

ONLINE APPLICATION GUIDE

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INTRODUCTION



ABOUT THIS GUIDE

The information contained in this document relates to the Upgrading of your initial Limited certificate to an Unlimited one.

All references to 'our website' within this guide refers to our accreditation and certification website NI Alexis Platform www.nialexisplatform.org.

This guide has been designed to assist you in applying for your new Unlimited DP certificate via the NI Alexis Platform.

Further details of the requirements can be found in our website's [Upgrade & Conversion](#) section in the DP Information Centre.

REQUIREMENTS FOR APPLYING

- Minimum of 60 DP sea time days on a DP 2 or 3 vessel
- Statement of Suitability form
- Confirmation letter for all sea time used in the application

Sea time must be dated within the five years previous to applying and after the issue date of the Limited certificate.

QUALIFYING DP SEA TIME

One DP sea time day can be counted if you as the DPO, are involved with active DP operations for a minimum of two (2) hours per day claimed within the guidelines of the scheme.

APPLYING FOR A DP CERTIFICATE

You will need to complete the online application as explained in this document. Once you have successfully filled in your application data, attached your documents, submitted and paid for your online application, your application will be added to the queue to be processed.

REQUIRED DOCUMENTS TO UPLOAD

- NI or IMCA DP logbook
- NI Limited DP Certificate
- DP sea time confirmation letters
- Statement of Suitability form

Please note that a credit card, debit card or PayPal account is needed to complete the online application process.

APPLICATION FEE

Please visit our website for the current [application fee](#), which is applicable to all applications.

(The courier fee is subject to VAT, which is beyond The Nautical Institute's control).

DELIVERY OF DOCUMENTS

We work solely with our contracted couriers, DHL, to return documents. The processing and courier fees for the return of your new certificate are paid when

completing the online application process.

We recommend that your documents are sent to us by courier/special delivery to avoid potential loss by standard post. The Nautical Institute assumes no responsibility for the loss/damage of logbooks/documents while in transit.

LOGGING INTO YOUR ACCOUNT

1 DP LOGIN

Go to the NI Alexis Platform website:

<http://www.nialexisplatform.org>

and click on **DP Login** to access the account login screen for the DP online application system.

2 DP INFORMATION CENTRE

The scheme requirements, guides, FAQs and downloadable forms, etc., can be found in the [Upgrade & Conversion](#) section.

3 DON'T REMEMBER YOUR LOGIN DETAILS?

Use the '**Forgot Password**' option to be sent a temporary password to the email address registered on your account.

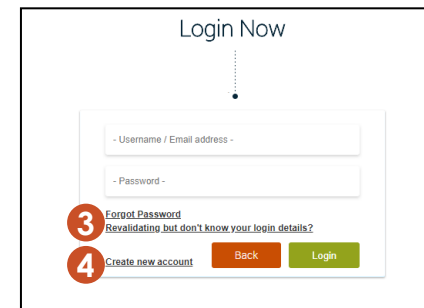
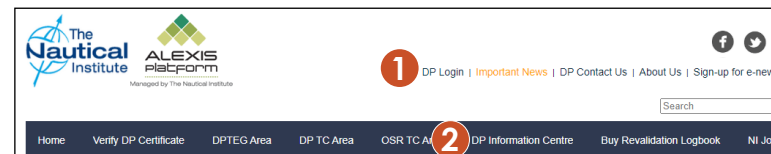
The registered email address may be different to the one you are currently using, so check any other email accounts too.

If you cannot find the email with the temporary password, please check the spam/junk folders and try searching the mailbox for emails from 'Nautical Institute'.

The temporary password will only be active until midnight the following day, so make sure that you log into your account and update your password as soon as the email arrives. If you do not change the password in time, you can use the '**Forgot Password**' option again to have another temporary password sent to you.

HELP IS AT HAND

The green question mark  in the top right hand corner of each page contains instructions/requirements to help you complete each page correctly.



