



Before completing this form, please ensure you have read the incorporated guidance notes.

To be filled in by the foreign seafarer who intends to work on board a Canadian-flagged vessel

Collection and use of personal information is in accordance with the Privacy Act. This information is collected to issue, to the holder of a valid foreign certificate, a Canadian Endorsement that permits this certificate to be accepted in lieu of a certificate issued under Part 3 of the Canada Shipping Act, 2001. The information is collected under the authority of section 16 of the Canada Shipping Act, 2001. The information collected is described in a personal information bank entitled Seafarers' Certificates and Documents (TC PPU-030). In some cases, information may be disclosed without your consent pursuant to subsection 8(2) of the Privacy Act. All personal information collected in relation to the issuance of a Canadian Endorsement is to be retained for two (2) years following the expiry of the Canadian Endorsement. The Privacy Act states that you have the right to access your personal information and to request changes to incorrect information. For more information, please contact your [Privacy Coordinator](#).

Initial application       Application for renewal

Part 1. FOREIGN SEAFARER DETAILS				
Surname		Given name(s)		CDN (if any)
Date of birth (dd-mm-yyyy)	Place of birth (city & country)		Nationality	Authorized representative
Contact	Mailing address of the foreign seafarer		Address of the Authorized Representative (Where the Canadian endorsement will be sent)	
Address				
City				
Province/Territory/State				
Country				
Postal code				
Telephone number				
Email				
Part 2. CERTIFICATE OF COMPETENCY HELD				
Capacity/STCW regulation	Certificate number	Issuing State	Date of expiry (dd-mm-yyyy)	
Part 3. OTHER QUALIFICATIONS (if applicable)				
Qualifications	Certificate number	Issuing State	Date of expiry (dd-mm-yyyy)	Capacity and limitations (if any)
Oil tankers				
Chemical tankers				
Liquefied gas tankers				
Passenger ship				
Vessels subject to the IGF Code				
Vessels operating in polar waters				
Vessels with high voltage systems				
Vessels with steam propulsion				
GMDSS				

**Part 4. MARINE EMERGENCY DUTIES (MED) TRAINING COURSES OR MED REFRESHER COURSES, WITHIN THE PAST FIVE (5) YEARS**

Training	Date of expiry (dd-mm-yyyy)	Evidence
STCW basic safety (STCW A-VI/1)		
Survival craft and rescue boats other than fast rescue boats (STCW A-VI/2-1)		
Advanced firefighting (STCW A-VI/3)		

**Part 5. KNOWLEDGE OF ENGLISH OR FRENCH (Only for initial application)**

Do you hold a STCW certificate for which the examination, training and education were conducted in either English or French?

Yes

No

Do you have any formal English or French qualifications (see 2.5 in the attached **Guidance Notes for Applying for a Canadian Endorsement**)?

Yes

No

**Part 6. MEDICAL STANDARDS**

Do you have a Canadian medical certificate or a medical certificate issued by a State with which Canada has entered into a reciprocal arrangement valid until : \_\_\_\_\_ Date (dd-mm-yyyy)

Note: You may be required to undergo an examination by a Transport Canada approved marine medical examiner if there is uncertainty that your fitness meets Canadian requirements.

**Part 7. SUPPORTING DOCUMENTS TO ATTACH**

A copy of your passport (Only for initial application)

An unaltered passport-sized photo, taken within the last six (6) months (the name and the complete address of the photographer and the date the photo was taken must be included on the back of the photo)

A copy of your valid Certificate of Competency and if required the STCW endorsement (all pages)

A copy of your valid Certificates of Proficiency, if required

A copy of any training certificates, if required

A copy of your medical certificate

Evidentiary proof of sufficient knowledge of one of the official languages (English or French) (Only for initial application)

Evidentiary proof of sufficient knowledge of Canadian maritime laws (Only for initial application)

A completed and signed *Declaration of the Authorized Representative*

**Part 8. FOREIGN SEAFARER DECLARATION**

I solemnly declare that:

All the information, documents, and photos provided in this application are authentic and unaltered; and

I have familiarized myself with the Canadian maritime legislation relevant to the discipline and the level of responsibility of the certificate of competency for which the Canadian endorsement is sought, as listed in the Annex 1 of the Declaration of the Authorized Representative form ([82-0787](#)).

