

## Guidance on procedures to be followed when applying for a Danish recognition certificate

The following guidance is based on Order no. 1153 of 4 October 2007 on recognition of foreign certificates for service on merchant vessels ([see Annex I](#)).

### Who can apply?

An officer holding a valid certificate of competency issued in accordance with STCW II/1, II/2, II/3, III/1, III/2, III/3, IV/2, V/1 or VII and in countries which have an agreement with Denmark on recognition of certificates ([see Annex II](#)) can apply for a Danish recognition certificate.

Officers with citizenship in the EU, Norway or Iceland can apply directly to the Danish Maritime Authority. Officers with citizenship **outside** the EU, Norway and Iceland must apply thru a Danish Shipping Company.

### Procedures for application for a Danish recognition certificate

To apply for a Danish recognition certificate, please use our application form. The form is available on our website [www.dma.dk](http://www.dma.dk) – or [click here](#). The application form and the required documentation must be submitted to the Danish Maritime Authority. It is not possible to forward the application electronically by e-mail.

The following documentation must always be enclosed:

1. Certificate(s) of competency/proficiency with STCW endorsement,
2. A Danish Health Certificate for Seafarers and Fishermen (not older than two years), and
3. Documentation of payment of 500 DDK.

in addition, for senior officers (**chief officers, chief engineers and 2<sup>nd</sup> engineers**) the application must be accompanied by the following:

4. Documentation for a course in Danish Shipping Legislation for foreign senior officers except masters.

and in addition, for **masters** the application must be accompanied by the following:

5. Documentation for a Danish course in “Medical Care on board ships, equipped with ship's medicine chest,
6. Documentation for a course in Danish Shipping Legislation, Ship Administration and Working Environment for foreign masters, and
7. Documentation for citizenship (copy of page with photo in passport).

Be also aware that the application – for all officers - in certain cases also must be attached with the following:

8. Documentation of assessment or statement of competency,
9. Copy of diploma, and
10. Copy of ARPA certificate (for masters and deck officers only)

For further guidance please use our check list ([see Annex VII](#)).

The copies must be of a good quality. The Danish Maritime Authority will use these copies when seeking verification – on a random basis - of their authenticity with the certificate issuing authority. Applications with copies that are not clearly legible will be rejected.

### **Certificate(s) of competency//proficiency with STCW endorsement**

The application must always be enclosed with the officer's valid certificate of competency in accordance with STCW II/1, II/2, II/3, III/1, III/2, III/3, IV/2 or VII.

Applications for **management** level on tankers must be enclosed with a valid certificate of proficiency (issued by the Administration), stating that the officer meets the requirements in the STCW-regulation V/1, paragraph 2. Please notice that course certificates will not be accepted.

Applications for **operational** level on tankers must be enclosed with a valid certificate of proficiency (issued by the Administration), stating that the officer meets the requirements in the STCW-regulation V/1, paragraph 1. Please notice that course certificates will not be accepted.

### **Danish Health Certificate for Seafarers and Fishermen**

Before submitting the application form, the officer must be in possession of a valid Danish Health Certificate for Seafarers and Fishermen. Foreign Health Certificates are not accepted. Details on the medical examination are available on our website [www.dma.dk](http://www.dma.dk) – [or click here](#).

### **Documentation of payment of 500 DDK**

The application must be accompanied by a statement that the required fee has been paid to the Danish Maritime Authority. At present, the fee is DKK 500.

The fee shall be transferred, at the company's expense, to the Danish Maritime Authority's bank account as follows:

Den Danske Bank  
Statens Koncernbetalinger  
Girostrøget 1  
0800 Høje Taastrup  
Denmark  
Reg. No. 0216  
Account No. 4069031625  
IBAN:DK8402164069031625  
SWIFT: DABADKKK

and marked "recognition certificate and name of applicant"

A shipping company can agree with the Danish Maritime Authority on alternative procedures regarding the payment of fees.

