

Polish Certificates of Competency, Certificates of Proficiency and seaman's books by Ukrainian seafarers

Due to numerous questions regarding obtaining Polish Certificates of Competency, Certificates of Proficiency and seaman's books by Ukrainian seafarers, we present the following information:

According to the information from the Government of Ukraine, Ukrainian documents are valid until December 31, 2022. The official stance is described in:

1. Circular Letter No. 4519
2. Circular Letter No. 4232-Add.16

Exchange of Ukrainian seafarers' documents for their Polish equivalents.

It is not possible to exchange Ukrainian CoC, CoP or seaman's books to Polish documents.

Obtaining a Polish seaman's book by a citizen of Ukraine.

A Polish seaman's book can be obtained by a citizen of Ukraine, who resides / lives in Poland legally. Seaman's books are issued for 5 years. An application for a seaman's book must be submitted in person at a maritime authority office (such offices are located in Szczecin, Słupsk and Gdynia), or electronically via the ePUAP platform (based on your PESEL number assigned, you can create a trusted profile and submit your application electronically. Details on the trusted profile are available on <https://www.gov.pl/web/gov/zaloz-profil-zaufany>). The seaman's book is to be collected either personally, or by another, duly authorized person – a notarial authorization is required. The fee for issuing a book is PLN 200. Waiting time for the seaman's book is 30 days.

Documents required when applying for a seaman's book:

1. Application for a seaman's book (can be found below)
2. Passport (for review only),
3. Current passport photo, taken in the last 6 months,
4. A health certificate for seafarers, valid for at least one month from the date of submitting the application (Ukrainian health certificates are accepted),
5. Basic safety training certificates (Ukrainian training certificates are accepted):
 1. in the field of personal survival techniques,
 2. in the field of fire prevention and firefighting – basic or advance,
 3. elementary first aid or medical first aid,
 4. in terms of personal safety and social responsibilities.
6. Evidence of your payment of the PLN 200 fee for issuing a seaman's book.

The fee for the seaman's book should be sent to the following account of the Maritime Office:

NBP o/GDAŃSK account no. 92101011400065782231000000 (write your name and surname and the words "za wydanie książeczki żeglarskiej").

IBAN PL 92101011400065782231000000 BIC/SWIFT COD:NBPLPLPWAt the end of this document, you will find links to useful information and standard forms.

Obtaining a Polish seafarer's health certificate by a Ukrainian citizen.

Each seafarer may receive a Polish health certificate if he or she meets the health requirements. A list of qualified medical practitioners, divided to voivodeships, can be found below.

Revalidation of Ukrainian training certificates.

A Ukrainian, time-limited training certificate cannot be renewed in Poland on the basis of a reduced, updating training. A Polish certificate can be obtained on the basis of full training (most of full training courses last 2-4 days). Some training centers offer training in English, others – in Polish.

At the end of this document, there is a link to a list of training centers (from the vicinity of Gdynia)

Obtaining higher level training certificates by seamen with Ukrainian basic level certificates.

A seafarer, who has a valid Ukrainian basic training certificate (e.g. elementary first aid), may apply for a Polish higher level certificate (e.g. medical first aid). In such cases, basic, Ukrainian certificates are accepted and it is possible to enroll in a higher-level training in a training center. At the end of this document, there is a list of training centers (from the vicinity of Gdynia)

Revalidation Ukrainian Certificate of Competency in Poland.

Starting from 26 March 2022, CoC issued by the administration of Ukraine on the basis of regulations II/1, II/2, III/1, III/2, III/3 and III/6 of the STCW Convention, which expired not earlier than on 24 February 2022, can be renewed in Poland (only once). Application for renewal shall be submitted to the director of the maritime office no later than by 31.12.2022. Such applications may not be submitted earlier than 6 months before the expiry date of the previous CoC (a person who has a CoC valid for e.g. 8 months cannot renew it). The seafarer will receive a Polish CoC valid for 2 years. This is a one-off solution, a renewed diploma cannot be renewed again. The two-year expiry date will run from:

1. the date of issuing the CoC, if the application was submitted within the last 6 months of the validity of the CoC,
2. the date of expiry of the CoC, if the application is submitted after the expiry of the CoC.

