



INTERNATIONAL CERTIFICATE FOR OPERATORS OF PLEASURE CRAFT

ICC APPLICATION FORM

The UK ICC issued by the RYA is issued in conformity with Resolution No. 40 of the United Nations Economic Commission for Europe (UNECE) Working Party on Inland Water Transport. **Please ensure you are eligible and competent to be issued with the certificate before completing this form.** A passport sized photograph must be sent with your application form.

APPLICATION TYPE: NEW RENEWAL (AVAILABLE A MAXIMUM OF 3 MONTHS BEFORE CERTIFICATE EXPIRY DATE) UPDATING DETAILS REPLACEMENT

Please allow 21 working days for the certificate to be issued from the date your application is received. Regrettably we are unable to respond to requests to check the progress of your ICC application within the first 14 days of this period. If you require your ICC sooner for an additional fee the **fast track service** guarantees a two working day turnaround from the date we receive your application and your certificate will be sent to you by 1st class post (or airmail if your address is outside UK). Tracked return delivery is available for a further additional fee (note this is not an express delivery service and provides tracking only not a guaranteed delivery date). The fast track service must be requested at the time of application and must be paid for with the application.

Request fast track service

Tick box if required

DECLARATION & SIGNATURE OF APPLICANT

I confirm that I have reached the age of 16 and I am physically and mentally fit to operate a pleasure craft, and in particular I have sufficient powers of vision and hearing to do so. I confirm I am the person in the passport size photograph provided with my application and that I have provided genuine documents to support my application. I understand that:

- the UK ICC issued by the RYA is issued under the authorisation and on behalf of the UK Maritime and Coastguard Agency;
- possession of this certificate does not entitle me to a certificate issued on behalf of any other organisation or any other national Government;
- the certificate is valid for 5 years from the date of issue and any requests to amend the certificate during its period of validity will be made free of charge but must be supported by [documentation verifying the new details](#);
- should my eligibility change during the period the ICC is valid for I must notify the RYA and surrender the document and I will not be entitled to any refund;
- if I cannot satisfactorily demonstrate my continued eligibility when the certificate expires it will not be renewed by the RYA;
- the acceptance of the ICC is determined in accordance with both the vessel's flag state legislation and that of the country in which the vessel is to be used and it is my responsibility to ensure that the ICC is acceptable for its intended use; and
- the RYA will process the personal data I have given for the purpose of fulfilling this contract with me. My personal data will be processed in line with the RYA privacy policy www.rya.org.uk/go/privacy

SIGNATURE

DATE

APPLICANT'S DETAILS

| | | | |
|-----------------------|---|-------------------------|-------|
| TITLE | Mr / Mrs / Miss / Ms / Mx / Other _____ | ADDRESS | _____ |
| FORENAME | _____ | | _____ |
| SURNAME | _____ | | _____ |
| DATE OF BIRTH | _____ | | _____ |
| COUNTRY OF BIRTH | _____ | | _____ |
| NATIONALITY | _____ | UK POSTCODE OR COUNTRY | _____ |
| HOME TELEPHONE NUMBER | _____ | MOBILE TELEPHONE NUMBER | _____ |
| EMAIL ADDRESS | _____ | | |

EVIDENCE OF APPLICANT'S IDENTITY AND NATIONALITY

Before issuing, amending or replacing an ICC the RYA must verify the applicant's identity and their nationality (as the UK ICC issued by the RYA is **not available** to the nationals of countries that have adopted Resolution No. 40 unless they are resident in the UK).

You must enclose a copy of **one or more** official documents which collectively evidence your name, address, date of birth, nationality and that the photograph you have supplied is a true likeness of you. See [part 2 of the ICC application form](#) for details of acceptable documents and a list of the countries that have adopted Resolution No. 40.

| | | |
|--|------------------------------|--|
| Please indicate which documents you are enclosing | to verify your name | INDICATE THE TYPE OF DOCUMENT YOU ARE ENCLOSING AGAINST EACH ELEMENT |
| | to verify your address | NOTE: YOU DO NOT NEED 5 DIFFERENT |
| | to verify your date of birth | DOCUMENTS. A DOCUMENT CAN BE USED TO EVIDENCE SEVERAL ELEMENTS. |
| | to verify your nationality | SEE LIST OF DOCUMENTS & EXAMPLE IN |
| | to verify your photograph | PART 2 OF THE ICC APPLICATION FORM. |

EVIDENCE OF APPLICANT'S COMPETENCE

See [part 3 of the ICC application form](#) for information on how you evidence your competence for each category.

