[Company headed paper]

[Date]

DP Department

The Nautical Institute

202 Lambeth Road

LONDON

SE1 7LQ

United Kingdom

**Application for the [Initial Application/Revalidation] of a DP Certificate – Offshore Old Scheme   
(holders of the original blue/green/black/NI Revalidation logbooks)**

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

We have checked his/her DP sea time against our records and verify that the entries below meet with the minimum requirements of the DP Offshore Old Scheme; that for each day confirmed as a day on DP, the applicant named in this letter has performed as a DPO/TDPO for a minimum of 1 hour per day.

**NOTES FOR REVALIDATION:**

**Confirmed DP time dated before 01/01/2015 – must be a minimum of 1 hour per day**

**Confirmed DP time dated after 01/01/2015 – must be a minimum of 2 hours per day**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **VESSEL NAME** | **GRT** | **IMO No.** | **DP CLASS** | **FROM** | **TO** | **DAYS ON DP** | **RANK** |
|  |  |  |  | DD/MM/YY | DD/MM/YY |  |  |
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|  |  |  |  |  |  |  |  |

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

Yours faithfully

[Signatory’s Name]

[Signatory’s Job Title]

[Contact Details]