[Company headed paper]

[DATE]

DP Department

The Nautical Institute

202 Lambeth Road

LONDON

SE1 7LQ

United Kingdom

**Initial Application of a DP Certificate – Self-Elevating Platform (Jack-up) DP Scheme**

We hereby certify that [DPO’S FULL NAME] (DOB: [DATE OF BIRTH]) is employed by [COMPANY NAME] as a [DPO’S RANK] / [DPO / Trainee DPO] on board our vessels.

We have checked his/her DP sea time against our records and verify that [DPO’S NAME] has completed the sea time days and DP operations shown below in accordance with the Self-Elevating Platform (Jack-up) DP Scheme.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Vessel Name** | **GRT** | **IMO No** | **DP Class** | **Trip Dates** | **Total Days onboard** | **Rank** |
| **From** | **To** |
|  |  |  |  | DD/MM/YY | DD/MM/YY |  |  |
| **DP operation dates** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Vessel Name** | **GRT** | **IMO No** | **DP Class** | **Trip Dates** | **Total Days on board** | **Rank** |
| **From** | **To** |
|  |  |  |  | DD/MM/YY | DD/MM/YY |  |  |
| **DP operation dates** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Vessel Name** | **GRT** | **IMO No** | **DP Class** | **Trip Dates** | **Total Days on board** | **Rank** |
| **From** | **To** |
|  |  |  |  | DD/MM/YY | DD/MM/YY |  |  |
| **DP operation dates** |  |

This letter is provided in support of his/her application for a DP certificate.

Yours faithfully

[Signatory’s Name]

[Signatory’s Job Title]

[Contact Details]