

PLEASE WRITE
YOUR NAME ON
THE BACK OF
YOUR PASSPORT
PHOTO AND CLIP
ON HERE



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INTERNATIONAL CERTIFICATE OF COMPETENCE RENEWAL

FAST TRACK SERVICE REQUIRED (See charges in section 5)

According to our records your International Certificate of Competence (ICC) is due for renewal. In order to renew your ICC you must still be eligible for the RYA to issue the certificate to you.

******IMPORTANT - Following changes to the eligibility criteria, proof of eligibility is now required from every applicant. The requirements are detailed on the renewal form overleaf in section 1. ******

If you chose to renew your ICC, your new certificate, valid for a further 5 years, will be issued with the same categories validated as your existing certificate. The only exception to this is for certificates issued prior to 1st April 1999, where the inland category will not be re-validated unless we have proof that the holder has passed the CEVNI test. Should you require any further categories validated you will need to pass the appropriate ICC assessment or provide the documentary evidence of competence detailed in the table below.

EVIDENCE OF COMPETENCE Applicants can present a UK certificate as detailed in this table (Please send photocopies, not original certificates)	CATEGORIES ICC MAY BE VALIDATED FOR					
	POWER		PWC	SAIL	COASTAL WATERS	INLAND WATERS (CEVNI test required)*
	Up to 10m LOA	10m LOA and over				
RYA National Powerboat Certificate (Inland) Level 2 or higher	✓		✓			✓*
RYA National Powerboat Certificate (Coastal) Level 2 or higher	✓		✓		✓	✓*
Advanced Powerboat RYA/MCA Certificate of Competence	✓	✓	✓		✓	✓*
RYA Inland Waterways Helmsman Certificate	✓	✓				✓*
RYA Helmsman's Course Completion Certificate	✓	✓				✓*
RYA Day Skipper / Coastal Skipper Practical Course Completion Certificate (Power)	✓	✓			✓	✓*
RYA Day Skipper / Coastal Skipper Practical Course Completion Certificate (Sail)	✓			✓	✓	✓*
Coastal Skipper / Yachtmaster® Coastal or higher RYA/MCA Certificate of Competence (Power)	✓	✓			✓	✓*
Coastal Skipper / Yachtmaster® Coastal or higher RYA/MCA Certificate of Competence (Sail)	✓			✓	✓	✓*
MCA Deck Officer Certificate of Competence [Any Grade]	✓	✓			✓	✓*
RN, Army or RAF Bridge Watchkeeping Certificate	✓	✓			✓	✓*
MCA or Local Authority Boatman's Licence	✓	✓			✓	✓*
MCA Boatmaster Certificate	✓	✓				✓*
RYA Dinghy Instructor and National Powerboat Certificate Level 2 or higher	✓			✓	✓	✓*
RYA Personal Watercraft Proficiency Certificate			✓		✓	

* Certificates will only be validated for inland waters if the applicant has passed the CEVNI Test. This is a multiple choice test, which can be taken on-line or at most RYA practical Training Centres. For details of the how and where you can take the test see: <http://www.rya.org.uk/infoadvice/boatingabroad/icc/Pages/cevnitest.aspx>

PLEASE NOTE: Where proof of competence is required under the Merchant Shipping Regulations i.e. UK pleasure vessels exceeding both 80 GT and 24m in length and for any vessel which is used for commercial purposes, the ICC is insufficient and it must be supported by the requisite certificate of competence.

If you wish to renew your ICC then please complete and return the form on the reverse of this letter and send it together with your old certificate (if possible), a passport-sized photograph (ensuring you print your name on the back of the photo), proof of eligibility and the fee as applicable to your membership status.

Please allow 21 days for your new certificate to be issued. Fast Track Service - for a small additional charge we can guarantee a 2 working day turnaround from the date we receive the application. If you require this service, please clearly mark your application with "FAST TRACK" and include the applicable additional fee (as detailed on the form).

If you have any concerns or queries please contact the Certification Department:

Direct Line: 0844 556 9520 or 023 8060 4158 E-mail: certification@rya.org.uk

CHECK LIST

- | | |
|--|---|
| <input type="checkbox"/> ICC renewal form completed in full | <input type="checkbox"/> Fast track service requested if required |
| <input type="checkbox"/> Evidence of eligibility enclosed (section 1 – required from EVERY applicant) | <input type="checkbox"/> Payment enclosed |
| <input type="checkbox"/> Evidence of competence enclosed for any additional categories | <input type="checkbox"/> Old certificate enclosed (if possible) |
| <input type="checkbox"/> Passport sized photograph with name on reverse attached | <input type="checkbox"/> Declaration signed (section 4) |

Patron Her Majesty The Queen **President** HRH The Princess Royal KG, KT, GCVO, QSO **Chief Executive** Sarah Treseder



