

**The Commonwealth of Dominica  
Office of the Maritime Administrator**



**CDMP-5000R  
Application Package for  
Original Rating Certificate of Proficiency**

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**THE COMMONWEALTH OF DOMINICA**  
**Office of the Maritime Administrator**  
**APPLICATION FOR ORIGINAL DOMINICA RATING'S STCW CERTIFICATE OF PROFICIENCY,**  
**DOMINICA MARITIME LICENSE, AND SEAFARER'S ID 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 (dd mm yyyy) | 3. Place of Birth (City and Country) |
|  |                          |  |                               |                                      |
| 4. Permanent address (street, city and country)                |                          | 5. Address to which certificate is to be mailed (street, city and country) |                               |                                      |
|  |                          |  |                               |                                      |
| Telephone                      Email                           |                          | Telephone  |                               |                                      |
| 6. Name and relationship of person to be notified in emergency |                          | 7. Citizenship   | 7a. Passport Number           |                                      |
|  |                          |  |                               |                                      |
| Telephone                      Email                           |                          | 8. Height  | 9. Weight                     | 10. Color of Hair                    |
|  |                          |  |                               |                                      |
| 11. Color of eyes  | 12. Distinguishing Marks | 13. Sex  |                               |                                      |
|  |                          | <input type="checkbox"/> Male <input type="checkbox"/> Female              |                               |                                      |

| <b>PART II. REQUESTED LICENSE/CERTIFICATES:</b>   |  |
|---|--|
| <b>Mark all that apply below, by placing an "X" in the proper box. All applicants are required to have a Dominica SID.</b>                        |  |
| <b>ORIGINAL</b> - I am applying for:<br><input type="checkbox"/> Certificate of Proficiency <b>AND</b> Seafarer's Identification & Discharge Book | <b>RENEWAL/UPGRADE:</b> I am applying for:<br><input type="checkbox"/> Renewal or Upgrade of Certificate of Proficiency and Seafarer's Identification & Discharge Book |

**Please choose grade/level of certificate desired:**

| <b>Deck</b>   |   | <b>Engineering</b>   |   |
|---|---|--|---|
| <input type="checkbox"/> II/4 - Navigation Watch Rating | <input type="checkbox"/> II/5 - Able Seafarer Deck    | <input type="checkbox"/> III/4 - Engineering Watch Rating  | <input type="checkbox"/> III/7 - Electro-Technical Rating       |
| <input type="checkbox"/> VI/1-4 - Ordinary Seaman       | <input type="checkbox"/> III/5 - Able Seafarer Engine | <input type="checkbox"/> III/6 - Electro-Technical Officer | <input type="checkbox"/> Rating - <b>OTHER</b> , please specify |

**Note Limitations here:**  Not for Service on Tankers    Motor    Other (please specify)

| <b>Special Training Certificate of Proficiency</b>   | Original                 | Replacement              |
|--|--------------------------|--------------------------|
| I am applying for a Certificate of Proficiency for Training required to serve in certain functions onboard ships:<br><b>Choose from the below choices:</b><br><input type="checkbox"/> V/1-1.2 - Oil Tanker Personnel Basic Training <input type="checkbox"/> V/1-2.2 - Liquefied Gas Tanker Personnel Basic Training<br><input type="checkbox"/> V/2 - Personnel on Passenger Vessels <input type="checkbox"/> VI/6 - Security Awareness Training/Security Training | <input type="checkbox"/> | <input type="checkbox"/> |

| <b>Examination</b>   |
|--|
| I hereby apply for examination for a Dominica license. Desired Testing Area: |
| <b>Training Record Book</b>  |
| I hereby apply for a Training Record Book for upgrade to capacity:           |

Applicant Name: \_\_\_\_\_

Name of vessel on which now serving (or will join): \_\_\_\_\_

**PART III. DESCRIPTION OF HIGHEST GRADE DOMINICA AND FOREIGN CERTIFICATE OF COMPETENCE NOW HELD, IF ANY:**

|          | Grade of Certificate of Competence | Certificate # | Date Issued | Date Expires | Country of Issue |
|----------|------------------------------------|---------------|-------------|--------------|------------------|
| Dominica |                                    |               |             |              | Dominica         |
| Foreign  |                                    |               |             |              |                  |

**PART IV. SEA SERVICE**

Submit proof of at least the minimum service required (See Attachment A to this application for specific rating requirements) during the last five years or more to establish eligibility for the Certificate of Proficiency requested. This proof may include copies of your discharge book sea service pages (ensure your Seafarer Book ID# is visible on each page) and/or sea service letters provided by your employer. At minimum, this proof shall include:

1. Propulsion (Steam or Motor)
2. Name of Vessel
3. Deck ratings list Gross Tons/ Engineering ratings list kW Propulsion Power
4. Flag
5. Name of Managing Operator
6. Capacity in which served
7. Period of Service

Copies of the following identity documents (with name and numbers visible) indicated below are being submitted with this application. Originals are required at time of testing:

- Seafarer's Book or Card       Passport       Commonwealth of Dominica Certificate of Proficiency

**PART V. AFFIDAVIT OF APPLICANT**

**APPLICATION CANNOT BE ISSUED UNLESS APPLICANT SIGNS BELOW**

I hereby affirm that all information provided by me in this application and its supporting documents and proofs are true and correct to the best of my knowledge and belief; further, that no certificate issued to me heretofore by any Government has ever been revoked or suspended; or, if revoked or suspended, a full explanation of the circumstances is attached hereto and made part of this application.

