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- Sdir : Norwegian Maritime Authority
- A: 16 specially authorized employment offices
- U: Selected Foreign Service stations
- P: Equipment manufacturers, any subgroups
- OFF: Offshore companies/platform managers/operators
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Instructions for application for Endorsement in accordance with regulation I/10 of the STCW Convention.

The revised 1995 STCW Convention was fully and completely implemented internationally on 1 February 2002, and provisions on endorsement are included in the Regulation of 9 May 2003 No. 687 concerning qualification requirements and certificate rights for personnel on board Norwegian ships, fishing vessels and mobile offshore units. This means that any foreign seafarer holding a national certificate issued under chapters II, III, IV or regulation V/1 paragraph 2 of the Convention who is to serve on board ships registered with the NIS or NOR must apply for a Norwegian endorsement based on the seafarer's national STCW'95 certificate.

When setting up the NIS register, Norway established a practically identical system.

The document issued internationally under regulations I/2 and I/10 of the STCW Convention is referred to as "Endorsement".

A "Certificate of Receipt of Application" (CRA) can only be issued on the basis of documentation specified in these Instructions. Before issuing a CRA, the issuer must make sure that original documents are submitted and deemed to be in accordance with these Instructions.

CRAs and applications for Endorsements should be sent to the Norwegian Maritime Authority for the following certificates only:

- Deck officer certificates Chapter II of STCW 95
- Engineer officer certificates Chapter III of STCW 95
- Tanker personnel certificates – highest grade Chapter V of STCW 95
- Cook's certificates/Dispensations ILO Convention No. 69

Deck Officer Class 1 certificate, Master Mariner.

The application and all the documentation shall be sent in the form of a letter to the Norwegian Maritime Authority by way of a Norwegian shipping company or a Norwegian representative (operator's office/business in Norway) or to a Norwegian employment office (NAV).

A CRA shall not be issued to the master of a ship who is a national of a country outside the EU/EEA except where such issue is specially requested by the Norwegian Maritime Authority in a particular case.

In order to serve as master, non-EU/EEA citizens must be given dispensation from the nationality requirements. Only Norwegian shipping companies can apply for such dispensation for the master concerned.

The following procedure shall be followed prior to application for a **Master Mariner** Endorsement.

1. Application for Endorsement shall be sent to the Norwegian Maritime Authority on the prescribed form.
2. The holder of a foreign master's certificate applying for an Endorsement must submit documentation of employment or confirmation of future employment on a Norwegian ship or a ship requested to be entered in a Norwegian register (employment agreement).
3. The word "Endorsement" shall be entered on the seafarer's national certificate, with reference to **regulation II/2 of the STCW Convention**. Where the Endorsement is a separate document, it shall be provided with the same regulation reference as indicated above and with the certificate number of the seafarer's national certificate.
4. A declaration from the company shall be submitted stating that the applicant has an adequate knowledge of English.
5. A declaration from the company shall be submitted stating that the applicant has gained knowledge of Norwegian maritime legislation through an approved course and a passed and approved exam.
6. All documentation produced shall be originals. All relevant documents enclosed with the application are to be provided with the stamp "certified true copy" by an authorized person at a Norwegian Foreign Service station or a Norwegian employment office (NAV), cf. RSV 01-2005.
7. One passport photo shall be attached to the application. The applicant's name and date of birth shall be entered on the back of the photo and the photo must be so attached as to not be easily detached by accident from the application to which it belongs.
8. A valid health certificate from an approved seamen's doctor shall be enclosed with the application.

NOTE: If the applicant is going to be the master of an oil tanker, chemical tanker or gas carrier, the procedure for application for Endorsement of Tanker Personnel Certificate – Highest Grade must be followed and such application sent separately.

Deck Officer Class 2 certificate, Chief Mate.

The following procedure shall be followed for applications for a **Chief Mate** Endorsement, and before issuing a CRA.

