

Seafarer certificate pre-assessment form

Last updated: November 2020

Use this form to find out whether you have sufficient sea service for the seafarer certificate you intend to apply for.

Refer to the certificate guideline for details about:

- how much and what kind of sea service you need for the certificate
- the documents you need to provide as evidence.

You must complete this form correctly for your application to be valid. Check the certificate requirements to make sure you have provided all of the information we need – your sea service may be assessed as inadequate if your information is incomplete.

You should receive a decision within 20 working days. We will send a reference number to include with your application for a seafarer certificate.

If you do not have enough sea service, we will tell you about the additional sea service you need to complete (and provide evidence for).

1. Personal details

All applicants must complete this section.

Complete all of these fields.

Title (tick only one) Mr Mrs Miss Ms

Other (please specify)

Surname

Given name(s)

Nationality

Place of birth

Fill in both city and country

Date of birth

DD / MM / YYYY

Home phone

Eg +64 1 234-5678

Mobile phone

Eg +64 21 123-4567

Fax number

Eg +64 1 234-6789

Email address

Postal address

City and country

Postcode

Preferred means of contact Email Post Phone Fax

(tick only one)

2. Pre-assessment of sea service

Complete this section to have your sea service pre-assessed.

Please indicate which certificate you want to be pre-assessed for.

If the certificate has different options for sea service, indicate the number of the option you have chosen (Option 1, Option 2, etc).

Certificate name

Sea service option
if applicable

The *Certificate of Sea Service form* on Maritime NZ's website can be used as evidence for your sea service.

Refer to the guideline for the certificate for details about the information and documents you must provide. Make sure your documents show all of the information we need.

Provide copies of your documents – do not send the originals.

3. Declaration

All applicants must complete this section.

By signing this form, you (the above-named person) agree that the details provided on this form are true and correct. You also agree that any papers sent with this form are true and genuine and were given and signed by the persons whose names appear on them. (Note: we will only need copies of any supporting documents.)

Your signature also indicates that you authorise us to:

1. use any of the personal information you have provided on this form for maritime safety purposes, or to further our lawful activities
2. disclose this information to any division of Maritime New Zealand, our agents, contractors, or any other person where such disclosure is necessary to further the purposes, activities or objectives specified in 1 above.

We will keep the information secure and only disclose it in the manner stated above. You are entitled to see and correct the personal information you have provided on this form.

Caution

Providing false information or failing to disclose information relevant to the granting or holding of a maritime document is an offence under section 406 of the Maritime Transport Act. The penalty for this offence, in the case of an individual, is imprisonment for a term of up to 12 months or a fine of up to NZ\$10,000.

Your name

Your signature

Sign here

Date

DD / MM / YYYY

Privacy information

Personal information collected in this form will be used for the purpose of assessing your application. Maritime NZ will not disclose personal information other than when permitted or required by law. If you wish to access or correct personal information Maritime NZ holds about you, please contact the Maritime NZ Privacy Officer at PO Box 25620, Wellington 6146, or phone (04) 473 0111.

4. Where to send your application

Send your completed form and your other documents required to Maritime NZ by email, courier or post.

Sending your application by email is preferred. Remember to sign the form before scanning and attaching it to your email. Make sure the scanned copies of your documents are legible and of a good quality.

Note that if you send your application by email, you will need to courier the original of your training record book if you have one.

Email your application to:

seafarers@maritimenz.govt.nz

Or

Courier your application to:

Seafarer Certification
Maritime New Zealand
1 Grey Street
Wellington 6011
NEW ZEALAND

Or

Post your application to:

Seafarer Certification
Maritime New Zealand
PO Box 25620
Wellington 6140
NEW ZEALAND