**STCW DISPENSATION LETTER CHECKLIST**

*All documents must be in English or translated in English.*

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| **Required documents** | **Submitted** | **Comments** |
| *Letter from owner(s) requesting the dispensation[[1]](#footnote-1) [[2]](#footnote-2)and explaining the reason. To be dated, signed, and stamped from the owner(s).*  | [ ]  |  |
| *Updated Crew list* | [ ]  |  |
| *Signed Quotation* | [ ]  |  |

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| ***In case the specified seafarer shall serve in a capacity other than his, the below documents are also required:*** |
| **Required documents** | **Submitted** | **Comments** |
| *Copy of Certificate of Competency – COC*  | [ ]  |  |
| *Copy of International Passport*  | [ ]  |  |
| *Copy of Medical Certificate*  | [ ]  |  |
| *Copy of Seaman Book including Sea Experience*  | [ ]  |  |
| *Other (Specify)*       | [ ]  |  |

***Note for applicants****: This form is for reference only and does not need to be submitted when applying for COE.*

1. The validity of the dispensation shall not exceed six months. [↑](#footnote-ref-1)
2. The dispensations shall not be granted to a master or chief engineer officer except in circumstances of force majeure. [↑](#footnote-ref-2)