[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 New Scheme   
(holders of the grey/NI Revalidation logbook issued after 1st January 2015)**

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 the entries below meet with the minimum requirements of the DP Offshore New Scheme; that for each day listed as *‘Dates on DP’*, the applicant named in this letter has performed as a DPO/TDPO for a minimum of 2 hours per day. The sea time below has also been broken down into individual trips in line with your requirements.

**NOTE: if using this letter for revalidation applications, only active time can be counted.**

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | DD/MM/YY | DD/MM/YY |  |  |
| **Active Dates on DP** |  | | | | | | |
| **Passive Dates on DP** |  | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | DD/MM/YY | DD/MM/YY |  |  |
| **Active Dates on DP** |  | | | | | | |
| **Passive Dates on DP** |  | | | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | DD/MM/YY | DD/MM/YY |  |  |
| **Active Dates on DP** |  | | | | | | |
| **Passive Dates on DP** |  | | | | | | |

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]