MY ACCOUNT HOME PAGE - OVERVIEW



1 PERSONAL DETAILS

Click here to check all your information is correct and amend where necessary.

2 STATUS AND CATEGORY

The *Latest application* details will contain information from your previous application.

3 STARTING YOUR APPLICATION

Click **Upgrade** to start your application.

4 CONTINUING YOUR APPLICATION

If you do not finish the application, the next time you log into your account the **Start new application** options will no longer be there. Instead, you will see **Complete application**. Click on this to access your application.

If you cannot see either option contact the Qualifications Team.

5 PHOTOGRAPH

Click **Upload colour photo** to attach a recent photograph of yourself that fills the frame and meets the requirements below.

- Colour
- High resolution jpeg
- Formal pose (head and shoulders)
- Plain light coloured background
- No casual hats, caps or sunglasses

This photograph will appear on your DP certificate.

If you need to change a photograph already uploaded, click **Update** at the top of the photograph.

The screenshot shows the 'MY ACCOUNT' page with the Nautical Institute and ALEXIS Platform logos. The user is Mr J A Smith. The page has a navigation bar with 'Help Centre' and 'Logout'. The main content area has a heading 'MY ACCOUNT' and a link 'Update your personal details'. Below this is a section 'Please click one of the options below for what you would like to do now' with three options: 'Upgrade (New Scheme)', 'Revalidate (New Scheme)', and 'Convert to Shuttle Tanker'. To the right is a placeholder for a photo with the text 'Upload colour photo' and 'No photo'. Below the photo placeholder is a note: '(Upload must be in JPEG format) Please upload colour photo of passport standard and size (3 x 4cm). This will appear on your certificate.' At the bottom right is a box with 'Customer Number: 85122', 'Scheme:', 'Certificate: -', 'Certificate No.', 'Certificate Date: -', and 'Valid till: -'. At the bottom left is a table titled 'Latest application' with columns 'Date', 'Application ID', 'Status', and 'Category'. The table has one row with dashes in all cells. Below the table are three buttons: 'Attachments', 'Submit Application', and 'Make Payment'.

Date	Application ID	Status	Category
-	-	-	-

The screenshot shows the 'MY ACCOUNT' page with the Nautical Institute and ALEXIS Platform logos. The user is Mr J A Smith. The page has a navigation bar with 'Help Centre' and 'Logout'. The main content area has a heading 'MY ACCOUNT' and a link 'Update your personal details'. Below this is a section 'Please click one of the options below for what you would like to do now' with three options: 'Upgrade (New Scheme)', 'Revalidate (New Scheme)', and 'Convert to Shuttle Tanker'. To the right is a placeholder for a photo with the text 'Upload colour photo' and 'No photo'. Below the photo placeholder is a note: '(Upload must be in JPEG format) Please upload colour photo of passport standard and size (3 x 4cm). This will appear on your certificate.' At the bottom right is a box with 'Customer Number: 85122', 'Scheme:', 'Certificate: -', 'Certificate No.', 'Certificate Date: -', and 'Valid till: -'. At the bottom left is a table titled 'Latest application (delete)' with columns 'Date', 'Application ID', 'Status', and 'Category'. The table has one row with 'OSO-01463/2016/2018', 'In Progress', and 'Upgrade'. Below the table are three buttons: 'Attachments', 'Submit Application', and 'Make Payment'.

Date	Application ID	Status	Category
-	OSO-01463/2016/2018	In Progress	Upgrade

MY ACCOUNT HOME PAGE - OVERVIEW



1 ATTACHMENTS

Click **Attachments** to upload the required documents (page 2) for your application.

Your attached documents will appear in the **Attachments** list below.

The maximum size per file is 10 MB. If you have scanned a multiple page document that is larger than 10 MB, such as your NI Logbook, you will need to split it into two or more separate files.

