

How to Upgrade to an Unlimited DP Certificate

Requirements

If you currently hold a Limited DP certificate and would like to upgrade to a Full/Unlimited certificate, then you must meet the following criteria:

- **Minimum 60 days DP watchkeeping time on board a DP2 or 3 vessel gained AFTER the issue date of your Limited DP certificate.**
- **Section F/Suitability Sign off Upgrade form** signed off on your last DP2 or 3 vessel (*the Section F/Suitability Sign off form must only be completed after all of the required watchkeeping time for an upgrade has been obtained*).
- **Obtain a DP Seatime Confirmation Letter** to verify your DP watchkeeping time gained AFTER your Limited DP certificate was issued.

Restrictions

Please note that the following cannot be used to upgrade a Limited DP certificate:

- DP1 watchkeeping time
- DP2 or 3 watchkeeping time accumulated on or before the issue date of your Limited certificate or in the case of unsuccessful applications; while your documents were with The Nautical Institute being processed.
- Intensive simulator courses/Seatime Reduction courses (STR)

Applying

It is a mandatory requirement for you to complete the online application process via [The NI Alexis Platform](#) before sending your documents to The Nautical Institute for processing. Please read our **Application Guide** for help in completing your online application. The guide is available on the DP Help pages of our website along with FAQs.

As a holder of a Nautical Institute Limited DP certificate, you will already have an account with us. Please DO NOT create a new account as this will cause delays to your application. If you do not know your login details, please use the online forgotten password option.

When you have completed all of the data required for your application, you need to submit the application online and complete the payment. When the payment has been done, the PDF Checklist will be available for download and this needs to be printed and signed before being added to your other documents and sending to:

The DP Department
The Nautical Institute
202 Lambeth Road
LONDON
SE1 7LQ
UK

Please ensure that you enclose the documents listed below:

- DP Logbook
- PDF Checklist (signed on page 7)
- Completed Section F/Suitability Sign off Upgrade form (may be a separate sheet)
- Company DP Seatime Confirmation letter
- Original Limited certificate

Please note that we require the originals of all the aforementioned documents (photocopies and scans received via post/courier or email will not be accepted).