

## **Procedures for Obtaining CDC Revalidation/SID/COP/GMDSS-COC**

### **1) Issuance of Seafarers' Identity Document (SID):**

- a) An online application shall be submitted.  
(Logging URL for application submission: <http://220.247.240.153:9090/sid/#/home/>)  
CDC data page and if revalidation has been done the revalidation page shall be attached together with the application.
- b) SMS message will be sent for the payment.  
( URL for the online payment <http://220.247.240.153/MSSIPG/>)
- c) Notice will be given to visit MSS for capturing biometrics and the Signature.
- d) An envelope of 6'' x 3.5'' size with stamps for registered post pasted and return address written shall be submitted for posting the SID.
- e) Once the SID is ready a SMS will be sent indicating the dispatch status.

### **2) Revalidation of COP (Watchkeeping, Cook, Steward, Tanker) and GMDSS COC**

- a) An application together with the relevant documents (including the applicable check list) may be submitted by post to the given address bellow or by hand to the front desk of the MSS. Purpose of submitting the application shall be clearly marked in the front side of the envelope with the Name of Applicant and the CDC No.
- b) In addition to the documents mentioned in above paragraph (a ), an envelope of A4 with stamps for registered post pasted and return address written shall be submitted for posting the certificate.
- c) Refer the "Marine Education and Training" section under "Downloads" in the web for relevant application to be submitted for each category of COP and the GMDSS COC.

*Mailing Address:*

*Director General of Merchant Shipping,  
Merchant Shipping Secretariat, Ministry of Ports and Shipping,  
1<sup>st</sup> Floor, Bristol Building, York Street, Colombo 01.*

### **3) Applications for the rating forming part of navigation/Engine watch (Watchkeeping)**

can be submitted on or reach by Tuesday and Wednesday in every week. Assessment for the issuance of watch keeping certificate will be held every Thursday for deck department and every Friday for the Engine department. All the candidates will have to sit for a written paper which will be with 25 multiple choice questions. Pass marks will be 50%.

#### 4) Revalidation of CDC

- a) Online application shall be submitted.
- b) Required documents as per check list no.4 shall be e-mailed to “[visashipping@yahoo.com](mailto:visashipping@yahoo.com)” or uploaded through a training institute.
- c) A SMS will be received with the reference number for the required payment. Only online payment will be accepted  
(URL for the online payment <http://220.247.240.153/MSSIPG/>)

**d) For revalidation of new book (small book) :**

Candidate shall hand over or send by post his CDC book and an envelope of 9’’ x 3.5’’ size with stamps for registered post pasted and return address written for posting the revalidated CDC.

**For revalidation of Old book :**

A notification by phone will be given to the applicant for capturing photograph and the signature. Candidate shall hand over his old CDC book and an envelope of 9’’ x 6’’ size with stamps for registered post pasted and return address written for posting the certificate.

**NOTE:** When submitting the CDC by post or by hand, candidate’s name, CDC number and the words “Revalidation of CDC” shall be clearly written on the front side of the envelope.

#### 4) Merchant Shipping Secretariat (MSS) will;

- Verify/check the authenticity of the submitted application and supplementary documents;
  - Notify the applicant if required any, clarification or any issues relating to the submitted documents;
  - Certificates will be revalidated and sent by post within seven (7) working days. In the case of incomplete application or documents is not in order, complete set of documents will be returned to the applicant by post and new application will required to be submitted by the individual.
- 5) MSS will all ways follow the above procedures when issuing certificates to seafarers. Therefore all the seafarers are advised to keep their required documents ready in advance.

Check List (1)

	<b>Documents required for COP -Tanker and COOK revalidation</b>	<b>Insert (√) If attached</b>
1	Duly filled application form	
2	Document proofs for sea service (CDC pages/sea service testimonials/wages slip/PP) reflecting 3 months sea service onboard a relevant vessel during proceeding 5 years.	
3	Previous tanker/COOK Certificate issued by the MSS	
4	Valid medical certificate issued by an approved medical practitioner	
5	An envelope of A4 with stamps for registered post pasted and return address written.	
6	Two copies Color Photographs (dress Office attire) Size 30mm x 25mm with a blue background. Name should be written on the back side of the photograph.	
7	Original bank deposit slip of the relevant payment	

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Signature

Check List (2)

	<b>Documents required for revalidation of Watch Keeping Certificate</b>	<b>Insert (√) If attached</b>
1	Duly filled application form	
2	Document proofs for sea service (CDC pages/sea service testimonials/wages slip/PP) reflecting 3 months sea service onboard a relevant vessel during proceeding 5 years	
3	Previous Watch Keeping Certificate issued by the MSS ( if available)	
4	Valid medical certificate issued by an approved medical practitioner	
5	An envelope of A4 size with stamps for registered post pasted and return address written.	
6	Two copies Color Photographs (dress-Office attire) Size 30mm x 25mm with a blue background. Name should be written on the back side of the photograph.	
7	Original bank deposit slip of the relevant payment	
8	Four basic training certificates	

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Signature

Check List (3)

	<b>Documents required for GMDSS COC revalidation</b>	<b>Insert (√) If attached</b>
1	Duly filled application form	
2	Document proofs for sea service (CDC pages/sea service testimonials/wages slip/PP) reflecting 3 months sea service onboard a relevant vessel during proceeding 5 years	
3	Previous GMDSS COC Certificate issued by the MSS	
4	Valid medical certificate issued by an approved medical practitioner	
5	An envelope of A4 size with stamps for registered post pasted and return address written.	
6	Two copies of Color Photographs (dress-Office attire) Size 30mm x 25mm with a blue background. Name should be written on the back side of the photograph.	
7	Original bank deposit slip of the relevant payment	

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Signature

Note

- 1) All above documents shall be enclosed in an envelope with the Name of Applicant, CDC No. and the type of COP applied is clearly written.
- 2) If any of the information is missing application will be rejected.

Check List (4)

	<b>Documents required for revalidation of CDC</b>	<b>Insert (√) If attached</b>
1	Birth Certificate (only for old format of CDC Revalidation)	
2	Copy of the NIC.	
3	Bio data page of Passport and Copy of alteration page (if any)	
4	Valid medical certificate issued by an approved medical practitioner	
5	Basic Training Endorsement (Issued by MSS) or Valid four basic training certificates.	
6	Security Awareness or SDSD or SSO	
7	Maritime English training certificate	
8	Copies of CDC book (Bio-data page/Revalidation Page and Last sea service Page)	
9	Coppice of COC/COP/Watch Keeping/MLC/ETR as applicable	

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**Signature**