Do not scan your logbook page by page as this may cause a delay in your application being processed, and only scan the pages that have the additional sea time days that you have completed after the issue date of your current certificate. Please use file names that describe the documents scanned e.g. 'NI Logbook.pdf' for your scanned logbook.

2 START A CONVERSATION

Click on **Start a new conversation** if you wish to contact us regarding an issue you are experiencing with your application. Any previous closed conversations can be seen by clicking the **View all** option.

3 PAYMENTS/RECEIPTS

When you have successfully completed your application and made your payment, the payment details will appear at the bottom of the page.

If you want to view or print a receipt for your payment, simply choose one of the options here.

4 COMMUNICATION NOTES

You can no longer contact us through the communication notes. Any previous notes will still show but cannot be edited. Please use the **Start a Conversation** option to contact us instead.

1

Attachments

Submit Application

Make Payment

Start a Conversation

Start new conversation

2

Action	Date Reported	Description
	03/01/2021	Smith - CoC
	03/01/2021	Smith - Passport ID Page.pdf
	03/01/2021	Smith - Confirmation letters.pdf
	03/01/2021	Smith - Logbook.pdf

View all

Attachments

Action	Date	Description
	03/01/2021	Smith - CoC
	03/01/2021	Smith - Passport ID Page.pdf
	03/01/2021	Smith - Confirmation letters.pdf
	03/01/2021	Smith - Logbook.pdf

Nautical Institute DPO CPD app ?

Book a new course

Payments

3

Action	Transaction Date	Transaction ID	Application ID	Amount
View / Print	15/03/2021	2251603	OSN-221300/2021	XXX.XX

Communication Notes – information only

4

Action	Date	Description
-	-	-

UPDATE PERSONAL DETAILS

1 NAME

Make sure that your full name is entered and the spelling and capitalisation are correct.

- john alan smith ✗
- JOHN ALAN SMITH ✗
- John Alan Smith ✓

2 ORGANISATION NAME

The system will only accept company names if they hold an account with The NI.

3 TELEPHONE NUMBERS

A telephone number is required by our couriers in case they need to contact you regarding the delivery of your documents.

4 ADDRESSES

The mailing address is where you want your documents delivered. The billing address should match your address registered with your credit card company. Our couriers cannot deliver to PO Boxes, as the documents need to be signed for on delivery. Please ensure that your postal address is entered correctly in the spaces provided and not just on one line.