Ensure that the whole signature is contained within the box.

Signature of foreign seafarer

\_\_\_\_\_ Date (dd-mm-yyyy)

Please sign with your usual signature. This will be affixed to your new Canadian endorsement.



## Guidance Notes for Applying for a Canadian Endorsement

### 1. Introduction

- 1.1. The Government of Canada has entered into reciprocal arrangements with certain foreign States, as per subsection 89(1) of the *Canada Shipping Act, 2001* and Regulation I/10 of the STCW Convention, such that each Administration may accept in lieu of its own certificate a STCW certificate issued by or under the authority of the other Administration.
- 1.2. The foreign Certificates of Competency (CoC) and the foreign Certificates of Proficiency (CoP) issued in accordance with the provision of Regulations V/1-1 or V/1-2 of the STCW Convention (hereinafter referred to as "foreign certificate"), to a master, an officer or a Global Maritime Distress and Safety System (GMDSS) radio operator, must be endorsed in order to be accepted on board Canadian vessels, subject to any conditions that Transport Canada specifies.
- 1.3. Unless otherwise indicated in these guidance notes, a STCW compliant CoP issued, or a STCW CoC duly endorsed with a proficiency, by a State with which Canada has entered into a reciprocal arrangement, except for those referred in 1.2 above, can be accepted on board a Canadian vessel in lieu of the related CoC or CoP issued by Transport Canada for the application of the *Marine Personnel Regulations*, the *Marine Transportation Security Regulations* and the *Canada Shipping Act, 2001*, without having to be endorsed.  
  
Where proficiency is included in the CoC, the foreign seafarer must hold evidence of having maintained the required standards of competence every five years as per the requirements under the laws of the issuing authority.
- 1.4. If a foreign seafarer intends to work on board a Canadian flagged vessel while holding a certificate referred to in 1.2, the Authorized Representative of the Canadian flagged vessel (hereinafter referred to as "AR") must apply for recognition of the foreign certificate before the foreign seafarer joins the vessel.
- 1.5. Foreign seafarers can apply directly to Transport Canada for recognition of their certificates themselves directly. However, **no** Canadian endorsements will be issued until all the documents to be submitted by the AR of the Canadian flagged vessel who intends to employ the seafarer are received.
- 1.6. In accordance with Regulation, I/10, paragraph 6 of the STCW Convention, the certificates and endorsements issued by any Administration under the provisions of Regulation I/10 shall not be used as the basis for further recognition by Canada.
- 1.7. A Canadian endorsement is issued for the same validity period as the foreign certificate it recognizes. If the foreign certificate is due for renewal within 6 months from the application to obtain a Canadian endorsement, the foreign seafarer must have it renewed by their Administration before applying for a Canadian endorsement.
- 1.8. For the purposes of this document, a foreign seafarer must carry the foreign certificate and the Canadian endorsement attesting the recognition of it when working on board a Canadian flagged vessel. Both documents must be available for inspection by authorized persons.
- 1.9. A Canadian endorsement reflects the contents of the foreign certificate, including the capacities and any limitations of the foreign CoC. These capacities and limitations may be adjusted in order to reflect applicable Canadian safe manning requirements.
- 1.10. An AR and a Master of a Canadian flagged vessel can consider a valid Canadian endorsement used in conjunction with a valid foreign certificate as meeting the requirements of the *Marine Personnel Regulations* and the *Canada Shipping Act, 2001*.
- 1.11. A foreign seafarer **must** meet the requirements from Immigration, Refugee and Citizenship Canada and Employment and Social Development Canada to work in Canada, including obtaining a valid work permit.

