



Maritime &
Coastguard
Agency

Application for a UK Discharge Book and / or a British Seaman's Card

IMPORTANT – Before you begin, please ensure that you have read all the Guidance on pages 7 to 11.
We cannot process your application without all required information, or if the information provided is unclear.
Please send the original, signed application to the address provided. Photocopies or scans cannot be accepted.

Please clearly mark all boxes that are relevant to your application:

UK Discharge Book	
First Issue	
Continuation Issue *	
Replacement Issue *	

British Seaman's Card	
First Issue	
Renewal Issue	
Replacement Issue	

Delivery	
UK Delivery	
International Delivery (Guidance Note 11)	

* Please enter the document number of your existing UK Discharge Book here: _____

Part A: Personal Details

Title <i>(not compulsory)</i> :		Date of birth:	DD / MM / YYYY
Surname:			
Forename(s) <i>(include middle names)</i> :			
Previous names <i>(if applicable)</i> :			
Place of Birth <i>(town or city)</i> :			
Height in Metres:		Country of Birth:	
Colour of Eyes:		Nationality <i>(British Nationality Act 1981)</i> :	
National Insurance Number <i>(mandatory for BSCs)</i> :			
Distinguishing Marks <i>(20 characters maximum)</i> :			

		Full Home Address	Address for return of documents <i>(if different from Home Address)</i>	
Address				
Town / City				
Postcode				
Country				
Contact Telephone Number(s)				
Email Address				
Next of Kin	Full Name		Relationship to you	
	Their address			

Part B: Declaration for a UK Discharge Book

I wish to apply for a UK Discharge Book. I confirm the personal details provided in Part A are correct and I am aware that I may be required to supply supporting evidence. Please use BLOCK CAPITALS.

I declare that (* delete as applicable):

- 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 UK and am employed / have been offered employment* on a non-United Kingdom registered vessel and I am unable to obtain a discharge book from the Flag State of that vessel for the following reason(s) **(please provide full details)**:

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- c. I have not at any time held a seaman's document containing the same information as a UK Discharge Book issued by one of the Governments listed in Note 4,

OR

- d. I am applying for replacement of my existing UK Discharge Book (note: if your existing UK Discharge Book is full, please submit it with this application or enclose clear copies of the pages which include your personal details and your latest service entries. If, however, your UK Discharge Book has been lost or damaged, a full explanation of the circumstances should be provided in Part F),

AND (applicable to all applicants)

- e. I am aware that it is an offence to knowingly or recklessly make a false statement in order to obtain a UK Discharge Book and hereby certify that, to the best of my knowledge and belief, the details provided in this application are correct.

Signature:		Date:	DD / MM / YYYY
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Part C: Declaration for a British Seaman's Card

I wish to apply for a British Seaman's Card. I confirm the personal details provided in Part A are correct and I am aware that I may be required to supply supporting evidence.

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 Governments listed in Note 5,

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 provided in Part F),

AND (applicable to all applicants)

- 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 provided in this application are correct.

Signature:		Date:	DD / MM / YYYY
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Part D: Employers Declaration for a UK Discharge Book (Required for new applications and Continuations or Replacements where last entry is over 3 years old)

IMPORTANT – This **MUST** be completed by your current or prospective employer in block capitals, with original, ‘wet’ signatures and stamps, selecting **either** Option 1 **or** Option 2 as appropriate.

I, (Name of Declarant) _____, (Position Held) _____ declare that the applicant (full name) _____ in the role of _____, holds an MLC contract of employment (or equivalent), is integral to the operation of the vessel and

1. is serving/has served/will serve on the following UK registered vessel:

Name of Vessel: _____

Registered port: _____ Official Number: _____

OR

2. is a United Kingdom seafarer with the Right of Abode in the United Kingdom and will serve on the following non-United Kingdom registered vessel, 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: _____

Registered Port: _____

Country of Registration: _____ Official Number: _____

AND

I understand that it is an offence to knowingly make a false statement in order to obtain a UK Discharge Book and hereby declare that, to the best of my knowledge and belief, the details provided in this application are correct.

Signature of Declarant:		Date:	DD / MM / YYYY
Declarant's e-mail		For queries relating to declaration only.	

Please note: if a company or vessel does not have a seal or stamp, they must provide an original letter on company headed paper confirming this.

