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## Certificates of Discharge

**Notice to all Owners of Merchant Ships, Fishing Vessels of 55 feet (16.764 metres) and over, Commercially Used and Private Yachts with paid crew, and Masters and Seafarers serving on such vessels**

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### *Summary*

This Marine Guidance Note announces the discontinuation of the printing and supply of Certificates of Discharge by the Maritime and Coastguard Agency and the transfer of responsibility for their production to owners in cases where they are still required.

1. Regulation 25 (1)(a)(i) of The Merchant Shipping (Crew Agreements, Lists of Crew and Discharge of Seamen) Regulations 1991 provides that where a seafarer employed under a crew agreement is discharged the master or one of the ship's officers authorised by him shall, before the seafarer is discharged, record in the seafarer's discharge book the name of the ship; its port of registry; gross or register tonnage; official number; description of the voyage; the capacity in which the seafarer was employed; the date on which the seafarer commenced employment, and the date and place of discharge.

2. Regulation 25(1)(a)(ii) provides that if the seafarer does not produce his discharge book he shall be given a certificate of discharge containing the same particulars as would have been entered in the discharge book

3. Similarly regulation 24 (3) of the Merchant Shipping (Crew Agreements, Lists of Crew and Discharge of Seamen)(Fishing Vessels) Regulations 1972 provides that if a seafarer

employed in a fishing vessel of more than 55 feet (16.764 metres) in length so requests, the employer or the master shall give to him, either on discharge or at the time his wages are paid to him, a certificate of discharge containing the following details:- the name of the seafarer; name of the fishing vessel; port of registry; official number; length; type and horsepower of main engine; date on which the seafarer commenced employment and the date on which they were discharged.

4. It has in the past been the practice for the Maritime and Coastguard Agency to make available pre-printed Certificates of Discharge for use by those employers who required them. With the passing of time, however, demand for these forms has decreased significantly to the point where it is no longer a viable proposition for the Agency to continue to provide these pre-printed forms.

5. Whilst the centralised supply of Certificates of Discharges has been discontinued, the MCA recognises that

there will still be circumstances in which it will be necessary to provide a seafarer with such a certificate. e.g. when their discharge book has been lost or mislaid or is otherwise unavailable. Where such a need arises it will be for the employer to provide the necessary certificate.

6. As a guide to owners two specimen certificates have been prepared which contain the required information for merchant seafarers and fishermen. Attached at Appendix 1 to this MGN is a specimen form of certificate for seafarers employed on merchant ships or yachts and at Appendix 2 is a form of certificate for seafarers employed on fishing vessels. When producing their own forms, owners should ensure that they adhere closely to the layouts shown in Appendix 1 or 2, as appropriate, and that there is no substantive change in the content. No information relating to ability or conduct is to be incorporated in the certificate.

7. These specimen certificates are, however, not to be considered as "forms prepared or approved by the MCA" for the purposes of section 300 of the Merchant Shipping Act 1995

8. Copies of the specimen certificates are also available from the MCA Website at:- [www.mcga.gov.uk](http://www.mcga.gov.uk)

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*Department for*  
**Transport**

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**APPENDIX 1**

**[SPECIMEN]**

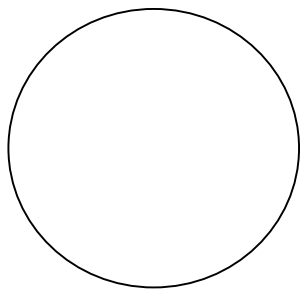
**CERTIFICATE OF DISCHARGE**

**The Merchant Shipping (Crew Agreements, Lists of Crew and Discharge of Seamen) Regulations 1991. Regulation 25 (1)(a)(ii)**

To be completed in block letters

Surname	Other names (in full)
Discharge book No. (if any)	Date and place of birth
Name of vessel	Port of choice
Official No.	IMO No.
Gross or register tonnage	Description of voyage
Capacity in which employed	Grade and No. of any certificate of competency
Date and place of joining	Date and place of leaving

*Company or Ship's stamp*



*Date of issue*.....

.....  
*Signature of Master or other authorised person*

.....  
*Signature of Seaman*

**Note:-** Any person, other than the person to whom this certificate of discharge was issued, who comes into possession of it should deliver it to an MCA Marine Office or send it to the Registry of Shipping, Anchor Court, Keen Road, Cardiff, CF25 5JW .

## APPENDIX 2

**[SPECIMEN]**

### CERTIFICATE OF DISCHARGE

**The Merchant Shipping (Crew Agreements, Lists of Crew and Discharge of Seamen) (Fishing Vessel) Regulations 1972. Regulation 24 (3)**

To be completed in block letters

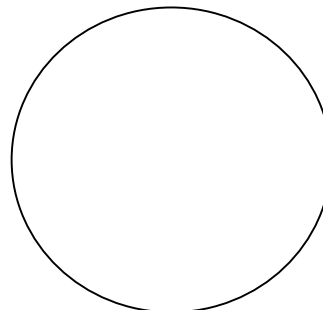
Surname	Other names (in full)
Discharge book No. (if any)	Date and place of birth
Capacity in which employed	Grade and No. of any certificate of competency
Date and place of joining	Date and place of leaving
Name of fishing vessel	Port of choice
Official No.	Length
Type of main engine	Horsepower of engine

Date of issue.....

Company or Ship's stamp

.....  
Signature of Master or other authorised person

.....  
Signature of Seaman



**Note:-** Any person, other than the person to whom this certificate of discharge was issued, who comes into possession of it should deliver it to an MCA Marine Office or send it to the Registry of Shipping, Anchor Court, Keen Road, Cardiff, CF25 5JW.