

# DUPLICATE DP DOCUMENTS ORDER FORM



Please Complete in BLOCK CAPITALS

Customer No		DP Certificate No	
Last Name			
First Name		Middle Name	
Title	Mr, Mrs, Ms, Other	Date of Birth	DD MM YYYY

	Registered Credit Card Address	Delivery Address (if different)
Address line 1		
Address line 2		
Address line 3		
Town/City		
County/State		
Postcode/Zip		
Country		
Email		
Telephone		

Reason for replacement	<input type="checkbox"/>	Lost	<input type="checkbox"/>	Stolen	<input type="checkbox"/>	Damaged	<input type="checkbox"/>	Change of Name	<input type="checkbox"/>
------------------------	--------------------------	------	--------------------------	--------	--------------------------	---------	--------------------------	----------------	--------------------------

Documents required	<input checked="" type="checkbox"/>		Price without VAT (Rest of World)	Price with VAT (UK)*
Duplicate Certificate		Credit card size only	£25	£30
Replacement Logbook <small>Please note: Reissued logbooks will be the same style as the one originally issued</small>		Revalidation Logbook A5 size issued from 2017	£37	£44.40
		Blue/Green Old Offshore A6 size issued up to Dec 2012	£71	£85.20
		Black Old Offshore A5 size issued from Jan 2013 – Dec 2014	£90	£108
		Grey New Offshore issued from Jan 2015	£90	£108
		Burgundy Shuttle Tanker issued from Jan 2015	£90	£108

Additional charges		Rest of World	UK*
Courier Fee	Applies to all Orders	£40	£48
Admin Fee	Applies only to orders that include duplicate logbooks	£40	£48

Prices for certificates, logbooks and courier – The UK is subject to an additional charge of VAT at 20%, which is already included in the prices marked with an \*. This is beyond The Nautical Institute's control.

I enclose the following mandatory items:			
<input checked="" type="checkbox"/>	<b>Required for <u>all</u> replacement documents</b>	<input checked="" type="checkbox"/>	<b>Additional documents required for black, grey and burgundy logbooks only</b>
	Original police incident report for stolen documents, or		Colour photograph (passport size 35x45mm)
	Original affidavit (sworn statement signed by a solicitor or notary public)		Copy of passport personal details page
			Copy of Certificate of Competency (CoC)
			Copy of Basic/Induction Course certificate

Please debit my credit/debit card with a total of		£	
Card No			
Start Date	MM YY	Expiry Date	MM YY
		Security Code	Last 3 digits on back of card
Name of Cardholder			
Cardholder's Signature		Date	DD MM YYYY

Send to: **DP Department, The Nautical Institute, 202 Lambeth Road, London SE1 7LQ, UK**  
 Tel +44 (0)20 7928 1351, Fax +44 (0)20 7401 2817, Email [dp@nautinst.org](mailto:dp@nautinst.org), Web [www.nialexisplatform.org](http://www.nialexisplatform.org)