### 2. Requirements

#### 2.1. Competency

To be eligible for a Canadian endorsement, a foreign seafarer must hold a valid STCW compliant foreign certificate issued by a foreign State with which Canada has entered into a reciprocal arrangement.

The Canadian endorsement may be issued to a foreign seafarer for the following certificates:

- A Certificate of Competency (COC) for master, officers and GMDSS radio operators issued as per Regulations II/1, II/2, II/3, III/1, III/2, III/3, IV/2, and VII/1 of the STCW; and
- A Certificate of Proficiency (COP) issued, or a CoC duly endorsed, as per Regulations V/1-1 and V/1-2 of the STCW to the masters or officers of an oil, chemical or liquefied gas tanker.

The foreign certificate must be authentic and valid when the foreign seafarer and the AR apply for a Canadian endorsement. A verification of the authenticity and validity of the foreign certificates will be made by Transport Canada with the issuing authority.

#### 2.2. Special training requirements for certain types of Canadian flagged vessels

Unless the foreign seafarer can submit the required training certificate according to the capacity sought, the Canadian endorsement attesting the recognition of a foreign certificate of competency (COC) issued in accordance with the provisions of Regulations III/1, III/2 or III/3 of the STCW Convention will not be valid for service on board:

- Vessels with high voltage systems (more than 1000V); and
- Vessels with steam propulsion.

A foreign seafarer who is required to hold a COC in Specialized Passenger Safety Management (Ro-Ro Vessels) or a CoC in Passenger Safety Management as per section 229 and 230 of the *MPR*, must hold in lieu of this certificate:

- The appropriate approved training certificate issued by Transport Canada or under its authority;
- The appropriate CoP issued, or a CoC duly endorsed, in accordance with the provisions of Regulation V/2 of the STCW Convention by a State with which Canada has entered into a reciprocal arrangement; or
- The appropriate documentary evidence issued in accordance with the provisions of Regulation V/2 of the STCW Convention by a State with which Canada has entered into a reciprocal arrangement.

#### 2.3. Deck Officers and Master

A copy of a Global Maritime Distress and Safety System (GMDSS) certificate issued by a foreign State with which Canada has entered into a reciprocal arrangement should be included with the Application for a Canadian Endorsement attesting the recognition of a foreign certificate of competency (CoC).

## 2.4. Standards regarding emergency, occupational safety, medical care and survival functions

A foreign seafarer applying for a Canadian endorsement must submit evidence, issued by Canada or a State with which Canada has entered into a reciprocal arrangement, having completed, within the five (5) years preceding the date of making the application;

- A STCW Basic Safety training (STCW A-VI/1) or refresher (STCW A-VI/1-1 and AVI/1-2);
- A Survival Craft and Rescue Boats other than Fast Rescue Boats training or refresher (STCW A-VI/2-1); and
- An Advanced firefighting training or refresher (STCW A-VI/3).

The foreign seafarer is not required to submit training certificates if the equivalent CoPs are submitted.

A foreign seafarer working on a Canadian flagged vessel making a voyage that is outside of the limits specified in the Ship Safety Bulletin (SSB) 09/2017 is required to carry on board a CoP, issued by Canada or a State with which Canada has entered into a reciprocal arrangement, as a proof of having maintained, within the last five (5) years, the required standard of competence to undertake the tasks, duties and responsibilities listed in column 1 of table A-VI/1-1, A-VI/1-2, A-VI/2-1 and A-VI/3.

A foreign seafarer designated to provide medical first aid or to be in charge of medical care on board Canadian flagged vessels must hold the appropriate CoP issued, or a CoC duly endorsed, in accordance with the provisions of the Regulation VI/4 of the STCW by Canada or a State with which Canada has entered into a reciprocal arrangement. This CoP is valid for a five-year period from the date of issue or for the period of time prescribed on it, whichever comes first.

