



The Commonwealth of Dominica  
Office of the Maritime Administrator

**CDMP-5000**  
**Marine Personnel Application Package**



# THE COMMONWEALTH OF DOMINICA

## Office of the Maritime Administrator

### APPLICATION FOR STCW'95 CERTIFICATE OF COMPETENCE, DOMINICA MARITIME LICENSE, SEAFARER'S ID AND TRAINING RECORD BOOK

**MAKE SURE ALL BOXES ARE COMPLETED. TYPE OR PRINT CLEARLY.**

<b>PART I. PERSONAL DESCRIPTION AND INFORMATION:</b>					
1. Last Name (Family Name)	First Name (Given Name)	Middle Initial	2. Date of Birth day month year	3. Place of Birth (City and Country)	
4. Permanent address (street, city and country)			5. Address to which certificate is to be mailed.		
Telephone: _____ Email: _____			Telephone: _____ Email: _____		
6. Name and relationship of person to be notified in emergency.		7. Citizenship	8. Height	9. Weight	10. Color of Hair
Telephone: _____ Email: _____		11. Color of eyes	12. Distinguishing Marks	13. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
<b>PART II. DESCRIPTION OF HIGHEST GRADE DOMINICA AND FOREIGN CERTIFICATE OF COMPETENCE NOW HELD, IF ANY:</b>					
	Grade of Certificate of Competence	Certificate #	Date Issued	Date Expires	Country of issue
a. Dominica					Dominica
b. Foreign					
<b>PART III. ELIGIBILITY BASIS ON WHICH APPLICATION IS MADE</b>					
Mark all that apply below, by placing an "X" in the proper box. All applicants are required to have a Dominica SID and TRB if one has not already been issued.					
A	I hereby apply for a Seafarer's Identification Document			<input type="radio"/> Original <input type="radio"/> Renewal <input type="radio"/> Replacement	
B	I hereby apply for issuance of a Commonwealth of Dominica Certificate of Competence based on recognition of Certificate through Endorsement* and Identification Document				<input type="radio"/>
C	I hereby apply for issuance of a Commonwealth of Dominica Certificate of Competence based on completion of my approved marine education and training program and/or in-service training program* and Identification Document				<input type="radio"/>
*For Parts A , B & C above, please choose grade/level of certificate/identification document desired and any special training applicable:					
<input type="checkbox"/> II/2 – Master > 3000 GT		<input type="checkbox"/> II/2 – Chief Mate 500<>3000 GT		<input type="checkbox"/> VI/1-4 – Ordinary Seaman	
<input type="checkbox"/> II/2 – Master 500<>3000 GT		<input type="checkbox"/> II/3 - Chief Mate < 500 GT		<input type="checkbox"/> III/3 - Second Engineer between 750 and 3000 kW	
<input type="checkbox"/> II/3 – Master < 500 GT		<input type="checkbox"/> II/1 – Officer in Charge of Navigation Watch > 500 GT		<input type="checkbox"/> III/1 – Officer in Charge of Engineering Watch 750 kW or more	
<input type="checkbox"/> II/2 – Chief Mate > 3000 GT		<input type="checkbox"/> II/4 - Navigation Watch Rating		<input type="checkbox"/> III/3 - Chief Engineer between 750 and 3000 kW	
				<input type="checkbox"/> III/2 - Second Engineer Officer 3000 kW or more	
<b>Special Qualification/Training</b>					
<input type="checkbox"/> V/1 – Tanker Personnel		<input type="checkbox"/> V/2 – Personnel on Ro-Ro Passenger Vessels		<input type="checkbox"/> V/3 – Personnel on Passenger Vessels other than Ro-Ro	
<input type="checkbox"/> Oil <input type="checkbox"/> LNG <input type="checkbox"/> LPG				<input type="checkbox"/> IV/2 – GMDSS/ROC	
<b>Note Limitations here:</b>					
<input type="checkbox"/> Near Coastal <input type="checkbox"/> Not for Service on Tankers <input type="checkbox"/> Steam <input type="checkbox"/> Motor <input type="checkbox"/> Other _____					
D	I hereby apply for renewal of my Commonwealth of Dominica Certificate of Competence described in Part II (a) or (b), above.				<input type="radio"/>
E	I hereby apply for examination for a Dominica license in the grade of : Desired Testing Area: (A telephone number must be listed above to schedule examination)				<input type="radio"/>
F	I hereby apply for a Training Record Book for upgrade to capacity: _____			<input type="radio"/> Original <input type="radio"/> Renewal <input type="radio"/> Replacement	
14. Name of vessel on which now serving (or will join).					



