

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:

I. According to the information from the Government of Ukraine, **Ukrainian documents of competency are valid until June 30, 2023**. The official stance is described in:

- Circular Letter No. 4232-Add.18

II. 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.

III. 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,
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):
 - in the field of personal survival techniques,
 - in the field of fire prevention and firefighting - basic or advance,
 - elementary first aid or medical first aid,
 - in terms of personal safety and social responsibilities.
6. Evidence of your payment of the PLN 200 fee for issuing a seaman's book. You can pay for the book at the cash desk of the Maritime Authority Office in Szczecin from 8.00 a.m. and 1.00 p.m. or to the account of the office no 17101015990028992231000000 (write your name and surname and the words "za wydanie książeczki żeglarskiej"). In Słupsk, no cash is accepted.

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

IV. 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, is available in the tab: "Seafarers' documents" on our website.

V. 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 Szczecin and Słupsk)

VI. 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 link to a list of training centers (from the vicinity of Szczecin and Słupsk)

VII. Revalidation Ukrainian Certificate of Competency in Poland.

A Ukrainian Certificate of Competency cannot be renewed in Poland.

VIII. 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:

- 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),
- be at least 18 years old,
- 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.
- 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),
- 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),
- 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.

IX. 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:

- have at least the secondary education level (you will need a certificate / diploma and its translation into Polish or English),
- complete a management training program in a Polish training center (even if the seafarer completed such training in Ukraine),
- pass two exams before the Central Maritime Examination Board - at the management level and an exam for masters / chief engineers.
- 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,
- have a valid medical certificate for seafarers.

X. 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.

XI. GMDSS

All matters regarding 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

XII. Useful links, addresses and forms:

1. Contact details to Maritime Office in Szczecin (offices in Szczecin and Słupsk)

Maritime Office in Szczecin

Seafarers' Cerification Division

Jana z Kolna 9, 71-603 Szczecin

tel. 091 4403 463 – certificates of competency, certificates of trainings

tel. 091 4403 412 – seaman's books

e-mail: wdm1@ums.gov.pl

Office in Szczecin is open from 8.00 to 14.00.

Cash desk is open from 8.00 to 13.00 (cash and cashless payments are accepted)

Maritime Office in Szczecin

Seafarers' Cerification Division – office in Słupsk

Sienkiewicza 18, 76-200 Słupsk

tel. 059 8474 213,

e-mail: certyfikaty1@ums.gov.pl

Office in Słupsk is open from 8.00 to 13.00 (we accept cashless payments only)

Account number for fees for issuing documents: Maritime Office in Szczecin, Batorego 4, 70-207 Szczecin, NBP O/O Szczecin nr 17101015990028992231000000

Account number for charges for foreign shipping: Maritime Office in Szczecin, Batorego 4, 70-207 Szczecin, IBAN PL 67101015990028992230000000, BIC/SWIFT CODE NBPLPLPW

The website of the Seafarers' Cerification Division in Szczecin/ Słupsk::
<https://www.ums.gov.pl/dokumenty-marynarzy>

2. Forms: link to forms in Polish: <https://www.ums.gov.pl/dokumenty-marynarzy?id=45>

WNIOSEK O WYDANIE/ WYMIANĘ KSIĄŻECZKI ŻEGLARSKIEJ
(NALEŻY WYPEŁNIAĆ DRUKOWANYMI LITERAMI)
APPLICATION FOR SEAMAN'S BOOK. PLEASE USE THE CAPITAL LETTERS

Wnoszę o: (proszę zaznaczyć wybraną pozycję znakiem „X”) / I apply for: (please tick)

Wydanie książeczki po raz pierwszy / Issuing the seaman's book – first time

Wymianę z powodu: / Replacement due to:

- zmiany danych / data change
- uszkodzenia / damage
- braku miejsca na dokonanie adnotacji lub wpisów / no more spaces for entries
- upływu terminu ważności / expiry of the validity
- utraty poprzedniej książeczki / lost previous seaman's book
- innej okoliczności utrudniającej ustalenie tożsamości / another reason making it difficult to establish identity

Miejsce odbioru książeczki żeglarskiej (dotyczy tylko wniosków ePUAP) / Place (city) of receipt of the seaman's book (applies for trusted profile applications only)

Szczecin Słupsk

Nazwisko i imię (imiona) / Surname and name(s)

Data i miejsce urodzenia / Date and place of birth

.....
Obywatelstwo / Nationality

.....
PESEL (jeśli jest nadany) / PESEL No. (if you have)

wzrost w cm / height in cm

kolor oczu / colour of eyes

.....
Znaki szczególne (dotyczy tylko twarzy np. blizny, znamiona) / distinguishing marks (only on face: e.g. scars)

.....
Adres do korespondencji w Polsce / Correspondence address in Poland

Nr telefonu / Phone number

Miejsce na fotografię (paszportową) 35x45 mm Passport photo
--

Wzór podpisu (należy użyć czarnego koloru)
Signature pattern (please use the black colour)

Podpis należy złożyć powyżej / Please sign above
Podpis nie może dotykać ani przecinać tekstu / Signature mustn't touch
or intersect with the text

Wypełnia pracownik Urzędu / to be filled in by Maritime Office:

Nr rachunku Kwota

WYCIĄG PŁYWANIA/ SEA SERVICE*

Nr książeczki żeglarskiej/ *Number of Seaman's Book*

Nazwisko/ *Surname*

Imię/ *Name*

Data urodzenia/ *Date of birth*

Miejsce urodzenia/ *Place of birth*

Lp.	Nazwa statku/ <i>Vessel name</i>	nr IMO <i>IMO number</i>	Typ/ <i>type</i>	Poj.brutto/ <i>GT</i>	Moc maszyn/ <i>Engine power (kW)</i>	Data / <i>Date</i>		Stanowisko/ <i>Rank</i>	Ilość praktyki/ <i>Duration</i> <small>oblicza urząd/ <i>counting by office</i></small>	
						od/ <i>from</i>	do/ <i>to</i>		miesiące/ <i>months</i>	dni/ <i>days</i>
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										
11.										