Date of Application

\_\_\_\_\_

Signature of Applicant

\_\_\_\_\_

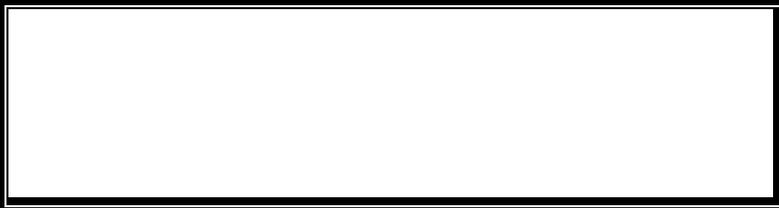
**PART VI. IDENTIFICATION INFORMATION**

MARINER APPLICANT FULL NAME : \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

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 book.



← PLEASE STAY WITHIN THE LINES

PHOTO  
- ORIGINAL COLOR PHOTO  
- CLEAR RESOLUTION

## PART VII GENERAL INFORMATION AND INSTRUCTIONS

1. **READ INSTRUCTIONS CAREFULLY.** Enter all required information. Please use computer 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. **PLEASE DO NOT STAPLE THE APPLICATION OR ITS ATTACHMENTS.**
2. **WHERE TO APPLY.** Applications should be submitted to: [mariner@dominica-registry.com](mailto:mariner@dominica-registry.com)
3. **GENERAL INFORMATION**
  - (a) This application is subject to the approval of the Maritime Administrator, Commonwealth of Dominica. In the event approval is not granted, all application documents together with the issuance fee (less shipping costs) shall be returned to the applicant at the mailing address indicated. If the application is approved, the issued certificate/identification book will be sent to the mailing address indicated. The 'certified copy' of Form CDMP-5000 is to be retained by the seafarer as evidence that the application is being processed.
  - (b) Seafarer's ID and Discharge Book (SIB): This identification document conforms to the requirements of the International Labor Organization (ILO) Convention No. 185 (Seafarer's Identity Documents Convention, 2003). 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 185 does not in any way restrict the right of a member nation from preventing any particular individual from entering or remaining in its territory.
  - (c) The SIB and Training Record Books are issued under the authority of Chapter 8 of the International Maritime Act 2000, as amended. The SIB and TRB remain the property of the Maritime Administrator and may be withdrawn at any time. It may not be altered in any way (other than for the purpose of recording sea time or to records completed assessments) 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 SIB, TRB or Certificate of Competence is stolen, lost, or accidentally destroyed, notification should be given immediately to office of the Maritime Administrator, and an application for a replacement SID/TRB may be made along with an Affidavit of Lost, Stolen or Destroyed Certificate or Document. (Form CDMP-5000 and CDMP-4007)
4. **AGE AND CITIZENSHIP REQUIREMENTS.** Please refer to Appendix A for age requirements for specific certificates and endorsements. Applicants may be of any nationality and need not be citizens or residents of the Commonwealth of Dominica.
5. **TRAINING REQUIREMENTS.** Applicants for a Dominica certificate or endorsement must meet the applicable training and sea-time requirements and submit copies of training certificates with their application. **Appendix A** lists these requirements by STCW regulation number and license, including training required for personnel on certain types of ships.
6. **SEA SERVICE REQUIREMENTS.** Applicants for Dominica original license and/or examinations must provide proof of the minimum amount of sea service/marine training required for the grade of certificate for which application is made (see **Appendix A** for sea service requirements for specific ratings). Applicants for an original, renewal or upgrade Certificate of Proficiency must show one (1) year's sea service in the last five (5) years.
7. **DOCUMENTS TO BE FILED WITH APPLICATION.** The following documents, letter and proofs must be submitted together with this application (See Appendix A for requirements by STCW Regulation)
  - (a) One (1) color 2.0" x 2.0" (50 mm. x 50 mm.) photograph - facial front view of applicant, passport size, taken within one (1) year preceding application with applicant's signature and name printed on reverse side. Please do not staple.
  - (b) Physical Examination Report (in this package) - The physical examination must be carried out not more than 12 months prior to date of making application.
  - (c) Identity Document - A copy of a valid passport along with a valid seaman's document or certificate of competence from another maritime nation. A copy of these documents must be submitted with the application. Applications for renewal must include a copy of the previously issued documents as proof of identity. Documents shall be provided in English.
8. **FEES.** Our complete fee schedule is available in Policy Letter 01-14 and is available on our website [www.dominica-registry.com](http://www.dominica-registry.com). Payment must be made by check, credit card, wire or money order drawn on a U.S. Bank and payable in U.S. dollars to "Dominica Maritime Registry, Inc."