

Application form for recognition of non-New Zealand seafarer certificates

Last updated: August 2020

This document is uncontrolled if printed. Please refer to the Maritime New Zealand website for the latest version.

About this form

Use this form to apply to have a foreign (non-New Zealand) seafarer certificate recognised.

You must complete this form correctly for your application to be valid.

For information about the documents you need to provide with your application, refer to the guidelines for recognition on Maritime New Zealand's website.

maritimenz.govt.nz/seafarers

To complete this form you will need

- two passport-sized photos or an electronic copy
- certified copies of the certificate(s) you wish to have recognised.

1. Personal details

All applicants must complete this section.

Complete all of this information.

Surname

Given name(s)

Nationality

Place of birth
City and country

Date of birth
DD / MM / YYYY

Passport number
and issuing country

Home phone
Eg +64 1 234-5678

Mobile phone
Eg +64 21 123-4567

Email address

Postal address

City and country

Postcode

Residential address
(if different from postal
address)

City and country

2. Purpose of recognition

Please indicate what your application is for:

Foreign STCW certificate/endorsement

Other foreign certificate/endorsement
(including STCW-F certificates)

Note

If you are applying for recognition of an Australian certificate, refer to the information about Australian certificates on Maritime New Zealand's website.

maritimenz.govt.nz/seafarers

Please indicate how you intend to use the recognition:

To work in a capacity requiring an STCW certificate

To work on a New Zealand-flagged fishing vessel

Other

If you have ticked this box, please specify below (for example, size and type of vessel, operating limit, capacity, etc).

3. Your certificates

List the certificate(s) you want to have recognised.

Certificate

Certificate

Certificate no.

Issue date

(DD/MM/YYYY)

Issuing authority

(including country name)

Capacity and limitations
applying (if any)

Endorsements

(if any)

Ancillary certificate(s) held

Certificate

Certificate

Certificate no.

Issue date

(DD/MM/YYYY)

Issuing authority

(including country name)

Capacity and limitations
applying (if any)

Endorsements

(if any)

Ancillary certificate(s) held

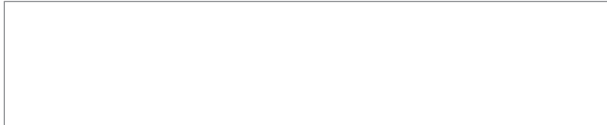
4. Photo and signature requirements

All applicants must complete this section.

4.1 Signature

Make sure that your signature fits in the box.

Sign here



4.2 Photographs

You must include passport photos with your application.

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

1. Email

Email a copy with your application (ask the photographer to provide an electronic copy, which you can then forward to Maritime NZ).

2. Courier

Courier two 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 12 months old
- only show your head and shoulders
- be 35mm wide x 45mm long
- be original, not scanned copies.

5. 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.

Fees and payment options

There is a fee for your application. Please refer to the Maritime NZ website for information about fees.

www.maritimenz.govt.nz/fees

You will be invoiced once we have formally received your application. A reference number and instructions explaining how to pay will be sent with the invoice.

You can pay:

- online using a credit card or debit card, *or*
- by internet banking or bank deposit.

Please refer to the Maritime NZ website for information about how to pay.

www.maritimenz.govt.nz/howtopay

Please indicate if you will be paying the application fee or if a company will pay this on your behalf (eg your employer). **Tick only one.**

I will be paying the application fee
(you will be invoiced)

A company will be paying the fee on my behalf
(company will be invoiced)

If a company is paying the application fee on your behalf, you need to provide written confirmation from the company with your application. We cannot accept applications where a company is paying the fee without this confirmation.

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 company or employer).

Name on the invoice

Purchase order number or
reference (if applicable)

Postal address

City and country

Postcode

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 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 to do so.

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 6140, or phone (04) 473 0111.

7. Where to send your application

Send your completed form and the other documents required to Maritime NZ 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:

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