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

**Part E: Employers Declaration for a British Seaman's Card
(Required for new applications and renewal applications if expiry is over 3 years ago)**

IMPORTANT – This **MUST** be completed by your current or prospective employer in block capitals, with original, 'wet' signatures and stamps. A copy of your UK Passport, certified as a true copy of the original document **MUST** also be enclosed (Guidance Note 10).

I, (Name of Declarant) _____, (Position Held) _____ declare that the applicant (full name) _____ is a United Kingdom seafarer with the Right of Abode in the United Kingdom and is serving:

on the vessel (vessel name): _____

at sea, in the role of: _____.

I understand that it is an offence to knowingly make a false statement in order to obtain a British Seaman's Card and hereby declare that, to the best of my knowledge and belief, the details provided in this application are correct.

Signature of Declarant:		Date:	DD / MM / YYYY
Declarant's e-mail		For queries relating to declaration only	

Please note: if a company or vessel does not have a seal or stamp, they must provide an original letter on company headed paper confirming this.

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

Part F: Replacement of a UK Discharge Book or British Seaman's Card

Please explain what happened to your previous DB/BSC, indicating how it was lost or damaged (where applicable, please include Police Incident numbers & enclose copies of any such reports):

If you hold a copy of the lost document, please include a copy with your application.

Part G: Counter Signatory (all applicants)

IMPORTANT – To be completed by a British Citizen, of appropriate standing (see Guidance Note 8) who has known you for at least two years. This person must also counter sign one of your photographs, by adding their name, signature and the following statement to the reverse of this: “I certify this is a true likeness of (your full name)”.

I, (Name of Declarant) _____ am a British Citizen, in the profession of _____, and I certify that this applicant has been known to me for _____ years, and that to the best of my knowledge and belief, the details provided in this application are true and correct.

Signature of declarant:		
Date:	DD / MM / YYYY	Office Stamp (if available):
Address:		

Please note:

- Please ensure that two identical colour passport-style photographs are submitted **per document sought** (i.e. four identical photographs for a DB & BSC).
- If you cannot provide a Counter Signature, please supply a certified colour copy of your passport. This involves a person who has your actual passport and a clear copy of the document in front of them, enabling them to write the following statement on the copy:
“I [their name] certify that this is a true copy of [applicant's name]'s passport, witnessed by me on [given date]”, along with their signature and any stamps.
- **Please do not forward your original passport to our offices.**

OFFICIAL USE ONLY
(Do not throw away)

Photograph	Office of Issue, Date and Stamp	Cashier's Stamp and Receipt Number

Part H: Privacy Notice

We collect your personal information to enable us to carry out our official duties and ensure that our services meet your needs. Once your payment has been processed, all the financial details you have provided are securely destroyed.

For more information on how we use your personal information and your rights to access the details we hold, please see the full privacy statement on our website.

<https://www.gov.uk/government/organisations/maritime-and-coastguard-agency>

This is to confirm that I give my permission for the MCA to contact my employer direct on my behalf for any information/documentation that may be missing from my application and to act directly for me:

Signature:		Date:	DD / MM / YYYY
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Guidance Notes

1. Accepted Formats

- (a) Please note that photocopied or electronic versions of the application form **cannot be accepted**. The application **must** be submitted in its original paper format and contain original, 'wet' signatures and stamps/seals.
- (b) If a stamp/seal cannot be provided for the relevant Employer's Declaration(s), please provide a letter from your employer, on company-headed paper, which confirms that this is not available.

2. General Eligibility (all applicants)

- (a) Please do not apply for a Discharge Book or British Seaman's Card if you are not a seafarer. For further information, including roles excluded from the definition of this term, please consult [MGN 471](#) (especially Annex 1 and 2).
- (b) We reserve the right to ask applicants to provide further information from their employer, in order to establish if they are a seafarer.
- (c) Further eligibility information specific to Discharge Books and British Seaman's Card can be found in Note 3 and 4, respectively.