New applications: Please provide evidence of your competence for **each** category you wish to be validated on your ICC.

Renewals & updating current certificates: Categories on your current / expiring certificate will usually be renewed automatically (see [part 3 of the ICC application form](#) for exceptions). Please provide evidence of your competence for any additional categories you wish to validate as part of the renewal process.

Please indicate which categories you wish to validate and the evidence of your competence you are providing for that category.

| You must provide evidence of your competence for a category in list A and a category in list B before you can be issued with an ICC | | Tick if required | Tick if renewal | Supporting evidence Indicate which certificate / assessment has been completed and enclose copy of the certificate |
|---|------------------------------|-------------------------------------|-----------------|---|
| LIST A | Sail (with auxiliary engine) | | | |
| | Power | without "up to 10m LOA" restriction | | |
| | | with "up to 10m LOA" restriction | | |
| | Personal Watercraft | | | |
| LIST B | Coastal Waters | | | |
| | Inland Waters | | | |

PASSING CEVNI TEST COMPULSORY FOR VALIDATION OF THIS CATEGORY

PAYMENT

The ICC is issued free of charge to RYA members

RYA member membership number: _____

Join the RYA now and have your ICC issued free of charge

Complete the membership application form [ICC application form part 5](#) and provide payment details for your membership unless paying by direct debit.

| | | |
|-----------------------------|--------|--------------------------|
| Under 18 RYA membership fee | £17.00 | <input type="checkbox"/> |
| Under 25 RYA membership fee | £26.00 | <input type="checkbox"/> |
| Adult RYA membership fee | £47.00 | <input type="checkbox"/> |
| Family RYA membership fee | £74.00 | <input type="checkbox"/> |

Non-member certificate issue fees

Select the correct fee according to the type of application.

| | | |
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| New application or renewal | £47.00 | <input type="checkbox"/> |
| Replacement of lost certificate | £25.00 | <input type="checkbox"/> |
| Updating details (certificate expiry date unchanged) | £10.00 | <input type="checkbox"/> |

Fast track service fee (indicate service required using box on page 1)

| | | |
|--|--------|--------------------------|
| RYA Life Member | No fee | <input type="checkbox"/> |
| Gold RYA Member | £10.00 | <input type="checkbox"/> |
| Accredited RYA Member | £16.00 | <input type="checkbox"/> |
| Associate/Pathway/Personal RYA Member | £21.00 | <input type="checkbox"/> |
| New Member (application form enclosed) | £21.00 | <input type="checkbox"/> |
| Non-member | £38.00 | <input type="checkbox"/> |

Tracked return delivery (available for fast track applications only)

All membership categories & non-members £10.00

Total payable £ _____ .00

Enclose a cheque or provide your payment card details

Card details (or enclose a cheque payable to 'RYA')

Your card details are not stored on any RYA systems and are securely destroyed once payment has been processed.

If you prefer not to send your card details, provide a telephone number instead and we will contact you for payment details when your application is due for processing.

Please debit my **Visa / Mastercard / Switch / Maestro** card
(delete as applicable)

Card number

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Card start date

| | | | |
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| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
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Card expiry date

| | | | |
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| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
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Switch Issue No.

| | |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |
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Card Security No.

| | | |
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| <input type="text"/> | <input type="text"/> | <input type="text"/> |
|----------------------|----------------------|----------------------|

Cardholder's name

Cardholder's signature

CHECK LIST – NEW APPLICATION

- Application form completed in full and declaration signed
- Passport sized photograph with name on reverse enclosed
- Evidence of identity and eligibility enclosed
- Evidence of competence for all categories enclosed
- Fast track service requested, if required
- Payment enclosed

CHECK LIST – RENEWAL

- Application form completed in full and declaration signed
- Passport sized photograph with name on reverse enclosed
- Expiring certificate or if any of your details are changing corresponding evidence of identity and nationality
- Evidence of competence enclosed for any new categories
- Fast track service requested, if required
- Payment enclosed

POST YOUR APPLICATION TO: RYA CERTIFICATION, RYA HOUSE, ENSIGN WAY, HAMBLE, SOUTHAMPTON, SO31 4YA
Fast track applications may be sent by post or by email to fast.track@rya.org.uk