The condition for renewal of one's CoC is to have appropriate on-board practice, i.e.

1. 12 months in the last 5 years as an officer on merchant seagoing ships in international navigation, or
2. 3 months of sea service in the last 6 months of the validity of the CoC on officer positions on commercial sea-going ships in international voyages.

The sea service should be documented in one's seaman's book or a testimonial issued by the master or shipowner (crewing agency).

Documents required for CoC revalidation:

1. Application (can be found below),

2. service extracted from the seaman's book (or testimonial) – sea service form can be found below,
3. copies of the seaman's book pages or testimonials, if the application is sent by post,
4. current health certificate (we also accept Ukrainian certificates)
5. Ukrainian CoC with endorsement,
6. 2 photos for documents,
7. a fee of PLN 50

The fee in the amount of 50 polish zloty should be sent to the following account of the Maritime Office: NBP o/GDAŃSK account no.92101011400065782231000000 (write your name and surname and the words "za odnowienie dyplomu").

IBAN PL 92101011400065782231000000 BIC/SWIFT COD:NBPLPLPW

8. confirmation of recognition if the Applicant has a confirmation of recognition, issued by any administration,
9. passport – for review only,
10. postage form if the Applicant wants the completed document to be sent to him; and evidence of the payment of the postage, if the document is to be sent abroad.

Reception of documents: applications can be submitted in person, sent by traditional mail or via ePUAP (based on the PESEL number assigned, you can set up a trusted profile and submit an application electronically. Details of the trusted profile can be found at: <https://www.gov.pl/web/gov/zaloz-trusted-profile>) . Seafarers who are on board will be able to send the application (confirmed by master – ship stamp and master's signature on application is required) by e-mail. In other cases documents cannot be sent by e-mail

At the end of this document, you will find links to useful information and standard forms.

Applying for Polish CoC and certificates of qualification by Ukrainian seamen

Ukrainian seafarers who have qualification certificates (e.g. O/S) or CoC **may upgrade their certificates** in Poland. In this case, you need to:

1. have at least the secondary education level – for officers; or basic education – for seafarers (you will need a certificate / diploma and its Polish or English translation),
2. be at least 18 years old,
3. complete a relevant training program in a Polish training center for seafarers (e.g. at the operational or management level – depending on the CoC). Some centers provide training in English, most in Polish.
4. pass an appropriate exam before the Central Maritime Examination Board (exams are held in Polish, you can also take them in English- in Gdynia only),
5. have the required sea service (we accept entries in the Ukrainian seaman's book and testimonials issued by the master or shipowner, and in case of doubts as to an entry, we may request additional explanations, e.g. additional certificates from the shipowner or crewing agency, a copy of the ship's registration certificate),
6. have a valid medical certificate for seafarers.

At the end of this document, there is a list of Officer Training Centers. The course at the operational level lasts approx. 6 months, at the management level, approx. 5 months.

Obtaining a Polish master' or chief engineer CoC.

Ukrainian seafarers, who hold CoC at the management level (chief officer or second engineer), or master or chief engineer, may apply for Polish master's or chief engineer's CoC. In this case, you need to:

1. have at least the secondary education level (you will need a certificate / diploma and its translation into Polish or English),
2. complete a management training program in a Polish training center (even if the seafarer completed such training in Ukraine),
3. pass two exams before the Central Maritime Examination Board – at the management level and an exam for masters / chief engineers.
4. have the required sea service as a chief officer or second engineer (we accept entries in the Ukrainian seaman's book and testimonials issued by the master or shipowner). It is required to sea practice on ships above 3000 GT / 3000 kW in international voyages,
5. have a valid medical certificate for seafarers.

Obtaining a Polish watch officer / watch engineer officer CoC after graduating from a Ukrainian maritime university.

