

NAME: \_\_\_\_\_

DOB: \_\_\_\_\_

CUSTOMER NO (if known): \_\_\_\_\_

**CHECKLIST FOR SUBMISSION OF DOCUMENTS – ICE NAVIGATION CERTIFICATION - MUST BE COMPLETED**

This checklist is to ensure that all mandatory documents have been included in your application. Please note that you must tick and sign to confirm that the items have been included. Documents are to be submitted as clear scanned copies sent to [icenavigation@nautinst.org](mailto:icenavigation@nautinst.org).

<b>MANDATORY FOR ALL GRANDFATHERED APPLICATIONS I confirm that I am attaching the documents below:</b>																
Attached - please tick		Office use														
	Completed Alexis Registration Form															
	Copy of passport personal details page <i>This is to ensure that your name will appear correctly (as per your passport) on any issued documents</i>															
	Copy of STCW certificate															
	Evidence of days operating in ice <i>Master's log stating weather/ice conditions/icebreaker operations, crew lists, officers logbook stating watchkeeping and ice conditions signed by Master</i>															
	Confirmation of evidence (please consult online guide for a list of possible documents) <i>Testimonial letter from an NI Member or Fellow, seaman's discharge book, sea service letters</i>															
	Evidence of shore based training (if applicable). Please list course names and length of course below (Please use additional sheet if you require more space). <i>Certificate of course completion or training from accredited training provider</i>															
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Title of Course</th> <th style="width: 50%;">Length of Course</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr> <td colspan="2" style="text-align: right;"><b>Total:</b></td> </tr> </tbody> </table>	Title of Course	Length of Course											<b>Total:</b>		
Title of Course	Length of Course															
<b>Total:</b>																
	Statutory declaration															
	Signed and completed application checklist (this document)															
	Colour photo of passport style and size <b>- Failure to provide a satisfactory picture will result in a delay with your application.</b>															

<b>DECLARATION</b>	
I confirm that I have read and agree with the disclaimer and terms of services provided by The Nautical Institute. I confirm that all the above ticked documents have been included in my application.	
I declare that the data contained in this application is, to the best of my knowledge, true and correct. I also declare that the documents are genuine, given and signed by the persons whose names appear on them. I consent to any processing of the data contained in the application by The Nautical Institute (including any processing necessary to establish the authenticity and validity of the issued certificate). As per disclaimer, I understand that if I have not provided the mandatory items in my application my documents may be sent back as unsuccessful automatically without processing.	
Printed Name: _____	Date: _____
Signed: _____	

Received	Queries	Approved (Y or N)	Date	Cert. Gained