



Maritime and Coastguard Agency

FOR OFFICE USE ONLY

Empty box for office use only

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.	<input type="text"/>	<u>Discharge Book</u>	<input type="checkbox"/>	<u>British Seaman's Card</u>	<input type="checkbox"/>
2. DB No.	<input type="text"/>	1. a first issue	<input type="checkbox"/>	1. a first issue	<input type="checkbox"/>
3. BSC No.	<input type="text"/>	2. a continuation issue	<input type="checkbox"/>	2. the period of validity has expired	<input type="checkbox"/>
Part A Yourself		3. a replacement issue	<input type="checkbox"/>	3. a replacement issue	<input type="checkbox"/>

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

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):-*(please provide full details)*

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
- a) Passport size photographs (see note 6)
 - b) The appropriate fee (see note 10)
1. Do NOT apply for a Discharge Book
 - a) 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;
OR
 - b) If you are employed in a vessel which does not go to sea;
 - c) If you are employed in a pleasure vessel and receive no wages for your employment;
 - d) 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;
 - e) If you are in the employment of the Crown and are not ordinarily employed as a master or seamen;
 - f) 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;
 - g) If you are employed on an unregistered vessel; or
 - h) If you are a non-UK seafarer employed on a non-UK registered vessel; or
 - i) 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
- a) Passport size photographs (see note 6)
 - b) A certificate of Exemption if you do not have a National Insurance Number
 - c) The appropriate fee (see note 10)
2. If you have right of abode
 - a) A United Kingdom passport endorsed by the Passport Office or Home Office showing that you have the right of abode
OR
 - b) Your birth Certificate or a Certified extract of the registration of your birth
OR
 - c) Any document issued by a British Government representative or by the Home Office proving your right of abode in the United Kingdom

3. 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.
 4. Do NOT apply
 - a) If you work in a fishing vessel; OR
 - b) If you work in a ship belonging to a general lighthouse authority;
OR
 - c) If you receive little or no wages (but DO apply if you are a cadet);
OR
 - d) 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;
 - e) If you hold a valid seaman's identity document issued by the Government or representative of any country listed in Note (9) below.
 5. DO apply if you are
 - a) A citizen of the United Kingdom and Colonies;
OR
 - b) A British protected person;
OR
 - c) A British Subject without citizenship;
OR
 - d) A British Subject by virtue of Section 31 of British Nationality Act 1981.

General Notes for Guidance

6. Photographs
 - a) 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.
 - b) The photographs should be taken full face without a hat and should be printed on normal photographic paper, unmounted.
 - c) The photographs should be of clear exposure. Photographs that are too light or dark will not be accepted.
 - d) The back of the photographs are not to be glazed. If colour photographs are supplied they must be passport approved by the supplier.

6e) 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.

7. 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.

8. 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

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Photograph

Title of Document(s)

Remarks

Office of Issue
Date and Stamp

Number(s)

Issuing Officer

Payment Details

Examining Officer