## 2.5. Sufficient knowledge of one of the official languages

All masters and officers working on board Canadian flagged vessels are required to be able to understand, speak, read and write in either English or French at a level allowing for the safe operation of the vessel and to enable clear ship-to-ship and ship-to-shore communications.

2.5.1. A Canadian endorsement will not be issued unless a foreign seafarer submits one of the following as proof of proficiency in either the English or French language:

- a. A foreign STCW certificate for which the examination, instruction and education were conducted by or on behalf of their Administration in either English or French; **or**
- b. A completed and signed Declaration of the *Authorized Representative* and the *Criteria Checklist* attesting that the foreign seafarer can listen, speak, read and write in English or French at a level that allows them to carry out their duties; or
- c. Subject to 2.5.2, a document issued by an accredited Assessment Centre in recognition of having completed one of these approved language assessments.

English:

- Canadian English Language Proficiency Index Program (CELP) - General, **or**
- International English Language Testing System (IELTS) - General, **or**
- Berlitz Test, **or**
- Marlins 'English Language Test for Seafarers' at an approved Marlins Test Centre and a Marlins Test of Spoken English (TOSE).

French:

- Test d'évaluation de français (TEF), including at least these following examinations:
  - Compréhension de l'écrit
  - Compréhension de l'oral
  - Expression écrite
  - Expression orale, **or**
- Test de connaissance du français (TCF Canada), including at least these following examinations:
  - Compréhension de l'écrit
  - Compréhension de l'oral
  - Expression écrite
  - Expression orale, **or**
- Test Berlitz

2.5.2. Based on the level of responsibility of the certificate of competency for which the Canadian endorsement is sought, the foreign seafarer must meet, at the minimum, the following language level:

- a. Operational level of responsibility:
  - The *Canadian Language Benchmark* (CLB) level 4, **or**
  - The *Common European Framework of Reference for Languages* (CEF) level A2.1; **or**
  - Berlitz level 2, **or**
  - Marlins Minimum Score 80% and TOSE minimum level upper intermediate
- b. Management level of responsibility:
  - The CLB level 5, **or**
  - The CEF level A2.2; **or**
  - The Berlitz level 3, **or**
  - Marlins Minimum Score 90% and TOSE minimum level upper intermediate

## 2.6. Medical standards

To obtain a Canadian endorsement, a foreign seafarer must submit:

- A medical certificate issued by the Minister under section 278 of the *Marine Personnel Regulations* and valid as per the “STCW expiry date”; **or**
- A valid provisional medical certificate issued under section 275 of the *Marine Personnel Regulations*; **or**
- A valid medical certificate issued by a State with which Canada has entered into a reciprocal arrangement, in accordance with the provisions of section A-I/9 of the STCW Code, as amended, and the International Labour Organization (ILO) / World Health Organization (WHO) publication Guidelines on the medical examination of Seafarers, including any subsequent versions.

The Canadian endorsement must always be accompanied by the valid medical certificate on board Canadian flagged vessels.

Foreign seafarers seeking to obtain a Canadian Marine Medical Certificate must first apply for a Candidate Document Number (CDN) at the nearest Transport Canada Marine Safety Examination Centre. For more information about the CDN please visit this link:

<https://tc.canada.ca/en/marine-transportation/marine-safety/ship-safety-bulletins/bulletin-no-05-2010>. TCMSS Centre locations can be found at the following site: <http://www.tc.gc.ca/eng/regions.htm>.

Once the CDN has been issued, the foreign seafarer can make an appointment with a designated Marine Medical Examiner (MME) for a medical examination. To locate a marine medical examiner in your area please visit

<https://wwwapps.tc.gc.ca/saf-sec-sur/4/mme-mdm/eng/marine-medical-examiners/search>.