RENEWAL OF INTERNATIONAL CERTIFICATE FOR OPERATOR OF PLEASURE CRAFT FOR A FURTHER 5 YEARS

Surname: _____ RYA Ref No: _____
 Certificate No: _____ Expiry Date: _____

1 ELIGIBILITY: This certificate is available to a person who has reached the age of 16; is physically and mentally fit to operate a pleasure craft, and in particular, has sufficient powers of vision and hearing; presents a UK certificate (as detailed in section 2) or has successfully passed an examination (as detailed in section 4) to prove the necessary competence for pleasure craft operation; and who is one of the following:

1	<input type="checkbox"/> British resident	Enclose evidence of residency (copy of a utility bill, bank statement, driving licence or recognised national identity card showing your address). Further authenticated evidence of residency may be required.
	<input type="checkbox"/> British national	Enclose a copy of the photo page of your passport or a recognised national identity card
	<input type="checkbox"/> National of the USA or Canada	Enclose a copy of the photo page of your passport or a recognised national identity card
	<input type="checkbox"/> National of a country which is not a member of UNECE	Enclose a copy of the photo page of your passport or a recognised national identity card

The UNECE countries are: Albania, Andorra, Armenia, Austria, Azerbaijan, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Canada, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Israel, Italy, Kazakhstan, Kyrgyzstan, Latvia, Liechtenstein, Lithuania, Luxembourg, Macedonia, Malta, Moldova, Monaco, Montenegro, Netherlands, Norway, Poland, Portugal, Romania, Russian Federation, San Marino, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Tajikistan, Turkey, Turkmenistan, Ukraine, United Kingdom, United States of America, Uzbekistan

NAME: _____ ADDRESS: _____

DATE OF BIRTH: _____

COUNTRY OF BIRTH: _____

NATIONALITY: _____

TELEPHONE NUMBER: Evening _____

Daytime _____ Postcode _____

Mobile _____ Country _____

EMAIL: _____

2 ICC CATEGORIES FOR WHICH YOU ARE APPLYING:

<input type="checkbox"/> Power up to 10m length overall	<input type="checkbox"/> Sail	<input type="checkbox"/> Coastal
<input type="checkbox"/> Power 10m length overall and over	<input type="checkbox"/> Personal Watercraft	<input type="checkbox"/> Inland waters

3 DECLARATION & SIGNATURE OF APPLICANT:
 I confirm that I satisfy the eligibility criteria above

4 CHARGES: The ICC which is valid for 5 years from the date of issue is issued free to RYA Members, a fee is payable by non-members. Please allow 21 days for the certificate to be issued. Regrettably we are unable to respond to requests to check the progress of your ICC application within the first 14 days of this period. If you require your ICC sooner a Fast Track service, which guarantees a 2 working day turnaround from the date we receive your application, is available for an additional charge. Please enclose the additional fee and tick the box at the top of this letter.

Fees Payable	Non-Member	Standard RYA member or applying for membership with ICC	RYA Gold Member
Cost of certificate issue	£43.00	Free of charge	Free of charge
Cost of fast track issue if required	£25.00	£15.00	£10.00

5 PAYMENT: Please tick the relevant box (please note, applications cannot be upgraded to Fast Track once they are received by the RYA)

<p>I do not wish to be a member of the RYA <input type="checkbox"/></p> <p><input type="checkbox"/> I enclose £43 for the issue of the certificate</p> <p><input type="checkbox"/> I enclose £68 for the issue of the certificate using the Fast Track service</p>	<p>I am a current RYA Member <input type="checkbox"/></p> <p>(ICC is free of charge)</p> <p><input type="checkbox"/> My membership number is _____</p> <p><input type="checkbox"/> I require the Fast Track service and my membership number is _____</p>	<p>I am applying for RYA membership <input type="checkbox"/></p> <p>(ICC will be free of charge if joining)</p> <p><input type="checkbox"/> I have completed a membership form</p> <p><input type="checkbox"/> I have completed a membership form and also require the Fast Track service</p>
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Payment can be made by cheque, postal order or credit/debit card. If you would like to pay by credit or debit card please enter your card details at section 7. If you are applying for RYA membership at the same time as your ICC, payment can be made by direct debit. Please ensure you have completed the direct debit section of the membership application form. Please note, we can only accept direct debits on banks from within the United Kingdom.

6 CREDIT CARD DETAILS: Your credit card details are not stored on any RYA systems and your details are destroyed once payment has been processed. Please debit my Visa/MasterCard/Switch/Maestro (delete as applicable) - Please tick the boxes that apply and enter the total amount to be taken

<input type="checkbox"/> ICC Fee £43	<input type="checkbox"/> Fast Track Fee £25	<input type="checkbox"/> Fast Track Fee £15	<input type="checkbox"/> Fast Track Fee £10	TOTAL AMOUNT
<input type="checkbox"/> Membership Fee £17	<input type="checkbox"/> Membership Fee £28	<input type="checkbox"/> Membership Fee £49	<input type="checkbox"/> Membership Fee £71	£ _____

Card Number

Card Start Date Card Expiry Date Switch Issue No. CVV No.

Cardholder's Name _____ Cardholder's Signature _____