1. Application for Endorsement shall be sent to the Norwegian Maritime Authority on the prescribed form.
2. The holder of a foreign certificate issued by a non EU/EEA country must submit documentation of employment or confirmation of future employment on a Norwegian ship or a ship requested to be entered in a Norwegian register.
3. The word “Endorsement” shall be entered on the seafarer’s national certificate, with reference to **regulation II/2 of the STCW Convention**. Where the Endorsement is a separate document, it shall be provided with the same regulation reference as indicated above and with the certificate number of the seafarer’s national certificate.
4. A declaration from the company shall be submitted stating that the applicant has an adequate knowledge of English.
5. A declaration from the company shall be submitted stating that the applicant has gained knowledge of Norwegian maritime legislation.
6. One passport photo shall be attached to the application. The applicant’s name and date of birth shall be entered on the back of the photo and the photo must be so attached as to not be easily detached by accident from the application to which it belongs.
7. All documentation produced shall be originals. All relevant documents enclosed with the application are to be provided with the stamp “certified true copy” by an authorized person at a Norwegian Foreign Service station or a Norwegian employment office (NAV), cf. RSV 01-2005.

NOTE: If the applicant is going to be the chief mate of an oil tanker, chemical tanker or gas carrier, the procedure for application for Endorsement of Tanker Personnel Certificate – Highest Grade must be followed and such application sent separately.

Mate Class 4 certificate, Officer in charge of a navigational watch.

The following procedure shall be followed for Endorsement applications for **officers in charge of a navigational watch**, and before issuing a CRA.

1. Application for Endorsement shall be sent to the Norwegian Maritime Authority on the prescribed form.
2. The holder of a foreign certificate issued by a non EU/EEA country must submit documentation of employment or confirmation of future employment on a Norwegian ship or a ship requested to be entered in a Norwegian register.
3. The word “Endorsement” shall be entered on the seafarer’s national certificate, with reference to **regulation II/1 of the STCW Convention**. Where the Endorsement is a separate

document, it shall be provided with the same regulation reference as indicated above and with the certificate number of the seafarer's national certificate.

4. A declaration from the company shall be submitted stating that the applicant has an adequate knowledge of English.
5. A declaration from the company shall be submitted stating that the applicant has gained knowledge of Norwegian maritime legislation.
6. One passport photo shall be attached to the application. The applicant's name and date of birth shall be entered on the back of the photo and the photo must be so attached as to not be easily detached by accident from the application to which it belongs.
7. All documentation produced shall be originals. All relevant documents enclosed with the application are to be provided with the stamp "certified true copy" by an authorized person at a Norwegian Foreign Service station or a Norwegian employment office (NAV), Cf. RSV 01-2005.

NOTE: If the applicant is going to be the mate of an oil tanker, chemical tanker or gas carrier, the procedure for application for Endorsement of Tanker Personnel Certificate – Highest Grade must be followed and such application sent separately.

Engineer Officer Class 1 certificate, Chief Engineer.

The following procedure shall be followed for applications for **Chief Engineer** Endorsement and CRA issuance.

1. Application for Endorsement shall be sent to the Norwegian Maritime Authority on the prescribed form.
2. The holder of a foreign certificate issued by a non EU/EEA country must submit documentation of employment or confirmation of future employment on a Norwegian ship or a ship requested to be entered in a Norwegian register.
3. The word "Endorsement" shall be entered on the seafarer's national certificate, with reference to **regulation III/2 of the STCW Convention**. Where the Endorsement is a separate document, it shall be provided with the same regulation reference as indicated above and with the certificate number of the seafarer's national certificate.
4. Verification is required of whether the vessel's propulsion machinery is steam or combustion engine based and whether the appropriate rights have been entered on the national certificate of the applicant.
5. A declaration from the company shall be submitted stating that the applicant has an adequate knowledge of English.
6. A declaration from the company shall be submitted stating that the applicant has gained relevant knowledge of Norwegian maritime legislation.

7. One passport photo shall be attached to the application. The applicant's name and date of birth shall be entered on the back of the photo and the photo must be so attached as to not be easily detached by accident from the application to which it belongs.
8. All documentation produced shall be originals. All relevant documents enclosed with the application are to be provided with the stamp "certified true copy" by an authorized person at a Norwegian Foreign Service station or a Norwegian employment office (NAV), Cf. RSV 01-2005.

NOTE: If the applicant is going to be the chief engineer of an oil tanker, chemical tanker or gas carrier, the procedure for application for Endorsement of Tanker Personnel Certificate – Highest Grade must be followed and such application sent separately.