## 2.7. Knowledge of Canadian maritime laws

All foreign seafarers who apply for a Canadian endorsement must have an appropriate knowledge of the applicable Canadian laws to enable safe and efficient operation of the vessel.

**2.7.1** The AR is responsible for ensuring as follows that the foreign seafarer has this knowledge before being employed in a position in respect of which a Canadian endorsement is required:

- a) Before applying for a Canadian endorsement, all foreign seafarers must at least, familiarize themselves with the Canadian maritime legislations relevant to the level of responsibility and the discipline of the certificate of competency for which the Canadian endorsement is sought. The foreign seafarers are invited to refer to the Annex 1 of the Declaration of the Authorized Representative form (82-0787) for the list of the fundamental applicable Acts and Regulations. A complete list of [marine transportation Acts and Regulations](#) may be found on the Transport Canada website.
- b) For foreign seafarers who apply for a Canadian Endorsement of a foreign certificate of competency issued in accordance with the provisions of Regulation II/2, III/2, III/3 or VII/1 at the management level:
  - The AR must ensure that the foreign seafarers complete the on-board familiarization as defined in the guidelines for the familiarization on the Canadian maritime law contained within the Declaration of the Authorized Representative form (82-0787).
  - Subject to the conditions listed in 4 below, a *Confirmation of Receipt of Application (CRA)* may be issued before the entire on-board familiarization has been completed. However, no Canadian endorsements will be issued before the record of familiarization is received.

## 2.8. Proficiency in security awareness

Transport Canada will accept, as meeting the related obligations under Part 2 of the *Marine Transportation Security Regulations*, for service on Canadian flagged vessels, a foreign CoP issued, or a CoC duly endorsed, in accordance with the provisions of Regulation VI/6 of the STCW Convention by a State with which Canada has entered into a reciprocal arrangement.

## 2.9. Proficiency as a Ship Security Officer (SSO)

Transport Canada **will not accept** as ship security officer on Canadian flagged vessels, a foreign seafarer holding a CoP as SSO, which was not issued by Transport Canada.

However, a foreign seafarer holding a valid CoP as SSO issued, or a CoC duly endorsed, in accordance with the provisions of the Regulation VI/5 of the STCW Convention by a State with which Canada has entered into a reciprocal arrangement, would be accepted in lieu of a CoP as “**ship personnel with or without designated security duties**” issued by Transport Canada.

## 3. Application procedures

**3.1. To apply for a Canadian endorsement, the following documents must be submitted:**

- (a) An *Application for a Canadian Endorsement* form completed and signed by the foreign seafarer;
- (b) A *Declaration of the Authorized Representative* form completed and signed by the AR of a Canadian-flagged vessel who intends to employ the seafarer;
- (c) Evidence of sufficient knowledge of one of the official languages as set out in 2.5 above;
- (d) A medical certificate described in 2.6 above;
- (e) Evidence of sufficient knowledge of Canadian maritime laws, as set out in 2.7 above;
- (f) The CoC, and if applicable the STCW endorsement (all pages);
- (g) Valid CoPs, if applicable (all pages);
- (h) Valid certificates of training, if the corresponding certificates of proficiencies were not obtained;
- (i) A valid passport; and
- (j) An unaltered passport-sized photo, taken within the last six (6) months (the name and the complete address of the photographer and the date the photo was taken must be included on the back of the photos). For more information, visit [Immigration, Refugees and Citizenship Canada](#).

Transport Canada will accept paper or digital copies of the required documents, without requiring the original. Copies of the documents and evidence must be clear and legible. If needed, Transport Canada may require that the original documents or certified copies be verified by one of the following:

- I. A Transport Canada Marine Safety and Security Exam Center;
- II. The issuing Maritime Administration;
- III. The authorized representative responsible for the day to day operation of the vessel; or
- IV. An attorney or notary.