3. A Discharge Book will NOT be issued if you:

- (a) are employed on a vessel which is not registered with any Flag State.
- (b) are a non-UK seafarer employed on vessel that is registered outside of the UK.
- (c) are employed as Privately Contracted Armed Security Personnel.
- (d) are employed on a vessel which does not go to sea.
- (e) are employed on a pleasure vessel but do not receive any wages for your employment.
- (f) are employed on a vessel engaged in 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 seafarer.
- (g) are employed by the Crown and are not ordinarily employed as a master or seafarer.
- (h) are employed on a vessel solely in connection with its construction, alteration, repair or testing.
- (i) already hold a UK Discharge Book (unless your book is full, and you are applying for a continuation).
- (j) If you already hold a document containing substantially the same information as a UK Discharge Book issued by one of the Governments listed below: (please turn over)

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			

4. A British Seaman's Card will NOT be issued if you:

- (a) are employed on a ship belonging to a general lighthouse authority.
- (b) are employed on a fishing vessel
- (c) receive little or no wages (unless you are a cadet).
- (d) are not a citizen of the United Kingdom or a British Protected Person employed on a ship registered outside of the United Kingdom, Channel Isles, the Isle of Man, or any colony, protectorate, protected state or associated state.
- (e) you hold a valid seaman's identity document issued by one of the Governments listed below:

Antigua & Barbuda	Australia	Bahamas	Bangladesh	Barbados
Belize	Botswana	Canada	Republic of Cyprus	Dominica
Falkland Islands	Fiji	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	

5. Postal Address

- (a) All postal applications should be submitted to the following address:

REGISTRY OF SHIPPING AND SEAMEN
Anchor Court
Keen Road
CARDIFF
CF24 5JW

TEL: 0203 908 5200

E-mail:
seafarers.registry@mcga.gov.uk

6. Documents required if applying for a:

- (a) First Issue Discharge Book and/or British Seaman's Card:

Item	✓/X
Application MSF4509 (specifically Parts A, B and/or C, D and/or E, and G).	
x2 passport style photographs, per document applied for (see Note 7).	
Payment of the requisite fee.	
If seeking a BSC a copy of your UK passport, certified as <i>a true copy of the original document</i> will also be required (see Note 7).	

- (b) Continuation Issue Discharge Book and/or British Seaman's Card:

Item	✓/X
Application MSF4509 (specifically Parts A, B and/or C, and G. If your last voyage is over 3 years or your BSC has expired over 3 years ago you will need new Parts D and/or E..	
x2 passport style photographs, per document applied for (see Note 7).	
Payment of the requisite fee.	
For a DB we require sight of your existing book demonstrating that this is complete. For a BSC we require the existing document for cancellation. All original documents supplied will be returned to you	

(c) Replacement Issue Discharge Book and/or British Seaman's Card:

Item	✓/X
Application MSF4509 (specifically Parts A, B and/or C, F and G.	
x2 passport style photographs, per document applied for (see Note 7)	
Payment of the requisite fee	
If your document(s) were stolen, please provide Police Incident numbers & enclose copies of any such reports	
If you are seeking an alteration to your existing document(s) (e.g. if you have changed your name), please provide certified copies of the relevant supporting documents (e.g. deed poll, passport, marriage/divorce certificates or gender realignment certificate)	

7. Photographs

- (a) You will need to supply **two** identical colour passport-sized photographs (45mm high by 35mm) for **each** document that you are applying for. They should not be cut-down versions of a larger picture.
- (b) These must be printed to a professional standard, be clear and in focus; they must show a close-up of your full head and shoulders; they must contain no other objects or people and you must appear in clear contrast to the background.
- (c) Your photographs must:
- i. Show you facing forwards and looking straight at the camera
 - ii. You must have a plain expression and your mouth must be closed
 - iii. Your eyes must be open and visible
 - iv. You must not have hair in front of your eyes
 - v. You must not have a head covering (unless it is for medical or religious purposes)
 - vi. You must not have anything covering your face; you must not be wearing sunglasses or tinted glasses (you can be wearing ordinary glasses if necessary)
 - vii. Your eyes must be clearly visible without any glare or reflection).
- (d) One of your photographs must be countersigned by the same person who has countersigned the application at Part G. Please see Note 8 for further information.

8. Counter Signatory

- (a) Part G must be completed only by a British Citizen of appropriate standing, who has known you for two years or more.
- (b) This person must not be a member of your family.
- (c) Examples of appropriate standing for your counter signatory include medical or legal practitioners, civil servants, bank or public officials, police officers, MPs, Justices of the Peace, religious ministers, senior officials of shipping companies, trade union officials or any other person of similar standing.
- (d) The counter signatory must write their name and signature on the back of one of your photographs, along with the statement:
- "I certify this is a true likeness of (applicant's full name)."*
- (e) If you are unable to provide this, please provide a copy of your passport which is certified as true to the original document. Please see Note 9 for further information.

