your payment or payment details

**If you have not we will have to write to you and this will result in a delay to your application being processed.**

**Please allow 28 days for us to process your application.**

Please do NOT write or mark below this line

Minimum sea service met	YES	NO
Ancillary certificates supplied	YES	NO
Vocational & academic standards met	YES	NO
Approved for issue of Letter of Initial Assessment	YES	NO

Reasons for Rejection	
Name	
Signed	
Date	