Australian Maritime College
Locked Bag 1394, Launceston Tas 7250.
Phone 1300 365 262, Fax 03 6324 9885
Email amcom@amc.edu.au,
Web www.amc.edu.au/marineradio

UNIVERSITY of TASMANIA | AMC Australian Maritime College | Australian Government | acma Australian Communications and Media Authority

Application for Replacement :- of a marine radio operator certificate of proficiency or satellite endorsement

Delegation/Release of Information to Third Party

An agreement between the Australian Communications and Media Authority (ACMA) and the University of Tasmania (UTAS); delegates the powers to issue certificates of proficiency under subsection 122A (1) of the *Radiocommunications Act 1992 (Cth)* (the 'Act'). The Australia Maritime College (AMC), an institute of UTAS, provides the service for issuing certificates. *The Privacy Act 1988 (Cth)* (the Privacy Act) imposes obligations on the ACMA in relation to the collection, security, quality, access, use and disclosure of personal information. These obligations are detailed in the Australian Privacy Principles. As the delegate of the ACMA for the purpose of issuing marine radio certificates of proficiency, these obligations also apply to AMC.

AMC may collect personal information if it is reasonably necessary for, or directly related to, one or more functions or activities as delegated by the ACMA. The purpose of the collection of the personal information in this application form is to issue you with a replacement or verification of a marine radio certificate of proficiency or a replacement of a Marine Satellite Communications Certificate of Endorsement. This information is required to ensure that certificates of proficiency issued under subsection 121 (1) of the Act are compliant with the Radio Regulations of the International Telecommunication Union. The AMC will not use the information for any other purpose, nor will we disclose it, unless we have your consent or we are otherwise permitted to do so under the Privacy Act. If you do not provide the information, we will be unable to process your application for a certificate of proficiency. Further information on the Privacy Act and the ACMA Privacy policy is available at www.acma.gov.au/privacypolicy or may be accessed from .www.amc.edu.au/privacy-policy. The Privacy policy contains details about how you may access personal information about you that is held by the AMC, or seek the correction of such information. AMC contact details are located at the top of this form. It also explains how you may complain about a breach of the Privacy Act and how we will deal with such a complaint.

Application Information - refer page 2.

Applicant Details (minimum age is 16 years)

Surname (please print):	
Given Names:	
Mr.: Ms.: Other:	
Date of Birth:	
Please supply at least one contact detail	Phone : ( )
	Mobile:
	Email address :

Address (postal)

State: Postcode:

Declaration

I understand that it is a serious criminal offence to make false or misleading information statements in this application or to provide false or misleading information to a Commonwealth entity under sections 136.1 and 137.1 of the *Criminal Code*. The statements and information made in this document are true in every particular.

Signature of Applicant **Date**

Details of Original Certificate (if known)

Original Certificate number:

Date of Issue:

Photo– name on back

Please supply **one** current, colour passport size photograph of yourself (no hats, sunglasses or other obstructions). This can be as a hard copy or an electronic copy as an attachment .JPG file.

Include one good quality photo.

Certificate

O Long Range Operator Certificate of Proficiency (LROCP)
O Short Range Operator Certificate of Proficiency (SROCP)
O Marine Satellite Communications Endorsement (MSCE)
O Marine Radio Operators Certificate of Proficiency (MROCP)
O Marine Radio Operators VHF Certificate of Proficiency (MROVCP)
O Marine Satellite Communications Certificate of Endorsement (MSCCE)
O Restricted Radiotelephony Operators Certificate of Proficiency (RROCP)
O Restricted Operators Certificate of Proficiency (ROCP)
O Other (insert details):-

This section OMC Office use only:

Date Received:	*Date Accepted:*
Receipt Number:	
Authorised:	
Certificate Number:	
Date Result Notified:	

Fees—Payable on Application. The fee payable is the current fee as published on our website www.amcom.amc.edu.au. Late payment will be the published charges at date of payment. Please choose one option:

O Cheque/money order payable to:
University of Tasmania ABN 30 764 374 782

O Online payment at www.amc.edu.au /marineradio Receipt number:_____
O Visa or Mastercard, details below.

Card Holder's Name: _____ Signature:_____

Card Number __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ Expiry Date mm/yy ____/____ Amount $_____

Application Information

1. Return of Application
Forms can be submitted by post, email or fax. Emailed or faxed forms require a supporting document for verification of the photo (which should be attached to an email as a .jpg file). The supporting document will not be printed and will be deleted once verification has been made.

Post: Australian Maritime College Locked Bag 1394, Launceston Tas 7250.
Fax: 03 6324 9885
Email: amcom@amc.edu.au

2. Original Certificate Lost, Destroyed or Mutilation
In the case of the loss, destruction or mutilation of a certificate, the application must be accompanied by the current fee and an up to date photograph. In the case of mutilation then the card should either be returned with the application or if emailed or faxed - send a photo of the card cut into 2-3 pieces.

3. Change of Name
Where the issue of a replacement certificate is required because of a change of name, the application must be accompanied by; the original certificate, current fee, an up to date photograph and documentary proof of the change (such as a copy of a marriage certificate, a deed poll extract or divorce papers). Persons sending photocopies of such documents should have the copy certified as being a true copy of the original.

4. Replacement of RROCP, ROCP and other certificates
Requests for replacement of a 1st or 2nd Class REC or GOCP issued after 1 January 1994 should be addressed to AMSA, email: marine.qualifications@amsa.gov.au.

Applications for replacement of older certificates should be made by completing this form. If your certificate type is not listed, please record the details in the "Other box" under Certificate Classification.
Where a replacement certificate is requested and the certificate is no longer issued, a letter confirming certification will be issued along with a wallet sized card. Such certificates may include RROCP, ROCP and First/Second or Third-Class Commercial Operator's Certificates issued prior to 1 January 1994.

5. Fees
The current fee for replacement/confirmation should accompany all applications for replacement. Follow this link for the current fee: http://www.amc.edu.au/omc-fees.

6. Incomplete Applications
To get your application processed quickly, make sure your application form is completed correctly. Where a request for reissue is incomplete, the applicant will be advised in writing of what is required to complete the application. The applicant will have 30 days from the date of the letter to provide the missing data otherwise the application will be returned and payment may be forfeited.