### **Documentation for a course in Danish Shipping Legislation for foreign senior officers except masters**

Senior officers (chief officers, chief engineers and 2<sup>nd</sup> Engineers) shall demonstrate knowledge of Danish maritime legislation by completing a “Course in Danish Shipping Legislation for foreign senior officers’ except masters” by an institution or organisation approved by the Danish Maritime Authority. [Please click here to see our list of approved institutions or organisations.](#)

[Learn more about the course by clicking here.](#)

Fees for courses in Danish maritime legislation are to be paid to the approved institution or organisation conducting the course.

### **Documentation for a Danish course in “Medical Care on board ships, equipped with ship's medicine chest”**

Any master on board a Danish vessel must be in possession of a valid Danish Medical Care Certificate, no older than 5 years.

The master must therefore have finished a training programme in accordance with the use and supply of medicaments and medical equipment that shall be carried on board the vessel. Foreign Certificates are not accepted. Details are available from the Danish Maritime Authority (Centre of Maritime Health Service) – [click here](#).

Fees for the Danish Medical Care course are to be paid to the Centre of Maritime Health Service

### **Documentation for a course in Danish Shipping Legislation, Ship Administration and Working Environment for foreign masters**

Masters shall demonstrate knowledge of Danish maritime legislation by completing a “Course in Danish Shipping Legislation, Ship Administration and Working Environment for foreign masters” on an institution or organisation approved by the Danish Maritime Authority. [Please click here to see our list of approved institutions or organisations.](#)

[Learn more about the course by clicking here.](#)

Fees for courses in Danish maritime legislation are to be paid to the approved institution or organisation conducting the course.

### **Documentation for citizenship (copy of page with photo in passport).**

A master on board a Danish ship must be a citizen of an EU country, Norway or Iceland. A copy of the master’s passport must therefore always be enclosed with the application.

If the master is not a citizen of an EU country, Norway or Iceland, the Danish shipping company can apply for a permission to a specific vessel, to have a master on board with non EU, Norwegian or Icelandic citizenship. The application can only be requested by a Danish shipping company and must be forwarded separately to the Danish Maritime Authority by e-mail to [safemanning@dma.dk](mailto:safemanning@dma.dk).

### **Documentation of assessment or statement of competency**

If the officer has a certificate of competency issued in Argentina, Croatia, Egypt, the Philippines, Russia, Singapore (only marine engineer class 5), South Africa or Ukraine the application must be enclosed with documentation of assessment or a statement of competency. Please notice that in

some cases this requirement are withdrawn, if the officer has passed an exam on a maritime academy recognized by the Danish Maritime Authorities ([see Annex II](#)).

There are 3 options, which are an operational interview (assessment), serving in a supernumerary capacity for 1 month (statement of competency) or a statement to officers with more than 6 months of seagoing service in Danish shipping companies (statement of competency)

Please insert a ✓ in “Applicants for assessment” on the application form to indicate which option is to be used.

#### Assessment (an operational interview)

The operational interview must be conducted by Danish Maritime Education and Training Institutions or an organisation approved by the Danish Maritime Authority. The operational interview will be conducted in English based on the relevant competence tables in the STCW Code. The shipping company is requested to contact an approved institution for details of practical arrangements. A list of approved institutions and organisations is given in [Annex III](#).

For information on the operational interviews with holders of Philippine certificates of competency, please see [Annex IV](#). Please notice it is not necessary to enclose documentation for assessment to the application if the assessment is performed at SYNERGY.

Fees for operational interviews are to be paid to the approved institution or organisation carrying out the test.

Under certain circumstances, the operational interview can be part of a course held by an approved Danish Education and Training institution. In this case, no special fee will be payable for the test as this will be part of the course fee.

#### Statement of competency

An alternative to passing an operational interview is to get a statement of competency. A statement of competency can be based on serving as an officer in a supernumerary capacity for 1 month or related to officers with more than 6 months of seagoing service as an officer in Danish shipping companies.

