

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. The official website of the Maritime Administration of Ukraine is available at <https://marad.gov.ua/ua>

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 (offices where a foreigner can submit an application are located in Szczecin and Gdynia. In Słupsk, applications from foreigners are not accepted), or electronically via the e-Doręczenia 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>).

Details on the e-Doręczenia platform are available on <https://www.gov.pl/web/e-doreczenia>
e-Doręczenia box: AE:PL-58641-47293-IJRBA-22

There is a queue system in our office. Please take a ticket and wait downstairs to be called (you will see your number on the monitor and hear a voice prompt).

Each case requires the collection of separate appropriate tickets (for example, in the case of collecting a seaman's book and submitting an application for renewal of the CoC, two tickets must be taken).

You must report to the room/stand with a ticket obtained from the ticket machine, a correctly completed application and the required attachments. If there is no ticket or no application and appropriate attachments, the matter will not be able to be processed.

The seaman's book is to be collected either personally or by duly authorized person - a notarial authorization is required. The fee for issuing a book is PLN 200. Waiting time for the seaman's book for Ukrainian seafarers is 30 - 60 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. You must attach a good quality, color photo, 35 x 45 mm, with a plain, light background, showing natural skin tone, with good focus and clearly showing the eyes, as well as the face (showing body from the top of the head to the top of the shoulders), with the face occupying 70-80% of the photo. The photo should show the person in a frontal position, without a hat or dark glasses, looking straight ahead with their eyes open, hair uncovered, a natural facial expression, and their mouth closed. It is very important that the photo is of very good quality, free from shadows, and in good focus. If you wear glasses, it is best to remove them. If you do not want to remove them, make sure there are no reflections in the lenses, and that the frames do not obscure the eyebrows or eyes, or cast shadows on your face.

4. A declaration of possession of a health certificate for seafarers issued by an authorized medical doctor. The declaration is included in the application, just tick it if you have a medical certificate,
5. Basic safety training certificates:
 - 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.

NOTE !

Ukrainian training certificates are accepted only after positive verification of their authenticity and legality. Before submitting your application, check whether your certificates are visible in the official Ukrainian online document verification system at: <https://vrf.marad.gov.ua/check-document>. Print out the confirmation of authenticity. Attach it to the application. If your documents are not registered in the official Ukrainian system, we cannot accept them.

Register them, information on how to do this is provided on the website of the Maritime Administration of Ukraine: <https://vrf.marad.gov.ua/rules?lang=uk> Login link: <https://vrf.marad.gov.ua/login?%20lang=uk> If you have problems with registration, please contact the Maritime Administration of Ukraine. You can also complete training at a Polish training center for seafarers.

Please, check that your personal data in the certificate, and verification system is entered correctly (according to your passport). If there are any errors or discrepancies, we will not be able to accept your application.

6. Proof 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. to 1.00 p.m. or by bank transfer to the account of the office no 17101015990028992231000000 (write your name and surname and the words "za wydanie książeczki żeglarskiej").

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 by 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 (only after positive verification of their authenticity and legality) 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 of 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 / beginning 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
e-mail: wdm1@ums.gov.pl

tel. 091 4403 412 – seaman's books
e-mail: kz@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 14.00 (we accept cashless payments only). The office in Słupsk does not handled applications for seaman's books submitted by foreigners.

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/45-wnioski-i-formularze>

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/634-swiadectwa-zdrowia>