9. GDPR Compliance

For GDPR compliance we are unable to contact your employer direct on your behalf for missing information/documentation unless we have your express permission to do so. Please read 'SECTION H' and sign and date if you agree.

10. Passport Copies

- (a) A copy of your passport will be required if you are applying for a British Seaman's Card (UK passports **only**).
- (b) If you are applying for a Discharge Book but cannot provide a counter signatory, then a copy of your passport will also be required (non-UK passports accepted for applicants aboard UK-registered vessels).
- (c) For your own security, please **do not** post your physical passport to us.
- (d) Any copies of your passport **must** be certified as a true copy of the original document. We are not seeking confirmation that the image bears a likeness to the applicant, or that the applicant is known to the certifying person. We are seeking to establish that the document provided is a true copy of the original.
- (e) In order to correctly certify a passport, a person of appropriate standing who has accessed your physical passport must add their name, signature, position, and any appropriate stamps to a clear copy, along with the statement:

"I [their name] certify that this is a true copy of [insert name]'s passport, witnessed by me on [given date]".

11. Payment

Please use the secure Gov Pay payment site to pay the fee. Links for the options are as follows:

a. Discharge Book- £55.00

<https://www.gov.uk/payments/maritime-and-coastguard-agency/discharge-book>

b. British Seamans Card- £55.00

<https://www.gov.uk/payments/maritime-and-coastguard-agency/british-seamans-card>

c. Discharge Book and BSC- £110.00

<https://www.gov.uk/payments/maritime-and-coastguard-agency-rss/discharge-book-and-bsc>

d. Courier- £35.00 (this only applies to documents being sent outside the UK)

<https://www.gov.uk/payments/maritime-and-coastguard-agency/courier>

12. Service levels available

- (a) For a postal application for a first issue, continuation or replacement Discharge Book and/or British Seaman’s Card, completed applications will usually be processed within **ten working days**, but this is subject to change.
- (b) Some of our Marine Office locations also offer a counter service for these documents. To obtain this:
- i. you (the eligible seafarer) must visit in person, with a fully complete application, photographs and previous document and/or passport (where applicable).
 - ii. you will be required to submit a further £50.00 payment (i.e. £105.00 in total for one document, or £160.00 in total for both)
 - iii. you **MUST** book an appointment at one of the following Marine Offices prior to arrival:

<p>ABERDEEN MO Marine House Blaikie’s Quay Aberdeen AB11 5EZ</p> <p>Tel.: 0203 817 2001 Email: Aberdeenmo@mcga.gov.uk</p>	<p>COLCHESTER MO Iceni Way Colchester Essex CO2 9BY</p> <p>Tel.: 020 390 85165 Email: colchestermo@mcga.gov.uk</p>	<p>GLASGOW MO 1st Floor, West Point West Point Business Park, 1 Marchfield Drive Paisley, PA3 2RB</p> <p>Tel.: 020 381 72011 Email: MOGlasgow@mcga.gov.uk</p>	<p>HULL MO Crosskill House Mill Lane Beverley, HU17 9JB</p> <p>Tel.: 020 381 72018 Email: MOBeverley@mcga.gov.uk</p>
<p>LIVERPOOL MO Hall Road West Crosby, Liverpool L23 8SY</p> <p>Tel.: 020 390 85110 Email: MOLiverpool@mcga.gov.uk</p>	<p>SOUTHAMPTON MO Spring Place 105 Commercial Road Southampton, SO15 1EG</p> <p>Tel.: 020 381 72210 Email: Southampton.MO@mcga.gov.uk</p>	<p>IMPORTANT NOTE: FACILITIES TO PAY BY CREDIT OR DEBIT CARD MAY NOT BE AVAILABLE PLEASE ASK WHEN BOOKING YOUR APPOINTMENT.</p>	

Examples Height Conversion Chart (feet to metres)

4ft 9"	1.45m
4ft 10"	1.47m
4ft 11"	1.50m
5ft 0"	1.52m
5ft 1"	1.55m

5ft 2"	1.57m
5ft 3"	1.60m
5ft 4"	1.63m
5ft 5"	1.65m
5ft 6"	1.68m

5ft 7"	1.70m
5ft 8"	1.73m
5ft 9"	1.75m
5ft 10"	1.78m
5ft 11"	1.80m

6ft 0"	1.83m
6ft 1"	1.85m
6ft 2"	1.88m
6ft 3"	1.90m
6ft 4"	1.93m