PART IX. GENERAL INFORMATION AND INSTRUCTIONS –Continued on Pages 4 and 5 of this document.

PART X. IDENTIFICATION INFORMATION

MARINER APPLICANT FULL NAME : \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

COUNTRY OF CITIZENSHIP: \_\_\_\_\_ PASSPORT# \_\_\_\_\_

Signature: Please use the space below to sign your name clearly, without touching any of the box lines. This signature will be transferred to your Seafarer's ID card.

Thumbprint: Please use the spaces below for 2 copies each of your left and right thumbprint. Using a traditional blue or black inkpad, roll your thumb from the outer edge over to the right edge in the inkpad and then in the space below, roll from left to right onto the paper to create a clear imprint (repeat the process of inking and transferring for each imprint). We are asking for multiple imprints, so we may select the clearest one for imprinting on your Seafarer's ID.

LEFT THUMB		RIGHT THUMB	
Thumbprint 1	Thumbprint 2	Thumbprint 1	Thumbprint 2

**PART IX GENERAL INFORMATION AND INSTRUCTIONS**  
**APPLICATION FOR STCW95 CERTIFICATE OF COMPETENCE, DOMINICA MARITIME LICENSE, SID & TRAINING RECORD BOOK**

1. **READ INSTRUCTIONS CAREFULLY.** Enter all required information. Please use typewriter or print legibly. Failure to properly complete this application or to submit required supporting proofs, etc. will result in rejection of the application or delay its approval.

2. **WHERE TO APPLY.** Applications must be submitted, by mail or in person, to:

Dominica Maritime Registry, Inc.  
 32 Washington Street, Fairhaven, Massachusetts 02719 USA

3. **DOCUMENTS TO BE FILED WITH APPLICATION.** The following documents, letter and proofs must be submitted together with this application:

- (a) Three (3) photographs - facial front view of applicant, passport size, taken within one (1) year preceding application with applicant's signature and name printed on reverse side. Photos may be black and white or color and be 2.0" x 2.0" (50 mm. x 50 mm.) in size. Please do not staple.
- (b) Medical Requirements - All applicants, except as stated below, shall be required to have a physical examination reported on Form CDMP-5000B, Physical Examination Report/Certificate, completed by a licensed medical doctor. The original of Form CDMP-5000B must accompany the application. The applicant must retain a duplicate copy of Form CDMP-5000B, clearly labeled 'certified copy' on its face and initialed by the examining physician, as evidence of physical qualification while serving on board Commonwealth of Dominica flag vessels. The physical examination must be carried out not more than 12 months prior to date of making application. In addition, the following minimum requirements apply:
  - (1) All applicants must have hearing unimpaired for normal sounds.
  - (2) All applicants must have average blood pressure, taking age into consideration.
  - (3) Applicants afflicted with or having medical histories such as follows shall be disqualified for seafarer's identity document: epilepsy, insanity, senility, alcoholism, tuberculosis, acute venereal disease or neuro-syphilis, AIDS, and/or the use of narcotics.
- (c) Applicants holding a Commonwealth of Dominica certificate which has been issued within 12 months prior to the date of application are not required to undergo a physical examination. In this regard, they must present their Commonwealth of Dominica certificate and include a copy of the certificate with application for the Seafarer's Identification Document (SID) and/or Training Record Book (TRB).
- (d) Identity Document - A copy of a valid passport or other official national identity document, birth certificate, certificate of naturalization, or baptismal certificate or parish record recorded within one year of birth along with a valid seaman's document from another maritime nation (if applicable). A copy of these documents must be submitted with the application. Applications for renewal must include a copy of the previous document as proof of identity. If the documents presented are not in the English language, a certified translation of the documents into English must also be enclosed with the application. These certified translations must identify the translator for verification purposes.
- (e) One letter of recommendation - from applicant's most recent Master or employer if applicant is applying for his or her first Dominica Certificate of Competence. Not required for endorsement or renewal or upgrading of a Dominica Certificate of Competence.
- (f) Proof of sea service - submit proof of at least the minimum service required to establish eligibility for the license requested. Applicants for Certificate of Competences based on an acceptable national Certificate of Competence must submit at least one (1) year's total sea service in the last five (5) years. Applicants for Dominica examination must submit the total sea service as specified in paragraph 8. Proof of sea service can be established by providing a photocopy of the applicant's official "Seafarer's Discharge Book." For service on Dominica ships, a photocopy of the applicant's Dominica Training Record Book, CDP-302, should be provided.
- (g) Proof of foreign Certificate of Competence - The foreign Certificate of Competence must have a valid "STCW Convention Endorsement" and be issued by a country recognized by the Commonwealth of Dominica. Submit original foreign certificate (which will be promptly returned to the applicant) or a duplicate original of the foreign certificate which is relied upon; or a clear photocopy of the original authenticated by the issuing authority or by a consular officer of the issuing state; or a clear photocopy of the original plus a current certificate of the issuing authority describing the certificate and the holder so as to identify both; or a clear photocopy made by a notary public, commissioner for oaths or other officer authorized by law to administer oaths, verifying that such officer made the photocopy from the original presented to him, and attaching the customary certificate of a public official authenticating the signature of such notary, commissioner or officer.
- (h) Proof of completion of nautical, marine engineering or radio school training - submit one (1) copy of course completion certificate.
- (i) All documents not presented in the English Language must have certified English translations attached and enclosed with the application.
- (j) Renewal of Dominica STCW'95 Certificate of Competence - submit the certificate to be renewed (or certified copy of the certificate), proof of at least one (1) year's sea service within the last five (5) years (or employment ashore directly related to the operation of vessels - e.g. Port Captain, Port Engineer). A Dominica Certificate of Competence which has expired for more than one (1) year cannot be renewed. A completely new set of documents must be filed.
- (k) Proof of foreign training certificate - radar simulator training, advanced firefighting training, GMDSS certification, first aid training, advanced medical training, survival craft/rescue boat training, and automatic radar plotting aids (ARPA) training - submit one (1) copy of foreign certificate if national Certificate of Competence does not require this training. SEE PARA. 6 FOR TRAINING REQUIREMENTS.