### 3.2. Where to send the complete application

The application and all supporting documents can be sent to Transport Canada by mail but email transmittal is recommended to expedite the processing of the application. The AR or the foreign seafarer will be notified by email if any further information is required.

Transport Canada  
Seafarer Certification (AMSP)  
330 Sparks Street  
Ottawa, Ontario  
K1A 0N5

**OR**

[RecognitionofCertificates-Reconnaissancedesbrevets@tc.gc.ca](mailto:RecognitionofCertificates-Reconnaissancedesbrevets@tc.gc.ca)

### 4. Confirmation of Receipt of Application

Completing the full recognition process may take some time, as documentation must be verified by Transport Canada and, when needed, the foreign seafarer must complete the on-board familiarization for knowledge of Canadian maritime laws. In accordance with Regulation, 1/10, paragraph 5 of the STCW Convention, Transport Canada may issue a *Confirmation of Receipt of Application (CRA)* which will permit a foreign seafarer to serve on board a specific Canadian flagged vessel for a period of not more than three (3) months. The CRA serves as documentary proof that application for a Canadian endorsement has been submitted and the Canadian endorsement(s) is being processed.

The CRA will be issued only if:

- A complete application has been submitted as set out in 3.1 above;
- The foreign certificates submitted are authentic and valid; and
- The Declaration of the Authorized Representative form ([82-0787](#)) attests that:
  - The foreign seafarer has a definite offer of employment (Part 2 of the Declaration of the Authorized Representative form); and
  - The foreign seafarer has sufficient knowledge of Canadian maritime legislation and regulations to enable safe and efficient operation of the vessel.

The valid CRA must be carried on board the Canadian vessel and accompanied at all times by the original certificates required for the position held and assigned duties on board the vessel.

### 5. Renewal of a Canadian Endorsement

When a Canadian endorsement and the foreign certificate it recognized expires, the foreign seafarer must make arrangements with the issuing authority to renew the foreign certificate(s). Once the certificates are renewed by the issuing authority, the foreign candidate and the AR may apply to have the Canadian endorsement(s) renewed by submitting the following by mail or email as specified above in section 3.2:

- a) A new Application for a Canadian Endorsement form ([82-0786](#)) completed and signed by the foreign seafarer;
- b) A new Declaration of the Authorized Representative form ([82-0787](#)) completed and signed by the AR of the Canadian-flagged vessel who employs or intends to employ the seafarer (Page 1 only);
- c) A copy of a valid medical certificate as described in 2.6 above;
- d) A copy of the valid foreign certificate(s), for which renewal of the Canadian Endorsement is sought;
- e) A copy of a CoP issued by Canada or a CoP, or a CoC duly endorsed, issued by a State with which Canada has entered into a reciprocal arrangement, attesting the completion of the following training, within the five (5) years preceding the date of making the application:
  - STCW Basic Safety training (STCW A-VI/1) or refresher (STCW A-VI/1-1 and AVI/1-2);
  - Survival Craft and Rescue Boats other than Fast Rescue Boats training or refresher (STCW A-VI/2-1); and
  - Advanced firefighting training or refresher (STCW A-VI/3).
- f) An unaltered passport-sized photo, taken within the last six (6) months.

### 6. Service Standards

Providing that all the required documents have been submitted by the AR and the foreign seafarer are to the satisfaction of Transport Canada and that those documents are authentic and valid, Transport Canada will strive to issue the completed and signed CRA within ten (10) working days.

Providing that all the required documents have been submitted by the AR and the foreign seafarer, including the complete record of familiarization for initial application, to the satisfaction of Transport Canada, Transport Canada will strive to issue the Canadian Endorsement within twenty (20) working days.

### 7. Contact information

If you need more information about the requirements for your application, please send an email to [RecognitionofCertificates-Reconnaissancedesbrevets@tc.gc.ca](mailto:RecognitionofCertificates-Reconnaissancedesbrevets@tc.gc.ca)