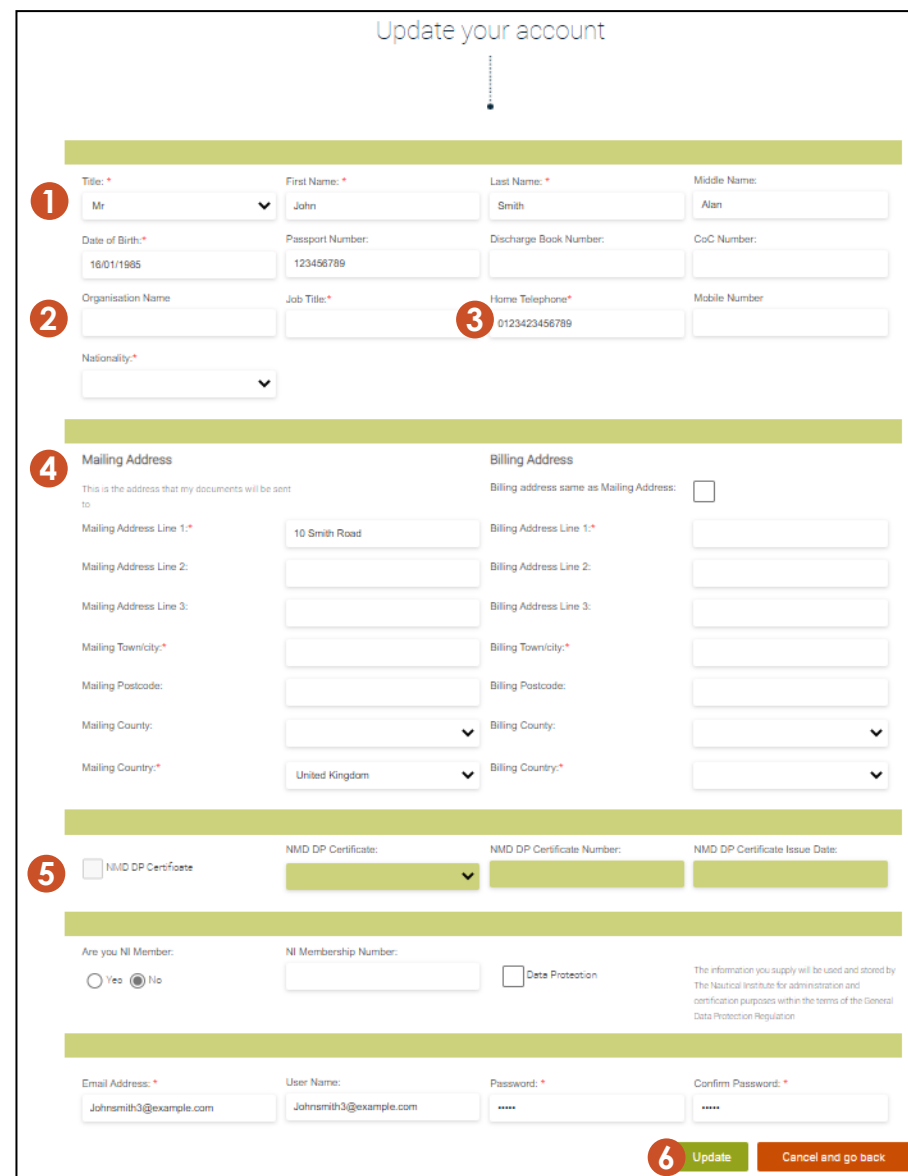
Company Delivery addresses —If your documents are being sent to a company address you will also need to provide the name and job title of the person at the company who will receive them. The company registration number is also required for documents being delivered to **China**.

5 NMD (NORWEGIAN MARITIME DIRECTORATE)

Please do not complete this section unless you are converting a DP Certificate issued by Norwegian Maritime Directorate, DNV or OSVDPA, or have been specifically told to do so by the Qualifications Team.

6 SAVING

Click **Update** to save any changes and return to the **My Account** home page.



The screenshot shows the 'Update your account' form with the following sections and annotations:

- 1 NAME:** Fields for Title (Mr), First Name (John), Last Name (Smith), Middle Name (Alan), Date of Birth (16/01/1985), Passport Number (123456789), Discharge Book Number, and CoC Number.
- 2 ORGANISATION NAME:** Fields for Organisation Name, Job Title, Home Telephone (0123423456789), and Mobile Number.
- 3 TELEPHONE NUMBERS:** Field for Nationality.
- 4 ADDRESSES:** Sections for Mailing Address and Billing Address. The Mailing Address section includes fields for Mailing Address Line 1 (10 Smith Road), Mailing Address Line 2, Mailing Address Line 3, Mailing Town/city, Mailing Postcode, Mailing County, and Mailing Country (United Kingdom). The Billing Address section includes a checkbox for 'Billing address same as Mailing Address' and corresponding fields for Billing Address Line 1, Billing Address Line 2, Billing Address Line 3, Billing Town/city, Billing Postcode, Billing County, and Billing Country.
- 5 NMD (NORWEGIAN MARITIME DIRECTORATE):** Fields for NMD DP Certificate (dropdown), NMD DP Certificate Number, and NMD DP Certificate Issue Date.
- 6 SAVING:** Fields for Email Address (Johnsmith3@example.com), User Name (Johnsmith3@example.com), Password (masked), and Confirm Password (masked). A 'Data Protection' checkbox is also present.

