

## Application for a Discharge Book and/or British Seaman's Card

For Office Use Only		This application is for (Tick the correct box)	
1. Seafarer's ID No.		<u>Discharge Book</u>	<u>British Seaman's Card</u>
2. DB No.		1. a first issue	1. a first issue
3. BSC No.		2. a continuation issue	2. the period of validity has expired
<b>Part A Yourself</b>		3. a replacement issue	3. a replacement issue

Tick the Correct box	Mr.		Mrs.		Miss		Ms	
Your surname								
Christian names or forenames								
Your date of Birth								
Your place of Birth (if outside the UK, give the country)								
Nationality (British Nationality Act 1981)								
Height in Metres (see note 8)		Colour of Eyes						
Distinguishing Marks								
National Insurance Number (Please Write Clearly)								
Have you ever held a Dis A or Discharge Book? if so, give its number								
Your home address (include your post code)								
The return address, if different from home address (include the post code)								
Daytime telephone number (in case we need to contact you)								
Name of next of kin, relationship to you and their address.								
Has your name been changed? If so, give details.								

## Part B Declaration For A Discharge Book

I apply for a Discharge Book

I certify that the answers given on page one are true and I am aware that I may be required to supply evidence to support them.

*\*delete as appropriate*

I declare that:

- a I am employed/have been employed/have been offered employment\* on a United Kingdom registered vessel, or
- b I am a United Kingdom Seafarer with the right of abode in the United Kingdom and am employed/have been offered employment\* on a non-United Kingdom registered vessel and am unable to obtain a discharge book from, or acceptable to, the Flag State of the vessel for the following reason(s):-(*please provide full details*)

I further declare that:-

- c I have not held at any time a seaman's document containing the same information as a Discharge Book issued by one of the Governments listed in Note 13; or
- d I am applying for replacement of my existing United Kingdom Discharge Book - (If your existing Discharge Book is full it should be submitted with this application. If, however, your Discharge Book has been lost or damaged a full explanation of the circumstances should be given in Part "G"), and
- e I am aware that it is an offence to knowingly or recklessly make a false statement in order to obtain a Discharge Book and hereby certify that, to the best of my knowledge and belief, the details in this application are correct..

Your Signature or mark

Date

(NOTE - If you are unable to sign, a witness should sign alongside your mark.)

## Part C Declaration For A British Seaman's Card

I apply for a British Seaman's Card.

I certify that the answers given on page one are true and I am aware that I may be required to supply evidence to support them.

I declare that:

- a I am a British citizen with the Right of Abode in the United Kingdom; and
- b I am currently employed as a seafarer and am applying for the first issue of a British Seaman's Card and do not already hold a seaman's identity document issued by the United Kingdom Government or any of the other Governments listed in note (9), or
- c I am applying for replacement of my British Seaman's Card. (NOTE - If your existing British Seaman's Card has expired it should be submitted with this application. If, however, your British Seaman's Card has been lost or damaged a full explanation of the circumstances should be given in Part "G") and
- d I am aware that it is an offence to knowingly or recklessly make a false statement in order to obtain a Discharge Book and hereby certify that, to the best of my knowledge and belief, the details given in this application are correct..

Your Signature or mark

Date

(NOTE - If you are unable to sign, a witness should sign alongside your mark.)

**Part D Employers Declaration for a Discharge Book (not required for applications for continuation or replacement UK Discharge Books)**

This **MUST** be completed by your current or prospective employer.

Your application can **NOT** be **processed** without this declaration.

BLOCK CAPITALS

Signatories must hold one of these positions

I declare that the applicant	name	
is serving/has served/will serve on a UK ship.	name of vessel	
port of registration		registered number
is a United Kingdom Seafarer with the Right of Abode in the United Kingdom and will serve on the following Non-United Kingdom registered ship but is unable to obtain a discharge book from, or acceptable to, the Flag State of the vessel for the following reason(s):- <i>(please provide full details)</i>		

name of vessel	Port of registration
Country of registration	registered number

I understand that it is an offence to knowingly or recklessly make a false statement in order to obtain a Discharge Book and hereby declare that, to the best of my knowledge and belief the details given in this application form are correct.

Signed		Date	
Name			
position held		(i.e. Master/Employer/Employers representative)	
Vessel/Employers/Company – Name			
Company/Ship/Masters – Seal			

**Part E Employers Declaration for a British Seaman's Card (not required for applications for continuation or replacement BSCs)**

This **MUST** be completed by your current or prospective employer.

Your application can **NOT** be **processed** without this declaration.