*wpisz informacje z książeczki żeglarskiej/ *take details from your seaman's book.*

Uwaga! Wymagany jest podpis wnioskodawcy na odwrocie!
Note! Applicant's signature is required on second page

12.										
13.										
14.										
15.										
16.										
17.										
18.										
19.										
20.										

Oświadczenie/ Declaration

Oświadczam, że podane przeze mnie informacje są prawdziwe i kompletne/ *I declare that the information I have given is true and complete.*

Jestem świadomy odpowiedzialności karnej za składanie fałszywych oświadczeń i dokumentów/ *I am aware of the criminal liability for submitting false declarations and documents.*

URZĄD MORSKI W SZCZECINIE

Za zgodność z zapisami w książeczce żeglarskiej

MARITIME OFFICE IN SZCZECIN

Records comply with seaman's book

.....
 Data i podpis upoważnionej osoby/
Date and signature of authorized person

.....
Data i podpis wnioskodawcy/ *Date and your signature*

Oświadczenie/ Declaration

Oświadczam, że/ I declare that:

- jestem świadomy odpowiedzialności karnej za składanie fałszywych oświadczeń i dokumentów / I am aware of the criminal liability for submitting false declarations and documents,
- przedłożone kopie/ skany dokumentów wymienionych poniżej, są zgodne z oryginałami/ submitted copies/ scans of the documents listed below, are in conformity with originals:

Nazwa dokumentu/ <i>The name of document</i>	✓
Wyciąg pływania/ <i>Sea service form</i>	
Książeczka żeglarska/ <i>Seaman's book</i>	
Świadectwo zdrowia/ <i>Health certificate</i>	
Dyplom/ <i>Certificate of Competency</i>	
Potwierdzenie uznania / <i>Endorsement of recognition</i>	
Zaświadczenie o praktyce pływania/ <i>Sea service testimonial</i>	
Inne dokumenty/ <i>Other documents:</i>	

Proszę upewnić się , że zaznaczone jest każde pole, dotyczące załączonych dokumentów

Please ensure you tick (✓) each box to indicate that you have enclosed the documents

.....

Data i czytelny podpis/ *date and legible signature*

Data/ Date:

.....
Imię i nazwisko/ *Name and surname*

.....
Data urodzenia/ *Date of birth*

Proszę o wysłanie dyplomu/ świadectwa Poczta Polska - listem poleconym na adres/ Please send CoC/ CoP by Poczta Polska S.A. (registered shipment) to:

.....
.....
.....
.....

Adres / Address

Przesyłka w Polsce jest bezpłatna, opłata za wysyłkę zagraniczną jest zgodna z cennikiem Poczty Polskiej i pobierana jest z góry na konto Urzędu Morskiego w Szczecinie, nr konta: 67 1010 1599 0028 9922 3000 0000. Tytuł wpłaty: opłata za wysyłkę dyplomu, imię i nazwisko.

The shipment in Poland is free, the fee for foreign shipping is in accordance with the price list of Poczta Polska S.A. and is charged in advance to the account of the Maritime Office in Szczecin, account number: IBAN PL 67101015990028992230000000, BIC/SWIFT CODE NBPLPLPW. Payment title: payment for sending the CoC, your name and surname.

Informujemy, że Urząd Morski w Szczecinie nie ponosi odpowiedzialności za zgubienie, zniszczenie lub nieterminowe dostarczenie przesyłki/ *We inform, that Maritime Office in Szczecin is not responsible for loss, damage or untimely delivery of the shipment.*

.....
Podpis/ *Signature*

3. **Maritime training centers operating in Szczecin, Kołobrzeg and Ustka, providing training for seafarers (basic safety, MFA, FF and others “short courses”)**
https://www.ums.gov.pl/karty/dk/szkolenia_dla_marynarzy.pdf

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

– **MUSTC Marine Officers’ Training Centre – Maritime University of Szczecin**
Wały Chrobrego 1-2, 70-500 Szczecin
e-mail: sdko@pm.szczecin.pl

– **MUSTC Marine Training Center in Kołobrzeg - Maritime University of Szczecin**
Mazowiecka 31-32, 78-100 Kołobrzeg,
e-mail: mosk@pm.szczecin.pl

– **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)

– **The Gdynia Maritime School**
Polska 13A, 81-339 Gdynia
e-mail: szkola@morska.edu.pl
(the center also conducts training in English)

– **Training Center – Polish Naval Academy in Gdynia**
Śmidowicza 69, 81-127 Gdynia
e-mail: osamw@amw.gdynia.pl

5. **Polish universities providing education in accordance with STCW**

a) Maritime universities

– **Maritime University of Szczecin**
Wały Chrobrego 1-2, 70-500 Szczecin
website: <https://www.pm.szczecin.pl/en>

– **Gdynia Maritime University**
Morska 81-87, 81-225 Gdynia
website: www.umg.edu.pl/en

b) Other

– **Polish Naval Academy in Gdynia**
Śmidowicza 69, 81-127 Gdynia
strona internetowa: www.amw.gdynia.pl/index.php/en/

6. **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: cmkeszczecin@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

7. Medical practitioners authorized to examine seafarers in Poland:

List of medical doctors (by voivodships): <https://www.ums.gov.pl/dokumenty-marynarzy?id=44>