At the bottom right, there are 'Update' and 'Cancel and go back' buttons.

ADDING A NEW LOGBOOK

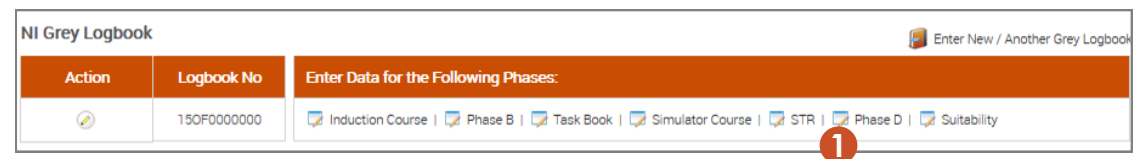
CONTINUING AN APPLICATION

If you have applied before or continuing a previously started application, this page will already contain your logbook information from your previous application. **Please do not create a new logbook** if one already exists.

1 NEW OFFSHORE SCHEME APPLICANTS

For applicants who have gained their Limited certificate by following the New Offshore Training scheme, the new information to Upgrade the certificate to an Unlimited one will need to be entered into the Grey logbook.

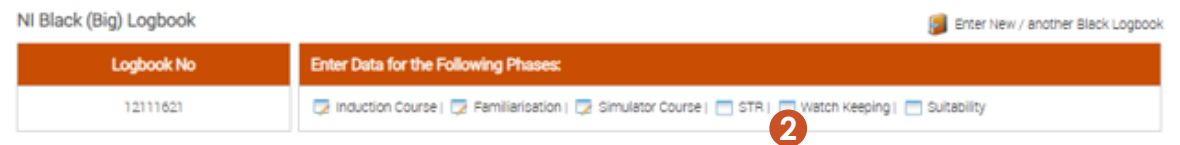
The sea time will need to be entered into Phase D of the online logbook, before entering the new Suitability date.



2 OLD OFFSHORE SCHEME APPLICANTS

For applicants who have gained their Limited certificate by following the Old Offshore Training scheme, the new information to Upgrade the certificate to an Unlimited one will need to be entered into either the NI Black (Big) Logbook or the NI Blue / Green (Small) Logbook.

The sea time will need to be entered into the Watchkeeping section of the online logbook, before entering the new Suitability date.



NEW SCHEME - ADDING DP SEA TIME

1 ADD ENTRY

Click on **Phase D** on the Logbooks overview page.

2 FINDING THE SHIP NAME

When you select the ship's name the IMO number is automatically inserted. The opposite will occur if the IMO number is selected instead. You then need to select the DP Class.

If you cannot find the ship either under its name or IMO number, or you cannot enter the dates for your trip, send a copy of the ship's classification certificate that is valid for the dates you wish to enter, to the DP department, via **Start a Conversation** on the **My Account** home page. We can then add it to our database.

Do not use a sister ship—You must only enter correct information to avoid your application being made unsuccessful.

3 DP SYSTEM/OPERATIONAL LOCATION

Complete the remaining fields. If the **Location** or **DP system** are not listed, leave them blank as they are not mandatory fields.

4 SIGNED/STAMPED ENTRIES

Tick to verify the entry is signed and stamped in the logbook.

5 CONFIRMATION LETTERS

Tick to confirm you have a confirmation letter to verify the entry.

