



**APPLICATION FOR A NOTICE OF ELIGIBILITY TO SIT AN ASSESSMENT LEADING TO THE ISSUE OF A  
MASTER OR DECK OFFICER STCW CERTIFICATE OF COMPETENCY**

IMPORTANT – Please read BMA Information Bulletin no. 104 and the Guidance Notes before completing this form .

**Section 1. PARTICULARS OF SEAFARER**

1. Surname:			6. Photograph:		
2. Given names:					
3. Date of Birth: dd:	mm:	yyyy:			4. Gender:
5. Passport/National Identity No.:					
5b. Nationality:					

**Section 2. CONTACT DETAILS**

7a. Full Home Address:		
7b. Address for return of documents <i>(if different from home address)</i>		
8. Mobile No.:	9. Telephone No.:	10. Email:

**Section 3. CERTIFICATE APPLIED FOR**

Capacity	STCW Reg.	Tonnage Limits (GT)	Other Limitations	Please (✓)
Officer in Charge of Navigational Watch	II/3	Less than 500GT	Bahamas Only	
Officer in Charge of Navigational Watch	II/3	Less than 500GT	Bahamas near coastal	
Officer in Charge of Navigational Watch	II/1	None	None	
Chief Mate	II/3	Less than 3000GT	Bahamas Only	
Chief Mate	II/3	Less than 3000GT	Bahamas Near coastal	
Chief Mate	II/3	Less than 3000GT	Specified Area	
Chief Mate	II/2	None	None	
Master	II/3	Less than 500GT	Bahamas Only	
Master	II/3	Less than 500GT	Near Coastal	
Master	II/3	Less than 3000GT	Specified Area	
Master	II/2	None	None	



**SECTION 4. SEA SERVICE**

**This means service on crew agreement as a Deck Officer. The sea service must be taken from Discharge Book or Certificate of Discharge; further evidence of watch keeping service may be required.** For the OICNW (II/1k) or first CoC, service as a deck cadet /deck rating or other appropriate category will be considered.

**ALL RELEVANT SEA SERVICE MUST BE LISTED.** If there is insufficient space, please continue on a separate sheet.

**LENGTH OF VOYAGE:** This must be given in calendar months and days, e.g. from 2 August to 3 October = 2 months and 3 days. Odd days should be added together and reckoned at 30 days to the month.

SHIP AND VOYAGE DETAILS						DATES		DURATION	
Vessel Name	IMO Number	GT	Type*	Voyage*	Rank/Capacity	From	To	Months	Days
Total									

\* Type – Tanker, Cargo, Passenger, Tug, Rig, Yacht etc. – if Yacht, please provide vessel length in meters  
 \*\* Voyage – Ship trading areas: U = Unlimited, CAR = Caribbean Area, NC = Bahamas Near coastal, B = Bahamas



**Section 5. REQUIRED DOCUMENTS**

REQUIRED DOCUMENTS	PLEASE TICK (✓)
Attested copy of Passport. <i>(Please refer to guidance notes and do not send your original)</i>	
Discharge Book or Certificates of Discharge	
Valid Medical Certificate <i>(Please refer to BMA Information Bulletin 103. Medical Fitness Certificates must be valid at the time of issue of the CoC)</i>	
Fire Prevention and Fire Fighting <b>(STCW A-VI/1-2)</b>	
Documentary evidence of successful completion of the required STCW Chapter II training. <i>This training must be a training institution approved by STCW country recognized by The Bahamas</i>	
Personal Survival Techniques <b>(STCW A-VI/1-1)</b>	
Elementary First Aid <b>(STCW-VI/1-3)</b>	
Personal Safety and Social Responsibilities <b>(STCW A-VI/1-4)</b>	
Advanced Fire Fighting <b>(STCW A-VI/3)</b>	
Medical First Aid <b>(STCW A-VI/4-1)</b>	
Medical Care training <b>(STCW A-VI/4-2)</b> <i>*This training is only required for Master or Chief CoC</i>	
Survival Craft and Rescue Boat other than Fast Rescue Boats <b>(STCW A-VI/2-1)</b>	
Training Record Book for Applicants who are cadets***	
ECDIS training. <i>ECDIS training is required to serve onboard ships fitted with ECDIS. This this training is not carried out, a limitation will be imposed on the CoC</i>	
Watch keeping statement <i>(for officers seeking upgrades)</i>	
Documentary evidence of Leadership and Management skills training. <i>For applicants who already hold a Master CoC AND have sailed in the capacity of Master or Chief Mate, this training is not required***</i>	

**Section 6. PERSONAL DECLARATION**

I declare that the data contained in this application is, to the best of my knowledge, true and complete. I also declare that the documents 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 BMA (including any processing necessary to establish the authenticity and validity of the submitted documents).

Signature: .....

date: ..... (dd/mm/yyyy)



**Section 7a. PAYMENT**

Please enclose the appropriate fee which is as follows NOE fee: \$50 which excludes the cost of a courier service. Payment should be made in Bahamas or US dollars (\$) by cheque, postal order or banker's draft, BACS, credit or debit card.