BLOCK CAPITALS

Signatories must hold one of these positions

I declare that the applicant	name	
is a United Kingdom Seafarer with the right of abode in the United Kingdom and is serving/will serve in the capacity of		
on the	name of vessel	
Port and country of registration		

I understand that it is an offence to knowingly or recklessly make a false statement in order to obtain a British Seaman's Card and I hereby declare that, to the best of my knowledge, the details given in this application are correct.

Signed		Date	
Name			
position held		(i.e. Master/Employer/Employers representative)	
Vessel/Employers/Company – Name			
Company/Ship/Masters – Seal			

# NOTES FOR GUIDANCE

## Discharge Book Notes

- With every application you should send
- Passport size photographs (see note 6)
  - The appropriate fee (see note 10)
- Do NOT apply for a Discharge Book
    - If you already have one which has been issued under the Merchant Shipping (Seaman's Documents) Regulations unless it is full and you are applying for a continuation book;
    - If you are employed in a vessel which does not go to sea;
    - If you are employed in a pleasure vessel and receive no wages for your employment;
    - If you are employed in vessels engaged on coastal voyages around the UK solely for the purpose of trials of the vessel, its machinery or equipment, where you are not ordinarily employed as a master or seaman;
    - If you are in the employment of the Crown and are not ordinarily employed as a master or seamen;
    - If you are employed in a vessel solely in connection with the construction, alteration, repair or testing of the vessel and are not engaged in the navigation of the vessel unless you are a normal member of the crew;
    - If you are employed on an unregistered vessel; or
    - If you are a non-UK seafarer employed on a non-UK registered vessel; or
    - If you hold a document containing substantially the same information, issued by one of the Governments listed in (see note 13).

## British Seaman's Card Notes

- With every application you should send
- Passport size photographs (see note 6)
  - A certificate of Exemption if you do not have a National Insurance Number
  - The appropriate fee (see note 10)
- If you have right of abode
    - A United Kingdom passport endorsed by the Passport Office or Home Office showing that you have the right of abode
    - Your birth Certificate or a Certified extract of the registration of your birth
    - Any document issued by a British Government representative or by the Home Office proving your right of abode in the United Kingdom

- Generally, if you are a British seafarer employed on board a ship and have a right of abode in the UK you may apply for a British Seaman's Card.  
A British seaman is one who is not an alien as in the British Nationality Act 1981 and whose normal job is master or seaman.
- Do NOT apply
  - If you work in a fishing vessel; OR
  - If you work in a ship belonging to a general lighthouse authority; OR
  - If you receive little or no wages (but DO apply if you are a cadet); OR
  - If you are not a citizen of the United Kingdom and Colonies OR a British protected person working on a ship registered outside the United Kingdom, the Channel Isles, the Isle of Man or any colony, protectorate, protected state or associated state;
  - If you hold a valid seaman's identity document issued by the Government or representative of any country listed in Note (9) below.
- DO apply if you are
  - A citizen of the United Kingdom and Colonies;
  - A British protected person;
  - A British Subject without citizenship;
  - A British Subject by virtue of Section 31 of British Nationality Act 1981.

## General Notes for Guidance

- Photographs
  - If you are applying for either a Discharge Book or a British Seaman's Card you will need to supply two identical recent photographs of yourself for EACH application.
  - The photographs should be taken full face without a hat and should be printed on normal photographic paper, unmounted.
  - The photographs should be of clear exposure. Photographs that are too light or dark will not be accepted.
  - The back of the photographs are not to be glazed. If colour photographs are supplied they must be passport approved by the supplier.

- Unless you are sending a valid United Kingdom Passport (endorsed to show that you have the right of abode) with your application, the person who countersigns your application should also endorse the back of one of your photographs with the words;

I CERTIFY THAT THIS IS A TRUE  
LIKENESS OF

Mr./Mrs./Miss/Ms or TITLE

.....  
and add his/her signature.

- Countersignatory**  
Part F should be completed by a Member of Parliament, a Justice of the Peace, minister of religion, medical or legal practitioner, established civil servant, bank official, public official, police officer, head or senior official of shipping company, union official or any other person of similar standing who is a British subject and has known you personally for at least 2 years. A member of your family should NOT complete the certificate.
- Conversion Chart**  
Height in Discharge Books and British Seaman's Cards are shown in metres.