4. **SCHEDULE OF FEES.** For an equivalent license or examination:

Certification Requirement		Fee	Renewal/Re-Test
Issuance of Certificate		\$150	\$150
Seafarer Identification Document		\$35	\$35
Examination Fees for:		\$175	\$125
Master	Chief Mate		
OICNW	GMDSS Operator		
Chief Engineer	OICEW		
MOU Nav/Eng. Officer		\$150	\$125
Ratings: Deck/Eng. & GP-1, GP-2		\$75	\$75
Special Qualification Certificates (BST, etc.)		\$35	\$35
Training Record Book (Deck or Eng.)		1 <sup>st</sup> Issue -0-	\$175
Training Record Book (Individual Sections)		\$35	\$35
Assessments (does not include travel costs)		\$500.00 /day	n/a

Payment must be made by check or money order drawn on a U.S. Bank and payable in U.S. dollars to "Dominica Maritime Registry, Inc."

5. **AGE AND CITIZENSHIP REQUIREMENTS.** Applicants for Certificate of Competences as Third Mate, Third Assistant Engineer, Radiotelegraph Operator, Radio Telephone Operator and GMDSS Operator must be at least 18 years of age; applicants for all other grades of certificates must be at least 21 years of age. Applicants may be of any nationality and need not be citizens or residents of the Commonwealth of Dominica.

6. **TRAINING REQUIREMENTS**

- (a) Firefighting training - Every candidate for a Master or Mate's certificate or an engineer Certificate of Competence for service on vessels of over 3000kW propulsion power must submit proof of completion of an advanced marine firefighting course.
- (b) Radar simulator training - Every candidate for a Master or Mate's certificate must submit proof of completion of a marine radar simulator course.

- (c)\* GMDSS Certification - As of 1 August 1998 every candidate for Third/Second Mate/Mate's certificate must hold GMDSS Certification.
- (d)\* First aid training - As of 1 August 1998 every candidate for a Second Mate/Third Mate's certificate on vessels over 500 gross tons; every candidate for a Master/Mate's certificate on vessels less than 500 gross tons and every candidate for an engineer officer's certificate serving on vessels of over 3000kW propulsion power must complete first aid training.
- (e)\* Survival craft/rescue boat training - As of 1 August 1998 every candidate for a Master, Chief Mate, Second Mate, Third Mate or Mate's certificate and every candidate for an engineer Certificate of Competence on vessels of over 3000kW propulsion power must complete survival craft/rescue boat training.
- (f)\* Automatic Radar Plotting Aids (ARPA) training - As of 1 August 1998 every candidate for a Master, Chief Mate, Second Mate, Third Mate or Mate's certificate must complete automatic radar plotting aids (ARPA) training.

\* These requirements do not become effective until 1 February 2002 for seafarers who commenced their maritime training and/or sea service prior to 1 August 1998.

NOTE: National Certificate of Competences containing the 1995 STCW Endorsement are evidence of completion of the training requirements of (a) through (f) above without having to submit training course certificates.