A graduate of a Ukrainian maritime academy in Poland cannot approved his or her training record book and receive a Polish officer CoC on the basis of 12 months of sea service, because Poland does not supervise Ukrainian maritime schools and student on-board training in Ukraine.

For the continuation / commencement of studies at Polish maritime universities, you must contact the university directly.

GMDSS

All matters regarding issuance and/or renewal of GMDSS certificates are handled by the Office of Electronic Communications (UKE). Contact to the UKE office in Gdynia: tel. 058 6247716, e-mail: ske.gdynia@uke.gov.pl

Useful links, addresses and forms:

Contact details to Maritime Office in Gdynia

Maritime Office in Gdynia
Seafarers Certification Division
Chrzanowskiego 10, 81-338 Gdynia
phone: +48 355 3360, 355 3373
e-mail: wdm.gdynia@umgdy.gov.pl

Office in Gdynia is open from 8.30 to 14.00.

Account number for fees for issuing documents: Maritime Office in Gdynia, Chrzanowskiego 10, 81-338 Gdynia, NBP o/GDAŃSK no. 92101011400065782231000000
IBAN PL 92101011400065782231000000 BIC/SWIFT COD:NBPLPLPW

The website of the Seafarers Certification Division in Gdynia:
https://www.umgdy.gov.pl/informacje/dokumenty_marynarskie

Communication from the Government of Ukraine (IMO Circullar Letter)

- Circular Letter No.4519, link
- Circular Letter No.4232-Add.16, link

Forms: link to forms in Polish: https://www.umgdy.gov.pl/?page_id=10362

Maritime training centers providing training for officers (operational and management level):

1. **Marine Officers' Training Centre – Maritime Academy of Szczecin**
Wały Chrobrego 1-2, 70-500 Szczecin
e-mail: sdko@am.szczecin.pl
2. **Marine Training Center in Kołobrzeg – Maritime Academy of Szczecin**
Mazowiecka 31-32, 78-100 Kołobrzeg,
e-mail: mosk@am.szczecin.pl
3. **Officer Training Centre of Gdynia Maritime University Ltd**
Morska 83 A, 81-222 Gdynia
e-mail: sdk@umg.edu.pl, sdkmech@umg.edu.pl
(the center also conducts training in English)
4. **The Gdynia Maritime School**
Polska 13A, 81-339 Gdynia
e-mail: szkola@morska.edu.pl
(the center also conducts training in English)
5. **Training Center – Polish Naval Academy in Gdynia**
Śmidowicza 69, 81-127 Gdynia
e-mail: osamw@amw.gdynia.pl

Polish universities providing education in accordance with STCW

1. **Gdynia Maritime University**
Morska 81-87, 81-225 Gdynia
website: www.umg.edu.pl/en
2. **Polish Naval Academy in Gdynia**
Śmidowicza 69, 81-127 Gdynia
website: www.amw.gdynia.pl/index.php/en/
3. **Maritime University of Szczecin**
Wały Chrobrego 1-2, 70-500 Szczecin
website: <https://www.am.szczecin.pl/en>

Exams for seafarers

Exams for seafarers are conducted by an appropriate examination commission (Central Maritime Examination Board).

The offices of the Commission are located in Szczecin and Gdynia.

- Secretariat in Maritime Office in Gdynia,
Bernarda Chrzanowskiego 10, 81-338 Gdynia
room no 131, office is open 10.00-13.00 (Monday-Friday)
tel.: 058 355 33 35,
e-mail: cmkegdynia@mi.gov.pl
- Secretariat in Maritime Office in Szczecin
(located in Harbor Master's Office),
Jana z Kolna 9, 71-603 Szczecin

room no 101, office is open 10.00-13.00 (Monday-Friday)
tel.: 091 440 35 55,
e-mail: cmkieszczecin@mi.gov.pl

The schedule of exams, useful materials, a bank of questions and other information is available on the website: www.gov.pl/web/infrastruktura/cmke