Feet inches = Metres

4 9	1.45
4 10	1.47
4 11	1.50
5 0	1.52
5 1	1.55
5 2	1.57
5 3	1.60
5 4	1.63
5 5	1.65
5 6	1.68
5 7	1.70
5 8	1.73
5 9	1.75
5 10	1.78
5 11	1.80
6 0	1.83
6 1	1.85
6 2	1.88
6 3	1.90

## NOTES FOR GUIDANCE

### 9. List of Countries

#### **British Seaman's Card**

Antigua and Barbuda  
Australia  
The Bahamas  
Bangladesh  
Barbados  
Belize  
Botswana  
Canada  
Republic of Cyprus  
Dominica  
Falkland Islands  
Fiji  
The Gambia  
Ghana  
Grenada  
Guyana  
Hong Kong  
India  
Republic of Ireland  
Isle of Man  
Jamaica  
Kenya  
Kiribati  
Lesotho  
Malawi  
Malaysia  
Malta  
Mauritius  
Nauru  
New Zealand  
Nigeria  
Pakistan  
Papua New Guinea  
Saint Lucia  
Saint Vincent and the Grenadines  
Seychelles  
Sierra Leone  
Singapore  
Solomon Islands  
Sri Lanka  
Swaziland  
Tanzania  
Tonga  
Trinidad and Tobago  
Tuvalu  
Uganda  
Vanuatu  
Western Samoa  
Zambia  
Zimbabwe

### 10. Fees

- a) It is cheaper to obtain a Discharge Book and/or British Seaman's Card by post than in person.
- b) If an application(s) is made by post then make the cheque or postal order payable to the MCA and crossed "A/C Payee".
- c) All applications should be accompanied with the relevant fee.

### 11. Postal Applications

- a) Your application(s) should be sent to:  
**Registry of Shipping and Seamen**  
**PO Box 420**  
**Cardiff**  
**CF24 5XR**  
**Telephone: 029 20448837**

- b) Remember to send all the supporting documents listed in the notes. This will help to speed up your application.

### 12. Personal Applications

- a) If you want to obtain your Discharge Book or British Seaman's Card in person you will need to visit your nearest Marine Office (see list below) or if you prefer at the RSS in Cardiff.
- b) Personal applications are more expensive than postal ones, so you are advised to telephone your nearest Marine Office before applying.

Marine Office  
Marine House  
Blaikies Quay  
ABERDEEN  
AB11 5EZ  
Telephone: 01224 597 900  
Fax: 01224 571 920

Marine Office  
Crosskill House  
Mill Lane  
BEVERLEY  
HU17 9BJ  
Telephone: 01482 866 606  
Fax: 01482 869 989

Marine Office  
Navy Buildings  
Eldon Street  
Greenock  
Inverclyde  
PA16 7QY  
Telephone: 01475 553370  
Fax: 01475 553357

Liverpool  
Marine Office  
Hall Road west  
Crosby  
L23 8SY  
Telephone: 0151 931 6600  
Fax: 0151 931 6615

Marine Office  
Compass House  
Tyne Dock  
South Shields  
Tyne and Wear  
NE34 9PY  
Telephone: 0191 496 9900  
Fax: 0191 496 9901

Marine Office  
Central Court  
1B Knoll Rise  
ORPINGTON  
BR6 0JA  
Telephone: 01689 890 400  
Fax: 01689 890 446

Marine Office  
Spring Place  
105 Commercial Road  
SOUTHAMPTON  
SO15 1EG  
Telephone: 02380 329 329  
Fax: 02380 329 351

### 13. Discharge Books – List of Countries

Bangladesh  
Barbados  
Canada  
Falkland Islands  
Fiji  
Ghana  
Guyana  
Hong Kong  
India  
Republic of Ireland  
Isle of Man  
Jamaica  
Kenya  
Kiribati  
Malaysia  
Malta  
Mauritius  
Nigeria  
Pakistan  
Papua New Guinea  
Saint Lucia  
Seychelles  
Sierra Leone  
Singapore  
South Africa  
Sri Lanka  
Tanzania  
Tonga  
Trinidad & Tobago  
Tuvalu  
Western Samoa  
Zambia

### Part F Countersignatory

*To be filled in by someone who has known you for at least two years.  
(See Note 7)*

I certify that the applicant has been known to me for  years and that to the best of my knowledge and belief the details given on page one and the declaration are correct.

I am a British Subject

Signed

Date

Address or  
office stamp

Profession

### Part G Replacements

Please explain what happened to your previous DB/BSC indicating how it was lost or damaged

### FOR OFFICE USE ONLY (Do Not Write Here)

Photograph

Title of Document(s)

Number(s)

Payment Details

Remarks

Office of Issue  
Date and Stamp

Issuing Officer

Examining Officer