



**REPUBLIC OF CYPRUS  
MINISTRY OF  
COMMUNICATIONS AND WORKS**



**DEPARTMENT OF  
MERCHANT SHIPPING  
LEMESOS**

MS.TC.7 Rev/4-07

**APPLICATION FOR THE ISSUE OR RENEWAL OF AN ENDORSEMENT ATTESTING THE RECOGNITION OF A NON CYPRUS CERTIFICATE  
FOR SEAFARERS HOLDING CERTIFICATES OF COMPETENCY ISSUED BY COMPETENT AUTHORITIES OTHER THAN THEIR NATIONAL COMPETENT AUTHORITY**

Please read carefully the attached notes before completing this application form

1. Surname (Family Name)		2. First Name (Given Name)	
3. Other names (Middle)		4. Place of Birth City: _____ Country: _____	
5. Date of birth Day: _____ Month: _____ Year: _____	6. Nationality (Citizenship)		7. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
8. Father's Surname (Family Name)		9. Father's First Name (Given Name)	
10. Mother's Surname (Maiden Name)		11. Mother's First Name (Given Name)	
12. Medical Certificate issue date Day: _____ Month: _____ Year: _____	13. Medical Certificate expiry date Day: _____ Month: _____ Year: _____	14. Medical Certificate Issuing Authority (Country)	
15. Seafarer's contact Address Street: _____ Postal Code: _____ City: _____ Country: _____ Tel./ Fax: _____ Other: _____			
16. Mailing address where the document applied for should be sent if different from contact address Street: _____ Postal Code: _____ City: _____ Country: _____ Tel./ Fax: _____ Other: _____			
<b>DESCRIPTION OF HIGHEST GRADE CERTIFICATE NOW HELD, IF ANY (1995 CERTIFICATE)</b>			
17. Grade of certificate now held		18. Certificate issuing Authority (Country)	
		Certificate No	Issuing Authority (Country)
19. Certificate issue date Day: _____ Month: _____ Year: _____		20. Certificate expiry date Day: _____ Month: _____ Year: _____	
<b>21. FUNCTIONS</b>		<b>22. LEVEL</b>	
Navigation			
Cargo handling and stowage			
Controlling the operation of the ship and care of persons on board			
Marine Engineering			
Maintenance and repair			
Electrical, Electronic and Control Engineering			
Radiocommunications			
<b>24. CAPACITY</b>		<b>25. LIMITATIONS APPLYING, IF ANY</b>	



31. Do you hold a valid Cyprus seafarer's identification and sea service record book?

 YES  NO

If NO, state the date of application for Cyprus seafarer's identification and sea service record book

Day: \_\_\_\_\_ Month: \_\_\_\_\_ Year: \_\_\_\_\_

If yes, give the Cyprus seafarer's identification and sea service record book Number :

C	Y								
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32. Are you familiar with the Cyprus legislation and requirements related to your duties?

(A separate declaration must be submitted with this application, see instructions)

 YES  NO

33. Is this Application for Renewal?

 YES  NO

If Yes give old Cyprus Endorsement number

R	E								
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34. If furnished with Cyprus certificates or endorsement or training documentary evidence or seafarer's identification and record book, specify Seafarer's Identification Number

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35. If the application is for a replacement, give old Cyprus Endorsement number and reason for replacement

R	E								
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36. DECLARATION (THE MAXIMUM PENALTY FOR FALSE DECLARATIONS IS 8543EURO)

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.

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Signature-----  
Date of Application

37. DECLARATION (For Masters, Chief officers, Chief Engineers, Second Engineers)

I the undersigned Declare that:

I have carefully studied and understood the contents of the guidance document entitled '*Familiarization with National Maritime Legislation and Requirements*', which I will carry with me every time I serve on board Cyprus flag vessels.-----  
Signature

38. Check List of Documents Please check whether copies of the following documents are attached with this application

Two (2) Photographs (3 x 4 cm)	
Certificate of Competency	
Endorsement if any	
Medical Certificate	
GMDSS Certificate if any	
Tankers Training Certificate if any	
Arpa Certificate if separate from COC	
Clear photocopy of diplomas or any other documentary evidence	
Proof of Sea Service during the last five years	
Proof of sea service immediately prior to obtaining the highest grade	

Seafarers found with fraudulent certificates of competency or training documentary evidence, will be banned from employment on board Cyprus flag vessels for life

Do not write below this line

**APPLICATION FOR THE ISSUE OR RENEWAL OF AN ENDORSEMENT ATTESTING THE RECOGNITION OF  
NON CYPRUS CERTIFICATE TO SEAFARERS HOLDING CERTIFICATES OF COMPETENCY ISSUED BY  
COMPETENT AUTHORITIES OTHER THAN THOSE OF THE COUNTRY OF THEIR NATIONALITY**

General information and notes for guidance

1. Please read these notes carefully before completing the attached application form. All required information must be printed legibly in **capital letters**. Failure to properly complete this application or to submit the required documentation may result in the rejection of this application or delay its processing.
2. An Endorsement Attesting the recognition of a non Cyprus certificate is required **only** for Masters, Chief Officers, Officers in charge of a Navigational watch, GMDSS restricted or General Operators, Chief Engineers, Second Engineers and Officers in charge of an Engineering watch.
3. Applicants must hold valid certificates of competency and endorsements issued in accordance with the relevant provisions of the International Convention on Standards of Training Certification and Watchkeeping for Seafarers, STCW78, as amended and in force at the time of application (STCW 95 Certificate), recognised by the Government of the Republic of Cyprus.
4. Applicants must hold valid Cyprus Seafarer's Identification and Sea service Record Books or must have applied for Cyprus Seafarer's Identification and Sea service Record Books. (Form MS.TC.1).
5. Applications must be forwarded to the following address