Engineer Officer Class 2 certificate, Second Engineer.

The following procedure shall be followed for applications for **Second Engineer** Endorsement and CRA issuance.

1. Application for Endorsement shall be sent to the Norwegian Maritime Authority on the prescribed form.
2. The holder of a foreign certificate issued by a non EU/EEA country must submit documentation of employment or confirmation of future employment on a Norwegian ship or a ship requested to be entered in a Norwegian register.
3. The word "Endorsement" shall be entered on the seafarer's national certificate, with reference to **regulation III/2 of the STCW Convention**. Where the Endorsement is a separate document, it shall be provided with the same regulation reference as indicated above and with the certificate number of the seafarer's national certificate.
4. Verification is required of whether the vessel's propulsion machinery is steam or combustion engine based and whether the appropriate rights have been entered on the national certificate of the applicant.
5. A declaration from the company shall be submitted stating that the applicant has an adequate knowledge of English.
6. A declaration from the company shall be submitted stating that the applicant has gained knowledge of Norwegian maritime legislation.
7. One passport photo shall be attached to the application. The applicant's name and date of birth shall be entered on the back of the photo and the photo must be so attached as to not be easily detached by accident from the application to which it belongs.
8. All documentation produced shall be originals. All relevant documents enclosed with the application are to be provided with the stamp "certified true copy" by an authorized person at a Norwegian Foreign Service station or a Norwegian employment office (NAV), cf. RSV 01-2005.

NOTE: If the applicant is going to be the second engineer of an oil tanker, chemical tanker or gas carrier, the procedure for application for Endorsement of Tanker Personnel Certificate – Highest Grade must be followed and such application sent separately.

Engineer Officer Class 3 certificate, Third Engineer.

The following procedure shall be followed for applications for **Third Engineer** Endorsement and CRA issuance.

1. Application for Endorsement shall be sent to the Norwegian Maritime Authority on the prescribed form.
2. The holder of a foreign certificate issued by a non EU/EEA country must submit documentation of employment or confirmation of future employment on a Norwegian ship or a ship requested to be entered in a Norwegian register.
3. The word “Endorsement” shall be entered on the seafarer’s national certificate, with reference to **regulation III/3 of the STCW Convention**. Where the Endorsement is a separate document, it shall be provided with the same regulation reference as indicated above and with the certificate number of the seafarer’s national certificate.
4. Verification is required of whether the vessel’s propulsion machinery is steam or combustion engine based and whether the appropriate rights have been entered on the national certificate of the applicant.
5. A declaration from the company shall be submitted stating that the applicant has an adequate knowledge of English.
6. A declaration from the company shall be submitted stating that the applicant has gained knowledge of Norwegian maritime legislation.
7. One passport photo shall be attached to the application. The applicant’s name and date of birth shall be entered on the back of the photo and the photo must be so attached as to not be easily detached by accident from the application to which it belongs.
8. All documentation produced shall be originals. All relevant documents enclosed with the application are to be provided with the stamp “certified true copy” by an authorized person at a Norwegian Foreign Service station or a Norwegian employment office (NAV), cf. RSV 01-2005.

NOTE: If the applicant is going to be the chief or second engineer of an oil tanker, chemical tanker or gas carrier, the procedure for application for Endorsement of Tanker Personnel Certificate – Highest Grade must be followed and such application sent separately.

Engineer Officer Class 4 certificate, Officer in charge of an engineering watch.

The following procedure shall be followed for Endorsement applications for **officers in charge of an engineering watch** and CRA issuance.

