

National Record of Practical Experience and Sea-Service or Record of Service Book Application



This form may be used to apply for:

- a National Record Of Practical Experience and Sea-Service (ROPES) book; or
- a Record of Service book.

Evidence of identity requirements

You **must** give evidence of your identity at the time of making this application. If you do not have a **Queensland driver licence** (current or expired less than 2 years), you must show at least **three (3)** evidence of identity documents.

These documents must include at least one **Category A** and at least one **Category B** document. The third document may be from either category, however, one of these documents must include your signature.

If you have changed your name or the details of your name are different on the documents provided, you **must** provide evidence of the name change from the relevant Registrar of Births, Deaths and Marriages.

Each document must be an original document.

Evidence of identity documents include:

Category A

- Australian Birth Certificate (full)
- Australian Passport (current or expired less than 2 years)
- Foreign Passport (current or expired less than 2 years)
- Queensland Card 18+ (issued after 01/01/92)
- Australian Citizenship or Naturalisation Certificate
- Australian photo driver licence (current or expired less than 2 years)

Category B

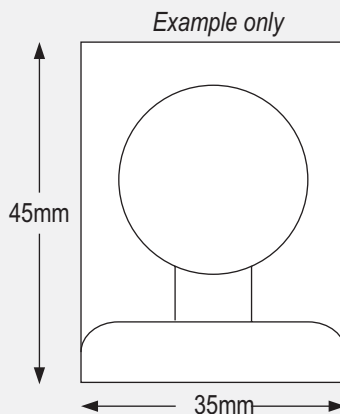
- Medicare card
- Financial institution debit/credit card (must include signature and embossed name)
- Education institution student identity document (must include photo and signature)
- Dept of Veterans' Affairs/Centrelink Pensioner Concession card

Maritime Safety Queensland require the following:

Photographs

- **2 (two)** identical colour passport size photographs of you.
- The photographs should be full front view of your head and shoulders without any head covering or tinted glasses.
- The photograph should have a plain, light coloured background.

- The photographs must be less than 1 year old.
- We will not accept poor quality photographs.
- Black and white photographs from automatic machines are not acceptable.



Medical/Eyesight certificate

Certificates of competency require a minimum standard of medical fitness, form and colour vision. Applicants not already in possession of a Medical/Eyesight Certificate should enquire regarding the procedure for obtaining such a certificate.

1. What are you applying for? (Please tick appropriate box)

Record of Service book

Record Of Practical Experience and Sea-Service (ROPES)
(see below)

Type of ROPES book required (please tick)

Coxswain Marine Engine Driver Grade 3

Master Class 5 Marine Engine Driver Grade 2

2. Applicants details

Mr Mrs Ms Miss Other

Family name or surname (*please print*)

Given names

Residential address

Postcode

Postal address (*if same as above, write "as above"*)

Postcode

Daytime contact telephone number

 ()

Personal marks

Date of birth

Day Month Year
 / /

Height

cm

Town, State/Country of birth

Hair colour

Eye colour

Complexion

3. Applicant's declaration

I declare that the information provided in this application is complete and true in every detail.

Applicant's signature

Date

 / /

Lodge this completed application, appropriate fee and relevant documentation with your local Marine Operations Centre.

Privacy Disclaimer

Maritime Safety Queensland provides this form under the Transport Operations (Marine Safety) Act 1994 so that you may apply for a Record of Service Book or a National Record of Practical Experience and Sea-Service Book. Some of the information may be released to other Queensland government agencies and marine authorities. Authorised departmental staff have access to this information and will not disclose your details to any other third party without your consent or unless required by law.

Office use only

Fee	Receipt no.	Company code
\$.		

Date	Initials	GL Account
/ /		

Centre	Cost centre

Business area	GST tax code

Official number of book issued	Date of issue
	/ /

Evidence of identity documents

Queensland driver licence Yes No

Category type A

Number

Category type A

Number

Category type B

Number

Category type B

Number

Authorising officer's declaration

Authorising officer's name

Position title

Authorising officer's signature	Date
	/ /