7. GLOBAL MARITIME DISTRESS AND SAFETY SYSTEM (GMDSS) CERTIFICATES

- (a) Restricted Operator - Previous service not required. The candidate must pass the written examination for a certificate as GMDSS Restricted operator or present a foreign certificate in equivalent grade.
- (b) General Operator - Previous service not required. The candidate must pass the written examination for a certificate as GMDSS General Operator or present a foreign certificate in equivalent grade.
- (c) Second-Class Radio Electronic Operator and Maintainer - Previous service not required. The Candidate must pass the written examination for a certificate as Second-Class Radio Electronic Operator and Maintainer or present a foreign certificate in equivalent grade.
- (d) First-Class Radio Electronic Operator and Maintainer - Previous service not required. The candidate must pass the written examination for a certificate as First Class Radio Electronic Operator and Maintainer or present a foreign certificate in equivalent grade.

8. SEA SERVICE REQUIREMENTS. Applicants for Dominica examinations must prove the "total" amount of sea service/marine training required for the grade of certificate for which application is made; e.g. an applicant for Second Mate must show three (3) years service for Third Mate and one (1) year service as a certificated Third Mate or five (5) years service in the deck department. For sea service requirements for Dominica examination see REQUIREMENTS FOR MERCHANT MARINE PERSONNEL CERTIFICATION (CDP-300) obtainable upon request to the Office of the Maritime Administrator. Applicants for equivalent Dominica certificates to their national Certificate of Competences must show one (1) year's sea service in the last five (5) years.

(a) Deck/Navigational Officers - Required service shall have been on board ocean-going vessels of 3000 or more gross tons. At least one (1) year of the total service required shall have been within five (5) years preceding the date of application.

(b) Engineer Officers - Required service shall have been on board steam or motor vessels of 3000 or more kW propulsion power. At least one (1) year of the total service required shall have been within five (5) years preceding the date of application. At least six (6) months of the total service required shall at some time have been served in the mode of propulsion applied for.

9. EXAMINATIONS AND TEST CENTERS – Information regarding examinations and test centers will be available on our website: [www.dominica-registry.com](http://www.dominica-registry.com) or contact DMRI at 508-992-7170 for further information.

10. EQUIVALENT CERTIFICATES

National certificates from the following countries are recognized for the issuance of equivalent Dominica Certificates of Competence under the provisions of STCW95 based on those countries which have been placed on the IMO Report of acceptable countries. As of December 2001, the following countries are listed:

Algeria	Antigua and Barbuda	Argentina	Australia	Azerbaijan
Bahamas	Bahrain	Bangladesh	Barbados	Belgium
Belize	Brazil	Brunei Darussalam	Bulgaria	Canada
Cape Verde	Chile	China	Colombia	Comoros
Cote d'Ivoire	Croatia	Cuba	Cyprus	Czech Republic
Democratic People's Republic of Korea	Denmark	Dominica	Ecuador	Egypt
Estonia	Ethiopia	Fiji	Finland	France
Georgia	Germany	Ghana	Greece	Honduras
Hungary Iceland	India	Indonesia	Ireland	Islamic Republic of Iran
Italy	Israel	Jamaica	Japan	Jordan
Kiribati	Kuwait	Latvia	Lebanon	Liberia
Lithuania	Luxembourg	Madagascar	Malaysia	Maldives Malta
Marshall Islands	Mauritius	Mexico	Micronesia (Federated States of)	Morocco
Mozambique	Myanmar	Netherlands	New Zealand	Nigeria
Norway	Pakistan Panama	Papua New Guinea	Peru	Philippines
Poland	Portugal	Qatar	Republic of Korea	Romania
Russian Federation	Saint Vincent and the Grenadines	Samoa	Saudi Arabia	Senegal
Singapore	Slovak Republic	Slovenia	Solomon Islands	South Africa
Spain	Sri Lanka	Sweden	Switzerland	Syrian Arab Republic
Thailand	Tonga	Trinidad & Tobago	Tunisia	Turkey
Tuvalu	Ukraine	United Arab Emirates	United Kingdom	United Republic of Tanzania
United States	Uruguay	Vanuatu	Venezuela	Viet Nam
Yugoslavia				

11. This application is subject to the approval of the Maritime Administrator, Commonwealth of Dominica. In the event approval is not granted, the documents listed in paragraph 3 above together with the fee shall be returned to the applicant at the mailing address indicated. If the application is approved, the SID/TRB will be sent to the mailing address indicated. The 'certified copy' of Form CDMP-5000B is to be retained by the seafarer as evidence that the application is being processed.
12. Seafarer's ID: This identification document conforms to the requirements of the International Labor Organization (ILO) Convention No. 108 (Seafarer's Identity Documents Convention, 1958). It is issued to seafarers of Commonwealth of Dominica flag vessels for use when traveling to or from an assigned vessel or pursuant to instructions from the master of such a vessel. Other uses of the book must be in conformity with Commonwealth of Dominica regulations. ILO 108 does not in any way restrict the right of a member nation from preventing any particular individual from entering or remaining in its territory.