**Office: 1, Spyrou Kyprianou Avenue, Mesa Geitonia, 4001 Lemesos, Cyprus**  
**Telephone: +357 25823701, Telefax: +357 25305030**  
**E-mail : [seafarers@dms.mcw.gov.cy](mailto:seafarers@dms.mcw.gov.cy) , Web page <http://www.shipping.gov.cy>**  
**Main Office: Kyllinis street, Mesa Geitonia, Lemesos, Cyprus**  
**Postal Address: P.O.Box 56193, 3305 Lemesos, Cyprus**

6. The entries for **Level (22)**, **Limitations applying for each function, if any (23)**, **Capacity (24)** and **Limitations applying for each capacity (25)** must be recorded exactly as they appear on the certificate of competency and endorsement of the applicant. For function(s) not applicable, a N/A note must be entered in the corresponding **Level** and **Limitations** column.
7. The following documents must be submitted with this application :
  - I. Two passport size (3 x 4 cm) photographs- facial front view of the applicant, taken within a year preceding the application, with applicant's name and surname printed on the reverse side .
  - II. A copy of the certificate and endorsement to be recognised, which must be issued in accordance with the relevant provisions of the International Convention on Standards of Training Certification and Watchkeeping for Seafarers, STCW78, as amended and in force at the time of application, by or on behalf of any competent Authority the certificates of competency of which are recognised by the Government of the Republic of Cyprus at the time of application.
  - III. Photocopy of the Medical fitness certificate issued in accordance with the relevant provisions of the Medical Examination (Seafarers) Convention, 1946 (No.73) and the International Convention on Standards of Training Certification and Watchkeeping for Seafarers, STCW78, as amended, by or on behalf of the Government of the Republic of Cyprus or any other competent Authority the certificates of competency of which are recognised by the Government of the Republic of Cyprus at the time of application. The medical fitness examination must be carried out not more than 18
  - IV. Clear photocopy of all national certificates of competency issued to the applicant until the date of application, regardless of whether they have expired or not.
  - V. Clear photocopy of all certificates of competency issued to the applicant by competent Authorities of countries other than that of his nationality until the date of application, regardless of whether they have expired or not, other than the certificate of competency for which a Cyprus recognition endorsement has been requested.
  - VI. Clear photocopy of diplomas, or any other documentary evidence of successful completion of maritime training leading to the issue of a national or non national certificate of competency to the applicant
  - VII. Proof of sea service during the last five years  
 As a proof of sea service, a copy of sea service certificates issued by the flag-states of the vessels on which the applicant has served, or a copy of the pages of the applicant's seaman's book in which the personal identification details and the relevant sea service of the applicant are shown, issued by or on behalf of the Government of the Republic of Cyprus or any other competent Authority the

certificates of competency of which are recognised by the Government of the Republic of Cyprus at the time of the application are accepted.

- VIII. Proof of sea service immediately prior to obtaining the highest grade certificate held  
As a proof of sea service, a copy of sea service certificates issued by the flag-states of the vessels on which the applicant has served, or a copy of the pages of the applicant's seaman's book in which the personal identification details and the relevant sea service of the applicant are shown, issued by or on behalf of the Government of the Republic of Cyprus or any other competent Authority the certificates of competency of which are recognised by the Government of the Republic of Cyprus at the time of the application are accepted.
- IX. A signed declaration by the applicant concerning his knowledge of the Cyprus Legislation and requirements relevant to his position and duties. Required only for Masters, Chief Officers, Chief Engineers and Second Engineers (Form MS.TC.3).
- X. The required fee for each Endorsement Attesting the recognition of a non Cyprus is **EURO 34.17**. Payments from Cyprus based companies or individuals should be made in cash or by cheque, drawn on any commercial bank operating in Cyprus, payable in **EURO** to "The Director of Department of Merchant Shipping". Payments from overseas must be made by Banker's Draft, payable in **EURO**, to "The Director of Department of Merchant Shipping". Payment may also be made in places where Cyprus has a Maritime Office, in such cases a copy of the payment receipt must be submitted with the application
8. This application is subject to the approval of the Maritime Administration of the Republic of Cyprus. If the application is not approved, the applicant will be promptly informed of the reasons and all documents submitted together with the fee, shall be returned to the applicant at the mailing address indicated.
9. Endorsements attesting the recognition of a non Cyprus certificate are issued in compliance with the provisions of the Law No 109 (I)/2000 and are in accordance with the provisions of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, STCW78, as amended.
10. Endorsements attesting the recognition of a non Cyprus Certificates shall have the same expiration date as the certificate whose recognition they attest. However no endorsement shall be valid for a period of more than five (5) years from the date of issue.
11. The endorsement Attesting the recognition of a non Cyprus certificate remains the property of the Republic of Cyprus and may be suspended or withdrawn at any time.

Note: Applicants are advised to obtain the most recent list of list of countries of whom the Certificates of Competency have been recognised by the Government of the Republic of Cyprus from the website of the Department of Merchant Shipping at [www.shipping.gov.cy](http://www.shipping.gov.cy) (Training and Certification Section [www.shipping.gov.cy/SISRB](http://www.shipping.gov.cy/SISRB))