Cheques, postal orders and banker's drafts should be made payable to "The Bahamas Maritime Authority" and crossed "account payee" and "not negotiable". **Personal cheques are not accepted.**

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

11. Please indicate method of payment  Cheque/Bank draft  Bank  Draw down  Credit

**Section 7b. CREDIT CARD DETAILS**

12. Name of card holder

13. Signature

14. Type of card  MasterCard  Visa  Solo  Switch  Amex

15. Card No

16. Expiry Date

.....**FOR OFFICIAL USE ONLY**.....

Receipt No.

Document No.:

Notes:



## **GUIDANCE NOTES FOR THE COMPLETION OF THIS APPLICATION FORM**

Please ensure that you READ and understand BMA Information Bulletin 104 and this guidance.

Please ensure that you **COMPLETE THIS FORM IN FULL USING BLOCK LETTERS- Failure to do so may mean that we have to return your application to you and will result in a delay in processing your application. The BMA will email you once your application has been received and will advise if further evidence/information is required.**

Provide or enclose all documents necessary to establish your eligibility for assessment for an STCW Certificate of Competency. **Please do not send your original passport.** All other documents must be ORIGINAL, photocopies will **NOT** be accepted.

If eligible you will be issued with a Notice of Eligibility (NOE) enabling you to sit a BMA assessment. The NoE will be valid for 5 years from the date of issue.

### **Section 1. PARTICULARS OF SEAFARER**

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 passport or birth certificate.

Your date of birth should be given in the format DD/MM/YYYY, e.g. 25 September 1984 would be written 5/09/1984.

### **Section 2. CONTACT DETAILS**

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, e.g. if you are away at college.

Your documents will be returned by courier and will need to be signed for. Please ensure you provide us with the full address details you would like your documents sent to and you must include a contact telephone number and email address should there be any queries with your delivery.

Please ensure that at least one telephone point of contact is provided.

### **Section 3. CERTIFICATE APPLIED FOR**

Please tick (✓) the capacity / limitations for which you are applying. Only tick ONE box.

### **Section 4. SEA SERVICE**

All sea service submitted on page 2 of the application form must be supported by a Discharge Book OR Certificates of Discharge  
Below is the required sea service for the different BMA approved routes:

**Officer of the Navigation Watch (OICNW) (STCW II/1):** If following a cadetship programme, 12 months with 6 months bridge watchkeeping. Otherwise 36 months with 6 months bridge watchkeeping

**Chief Mate (STCW II/2)** 12 months from obtaining your OICNW CoC. .

**Master (STCW II/2):** 36 months from obtaining your OICNW CoC, this may be reduced to 24 months if at least 12 months serving as Chief Mate.



## Section 5. REQUIRED DOCUMENTS

**Before** a Notice of Eligibility can be issued ALL the applicable documents in this section **MUST** be provided with this application. Please ensure you tick each box to indicate that you have enclosed the documents.

With the exception of passports, as described below, the supporting documents **must be original**. Any candidate failing to submit all the required documents may have their application returned without being processed.

**Passport:** Please do not send your original passport. If a photocopy of the passport is being sent, it shall be attested by a Notary Public. If the copy should be stamped, signed and sighted as an original copy. Copies must be clear and to scale. Your original passport will be checked against your Notice of Eligibility at the oral assessment stage.

**Photographs:** Your photographs must be a passport sized photograph (5cm x 5cm) and

- must be current (taken within 6 months of the date of application) and must be taken against a solid color background.
- Head coverings should not cover any portion of the applicant's face.
- Sunglasses or other wear which detracts from the face are NOT acceptable with the exception of prescription glasses. •

**Medical Fitness Certificates:** All candidates for any CoC must provide a valid medical fitness certificate.

## Section 6. PERSONAL 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. Please ensure your signature is inside the box as this will be transferred to your CoC.

## Section 7. PAYMENT

You must enclose the correct fee with your application. The published fee includes worldwide postage Please tick (✓) the appropriate box to indicate your chosen method of payment. Payment must be made in Bahamas or US dollars (\$). Payment by cheque, banker's draft or postal orders should be made payable to "The Bahamas Maritime Authority" and crossed "account payee" and "not negotiable". **Personal cheques are not accepted.** 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.

**Please allow one (1) month for the processing of the NOE.**



The Bahamas  
Maritime Authority

You must use this table if you are using yacht service.

VESSEL AND VOYAGE DETAILS						DATES		DURATION		SEA SERVICE DURATION (DAYS)				
Vessel Name	Flag	GT	Length*/Type**/ Voyage***			Rank/Capacity	From	To	Months	Days	Actual Sea Service	Standby Service	Yard Service	Watch- keeping
<b>Totals</b>														

\* Length - Load line length

\*\* Type - Type of yacht (motor/sail)

\*\*\* Voyage - You should give the area in which the ship traded using the following codes U = Unlimited, CAR = Caribbean Area, NC = Bahamas Near coastal, B = Bahamas