Please notice that these options are not available for officers applying for a Danish recognition certificate as master.

#### *Officers serving in a supernumerary capacity*

A guideline for assessment of competence for officers serving in a supernumerary capacity is given in [Annex VI](#).

#### *Officers with more than 6 months of seagoing service in Danish shipping companies*

A guideline for assessment of competence for officers with more than 6 months of seagoing service as officers in Danish shipping companies is given in [Annex V](#).

If these options are used please enclose [Appendix to application form \(6 month\)](#) or [Appendix to application form \(1 months\)](#) (statement of competency) to the application.

### **Copy of diploma**

Please enclose a copy of the officers examination diploma, if the officer has a certificate of competency issued in the Philippines, Russia or Ukraine and are requesting exemption from assessment or a statement of competency ([see Annex II](#)).

### **Copy of ARPA certificate**

Please enclose a copy of the ARPA certificate for deck officers with Polish certificates of competency. The reason for this is, that Polish certificates of competency has the text "...and on ships with ARPA this certificate is valid in connection with adequate certificate of training only"

### **Additional information on how to fill-in the application**

When the Danish Maritime Authority has processed the application, the answer will be sent to the address indicated on the application form.

It is important that the date is given in the format specified to avoid ambiguities as the date is used to generate an identity number in the Danish registration system when issuing a Danish recognition certificate.

Both the capacity and the STCW regulation number applied for should be specified. Any additional endorsement required should also be specified, such as an endorsement for service as a radio operator (regulation IV/2) or for service on tankers (regulation V/1, either paragraph 1 or 2, and if paragraph 2, oil, chemical or gas tanker should be specified).

The applicant's photograph and signature will be scanned into the Danish recognition certificate form. To ensure a smooth operation when processing the recognition certificate, it is important that they are both placed correctly. The place and date of the applicant's signature should be stated as indicated.

"Specify contact information" on the application form must always be filled-in.

### **Endorsement by shipping company**

#### Officers with citizenship in the EU, Norway or Iceland

Officers with citizenship in the EU, Norway or Iceland do not need to get a verification of employment in a Danish shipping company in order to apply for a Danish recognition certificate. It is therefore not necessary to fill-in "Endorsement by shipping company" on the application form.

#### Officers with citizenship **outside** the EU, Norway and Iceland

Officers with citizenship outside the EU, Norway and Iceland can only apply for a Danish recognition certificate through a Danish shipping company, in order to verify employment on a Danish vessel. It is therefore mandatory to fill-in "Endorsement by shipping company" on the application form.

The shipping company and the company's representative is to endorse the application by signature. The purpose of this endorsement is to exclude the possibility that individuals who are not ensured employment in Danish ships apply for a Danish recognition certificate. It is emphasised that this procedure will, in no way, relieve the company employing seafarers of its obligation regarding the qualification of seafarers in accordance with paragraph 25 of the Act on

the Manning of Ships, implementing regulation I/14 of the STCW Convention on the responsibility of companies.

A manning agency may represent a Danish shipping company, if the manning agency is an integrated part of the Danish shipping company's ISM system and is – at least once a year – audited by the Danish shipping company. Please notice that the Danish Maritime Authority will make random checks and use the information on the application form during ISM audits of the Danish shipping company.

### **Renewal of recognition certificates**

In case of application for renewal of a recognition certificate, the ordinary guidelines should be observed as described in this guidance.

### **Enquiries**

Enquiries regarding further information can be directed to

Danish Maritime Authority  
Centre for Seafarers and Fishermen  
Vermundsgade 38C  
DK-2100 Copenhagen Ø  
Denmark  
Phone +45 39 17 44 00  
Fax +45 39 17 44 21  
E-mail: [safemanning@dma.dk](mailto:safemanning@dma.dk)