



APPLICATION FOR A DISCHARGE BOOK and/or BRITISH SEAMAN'S CARD

IMPORTANT - BEFORE completing this form, please ensure you have read fully the guidance notes and instructions on pages 5 and 6. Your application will not be processed if not fully completed. Entries must be clearly written as mistakes cannot be rectified without payment of a further fee.

Please tick the relevant box below

Discharge Book

1. First issue
2. Continuation issue
3. Replacement issue

British Seaman's Card

1. First issue
2. Continuation issue
3. Replacement issue

If you have previously held a Discharge Book please enter the number _____

1 PERSONAL DETAILS

Title Mr/Mrs/Miss/Capt etc		Sex Male/Female	
Surname/Family Name			
Forename(s) in full			
Has your name ever changed? If so, give details			
Distinguishing Marks			
Date of Birth			
Place of Birth		Country of Birth	
Height in metres (see note 6)		Colour of Eyes	
Nationality (British Nationality Act 1981)		National Insurance Number (<i>must be completed for BSC</i>)	
	Full Home Address	Address for return of documents (if different from home address)	
Address			
Town/City			
Country/State			
Post/Zip Code			
Country			
Contact telephone no's			
Email			
Next of Kin, relationship to you and their address			

PART B DECLARATION FOR A DISCHARGE BOOK

I wish to 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)*

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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 2; 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.

Signature	Date

PART C DECLARATION FOR A BRITISH SEAMAN'S CARD

I wish to 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 (3), 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 British Seaman's Card and hereby certify that, to the best of my knowledge and belief, the details given in this application are correct.

Signature	Date

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

This must be completed by your current or prospective employer in block capitals

I declare that the applicant (name) _____ is serving/has served/will serve on a UK ship (name of Vessel) _____ port of registration _____ registered number _____

OR 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)*

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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	Name	Date	Position Held *

Vessel/Employers/Company - Name	Company/Ship/Master - Seal

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

This must be completed by your current or prospective employer in block capitals

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 Seamen's Card and I hereby declare that, to the best of my knowledge, the details given in this application are correct.

Signed	Name	Date	Position Held *

Vessel/Employers/Company - Name	Company/Ship/Master - Seal

- Master/Employer/Employers representative

PART F Counter signatory

To be filled in by someone who has known you for at least two years (refer to note 6 if you are unable to complete this section)

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) _____ Profession _____

Date	
Address or office stamp	

PART G Replacements

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

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PART H Payment

Please enclose the appropriate fee (as laid down in the current Merchant Shipping Fees Regulations). Payment should be made in £ sterling by cheque, postal order or banker's order, credit or debit card.

Cheques, Postal Orders and Bankers Drafts should be made payable to the "Maritime and Coastguard Agency" and crossed "Account Payee" and "not negotiable". Cheques and orders should be drawn at a UK bank. **Please do not post cash.**

Please charge my Maestro/ Visa / MasterCard/Access / Delta Card (circle card to be debited) £ _____

Name of Card Holder	
Card Number	
Start Date	
Expiry Date	
Maestro Issue Number (Maestro Cards only)	
Security Code (last 3 digits on reverse of card)	

Signature _____ Date _____

Please do not write below this line – Official use only

Photograph	Office of Issue Date & Stamp	SDS No	
		DB no	
		BSC no	
		Payment Details	

Notes for Guidance

(1) With each application you should send

- a) 2 Passport sized photos (see note 6)
- b) The appropriate fee;

Additionally if applying for a British Seaman's card

c) A United Kingdom passport or birth certificate (certified copies are acceptable) OR any document issued by a British Government representative or by the Home Office proving your right of abode in the United Kingdom

(2) Discharge Book Notes

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;
- 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 seaman;
- 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;
- h) If you are a non-UK seafarer employed on a non-UK registered vessel
- i) If you hold a document containing substantially the same information, issued by one of the Governments listed below

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			

(3) British Seaman's Card notes

Do **not** apply for a British Seaman's card

- a) If you work in a ship belonging to a general lighthouse authority;
- b) If you receive little or no wages (but do apply if you are a cadet);
- c) If you are not a citizen of the United Kingdom 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;
- d) If you hold a valid seaman's identity document issued by the Government or representative of any country listed below

Antigua & Barbuda	Australia	The Bahamas	Bangladesh	Barbados
Belize	Botswana	Canada	Rep 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
Malta	Mauritius	Nauru	New Zealand	Nigeria
Pakistan	Papua New Guinea	Saint Lucia	Saint Vincent & the Grenadines	Seychelles
Sierra Leone	Singapore	Solomon Islands	Sri Lanka	Swaziland
Tanzania	Tonga	Trinidad & Tobago	Tuvalu	Uganda
Vanuatu	Western Samoa	Zambia	Zimbabwe	

(4) Postal Applications

Your application(s) should be sent to:
Registry of Shipping & Seamen
PO Box 420
Cardiff
CF24 5XR
Telephone: 02920448844

(5) Personal Applications

If you wish to obtain a Discharge Book or British Seaman's card in person you need to visit either your nearest Marine office or RSS in person. Personal applications are more expensive than postal ones. Please ensure you ring to book an appointment prior to attending.

Aberdeen Marine Office Marine House Blaikies Quay ABERDEEN AB11 5EZ Telephone: 01224597900 Fax: 01224571920	Hull Marine Office Crosskill House Mill Lane BEVERLEY HU17 9JB Telephone: 01482866606 Fax: 01482869989	Glasgow Marine Office Navy Buildings Eldon Street Greenock, Inverclyde PA16 7QY Telephone: 01475553370 Fax: 01475553357	Liverpool Marine Office Hall Road West Crosby Liverpool L23 8SY Telephone: 01519316600 Fax: 01519316615
Tyne Marine Office Compass House Tyne Dock South Shields NE34 9PY Telephone: 01914969900 Fax: 01914969901	Orpington Marine Office Central Court 1 Knoll Rise ORPINGTON BR6 0JA Telephone: 01689890400 Fax: 01689890446	Southampton Marine Office Spring Place 105 Commercial Road SOUTHAMPTON SO15 1EG Telephone: 02380329329 Fax: 02380329351	PLEASE NOTE NOT ALL MARINE OFFICES HAVE CREDIT CARD PAYMENT FACILITIES ASK WHEN BOOKING YOUR APPOINTMENT

(6) 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 passport size photographs of you for EACH application.
- The photographs should be taken full face without a hat and should be printed on photographic paper, unmounted. The photographs must be of clear exposure.
- Unless you are sending a valid United Kingdom Passport (endorsed to show 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 A TRUE LIKENESS OF Mr/Mrs/Miss/Ms or Title and add his/her signature.

Counter signatory

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 countersign your photographs or application form. In the case of foreign applicants who do not reside in the UK a certified copy of your passport signed by your company or a notary public is acceptable.

Conversion Chart (Height in Metres)

4.9	1.45	5.7	1.70
4.10	1.47	5.8	1.73
4.11	1.50	5.9	1.75
5.0	1.52	5.10	1.78
5.1	1.55	5.11	1.80
5.2	1.57	6.0	1.83
5.3	1.60	6.1	1.85
5.4	1.63	6.2	1.88
5.5	1.65	6.3	1.90
5.6	1.68		