1. Application for Endorsement shall be sent to the Norwegian Maritime Authority on the prescribed form.
2. The holder of a foreign certificate issued by a non EU/EEA country must submit documentation of employment or confirmation of future employment on a Norwegian ship or a ship requested to be entered in a Norwegian register.
3. The word “Endorsement” shall be entered on the seafarer’s national certificate, with reference to **regulation III/1 of the STCW Convention**. Where the Endorsement is a separate document, it shall be provided with the same regulation reference as indicated above and with the certificate number of the seafarer’s national certificate.
4. Verification is required of whether the vessel’s propulsion machinery is steam or combustion engine based and whether the appropriate rights have been entered on the national certificate of the applicant.
5. A declaration from the company shall be submitted stating that the applicant has an adequate knowledge of English.
6. A declaration from the company shall be submitted stating that the applicant has an adequate knowledge of Norwegian maritime legislation.
7. One passport photo shall be attached to the application. The applicant’s name and date of birth shall be entered on the back of the photo and the photo must be so attached as to not be easily detached by accident from the application to which it belongs.
8. All documentation produced shall be originals. All relevant documents enclosed with the application are to be provided with the stamp “certified true copy” by an authorized person at a Norwegian Foreign Service station or a Norwegian employment office (NAV), cf. RSV 01-2005.

Tanker Personnel Certificate – Lowest Grade.

Tanker personnel certificates of the lowest grade are not subject to Endorsement. A foreign seafarer who is going to serve on a Norwegian-registered tanker may do so on the basis of a national certificate issued by the seafarer’s competent maritime authority or by an institution to which such certification has been delegated.

Cook’s certificate.

The following procedure and items shall be observed for applications for **Cook’s certificate** Endorsement and CRA issuance.

1. Application for Endorsement shall be sent to the Norwegian Maritime Authority on the prescribed form.
2. Original of Cook’s certificate issued under ILO Convention No. 69 shall be produced.
3. It must be documented that the applicant has at least 12 months’ seagoing service as a cook during the preceding five years.

4. A valid health certificate shall be submitted and a copy enclosed with the application.
5. All documentation produced shall be originals. All relevant documents enclosed with the application are to be provided with the stamp “certified true copy” by an authorized person at a Norwegian Foreign Service station or a Norwegian employment office (NAV).

Cook’s dispensation

The following procedure and items shall be observed for applications for **Cook’s dispensation** and checked before issuing a CRA.

1. Original of health certificate from an approved seamen’s doctor shall be produced and enclosed with the application for dispensation.
2. Original(s) shall be submitted to document at least 36 months’ experience as a cook. The experience must not be older than five years;

or

the applicant holds a foreign Cook’s certificate and has 24 months’ experience as a cook from the preceding five years.

3. All documentation produced shall be originals. All relevant documents enclosed with the application are to be provided with the stamp ”certified true copy” by an authorized person at a Norwegian Foreign Service station or a Norwegian employment office (NAV), cf. RSV 01-2005.
4. Original of health certificate from an approved seamen’s doctor shall be produced and enclosed with the application for dispensation.

Tanker Personnel Certificate – Highest Grade.

The requirement for endorsement of tanker personnel certificates of the highest grade applies exclusively to captains, chief mates, chief engineers or second engineers who are to serve on board tankers carrying oil, chemicals or gas. Additionally, any other person with direct responsibility for loading, unloading and care of the cargo shall apply for Endorsement.

The following procedures and items shall be observed for Endorsement application for **Tanker Personnel Certificate – Highest Grade** and checked before issuing a CRA.

1. Check which type of tanker the applicant is going to serve on.
2. Check that the applicant has **a national Tanker Personnel Certificate – Highest Grade** for:
 - oil, if the applicant is to serve on an oil tanker;
 - chemicals, if the applicant is to serve on a chemical tanker; or
 - gas, if the applicant is to serve on a gas carrier.

In addition to the type of tanker, the national certificate shall be provided with a reference to regulation V/1 paragraph 2 of the STCW Convention.

When the documentation is found to be in accordance with the above items, a CRA may be issued, and **certified true copies of the applicant's documents** may be forwarded to the Norwegian Maritime Authority for the issue of Endorsement.

Tanker Personnel Certificate – Lowest Grade.

Tanker personnel certificates of the lowest grade are not subject to Endorsement. A foreign seafarer who is going to serve on a Norwegian-registered tanker may do so on the basis of a national certificate issued by the seafarer's competent maritime authority or by an institution to which such certification has been delegated.

Radio Operator's Certificate

Endorsement applications for radiotelegraphists and radiotelephonists under chapter IV of the STCW Convention shall be sent to Telenor Maritime Radio on the prescribed form.

Rune Teisrud
Director General of Navigation and Shipping

Ove Tautra
Director of Department