Seafarer's Identification Document and Training Record Books are issued under the authority of Chapter 8 of International Maritime Act 2000, as amended. The SID and TRB remains the property of the Maritime Administrator and may be withdrawn at any time. It may not be altered in any way nor be allowed to pass into the possession of an unauthorized person. If the TRB becomes filled with entries, requires alteration, becomes damaged, application for a replacement TRB should be made immediately. If the SID/TRB is stolen, lost, or accidentally destroyed, notification should be given immediately to any office of the Maritime Administrator, and an application for a replacement SID/TRB may be made.



## COMMONWEALTH OF DOMINICA MARINER CERTIFICATION FEE CALCULATION

DMRI has provided the following fee calculation form for owners to establish a reference of costs that will be prescribed for the certification of mariners. Please be advised that mariners will be issued an STCW '95 certificate, either an original or an endorsement of another administration's certificate, a Seafarer's Identification Card and a Training Record Book.

The Fees are as follows:

Application and Issuance of Certificate Fee:	USD 150
Issuance of Seafarer Identification Document:	USD 35
Training Record Book:	Free for first Issue



**COMMONWEALTH OF DOMINICA**  
**Office of the Maritime Administrator**

**PHYSICAL EXAMINATION REPORT/CERTIFICATE**

LAST NAME OF APPLICANT			FIRST NAME			MIDDLE INITIAL		
DATE OF BIRTH			PLACE OF BIRTH			SEX		
DAY	MONTH	YEAR	CITY	COUNTRY		<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		
EXAMINATION FOR DUTY AS:			MAILING ADDRESS OF APPLICANT:					
Master <input type="checkbox"/> Mate <input type="checkbox"/> Engineer <input type="checkbox"/> Radio Officer <input type="checkbox"/> Rating <input type="checkbox"/>								
MEDICAL EXAMINATION (See Page 2 for medical requirements) STATE DETAILS ON Page 2								
HEIGHT	WEIGHT	BLOOD PRESSURE	PULSE	RESPIRATION			GENERAL APPEARANCE	
VISION:			RIGHT EYE		LEFT EYE		HEARING:	
WITHOUT GLASSES			_____ / _____		_____ / _____		RT. EAR _____ LEFT EAR _____	
WITH GLASSES			_____ / _____		_____ / _____			
COLOR TEST TYPE: BOOK <input type="checkbox"/> LANTERN <input type="checkbox"/> CHECK IF COLOR TEST IS NORMAL – YELLOW __ RED __ GREEN __ BLUE								
HEAD AND NECK				HEART (CARDIOVASCULAR)				
LUNGS				SPEECH (DECK/NAVIGATIONAL OFFICER AND RADIO OFFICER) IS SPEECH UNIMPAIRED FOR NORMAL VOICE COMMUNICATION?				
EXTREMITIES: UPPER _____ LOWER _____								
IS APPLICANT SUFFERING FROM ANY DISEASE LIKELY TO BE AGGRAVATED BY, OR TO RENDER HIM UNFIT FOR SERVICE AT SEA OR LIKELY TO ENDANGER THE HEALTH OF OTHER PERSONS ON BOARD?								
_____ Signature of Applicant <span style="float:right">Date</span> THIS SIGNATURE SHOULD BE AFFIXED IN THE PRESENCE OF THE EXAMINING PHYSICIAN.								
THIS IS TO CERTIFY THAT A PHYSICAL EXAMINATION WAS GIVEN TO : _____ <span style="float:right">Name of Applicant</span>								
(HE) (SHE) IS FOUND TO BE (FIT) (NOT FIT) FOR DUTY AS A: (MASTER, MATE, ENGINEER, RADIO OFFICER OR RATING)								
NAME AND DEGREE OF PHYSICIAN								
ADDRESS								
NAME OF PHYSICIAN'S CERTIFICATING AUTHORITY								
DATE OF ISSUE OF PHYSICIAN'S CERTIFICATE								
SIGNATURE OF PHYSICIAN _____ <span style="float:right">Date</span>								

This certificate is issued by authority of the Maritime Administrator and in compliance with the requirements of the Medical Examiner (Seafarers Convention 1946 (ILO NO. 73))