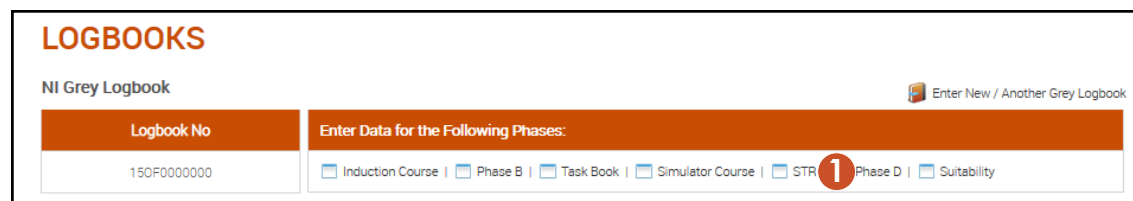
Please make sure the confirmation letter at the time of issue

- Confirms a minimum of two hours per day on DP
- Contains all of the mandatory information

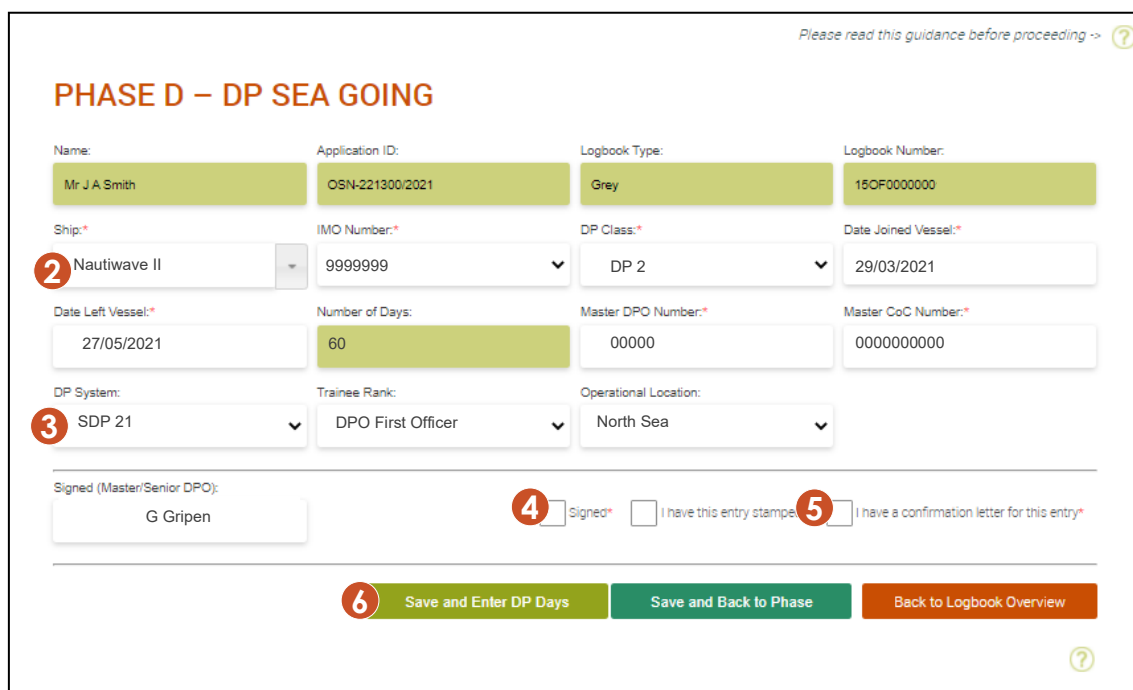
Requirements and the templates can be found [here](#).

6 SAVE AND ENTER DP SEA DAYS

When all the details are added, click **Save and Enter DP Days** to bring up a new table underneath to add the actual DP days.



The screenshot shows the 'LOGBOOKS' section of the application. It features a table with 'Logbook No' and 'Enter Data for the Following Phases:'. The 'Logbook No' is 150F0000000. The 'Enter Data for the Following Phases:' section includes checkboxes for 'Induction Course', 'Phase B', 'Task Book', 'Simulator Course', 'STR', 'Phase D' (which is selected and marked with a red circle 1), and 'Suitability'. A link 'Enter New / Another Grey Logbook' is also present.



The screenshot shows the 'PHASE D - DP SEA GOING' form. It contains various input fields for ship details, dates, and DP information. The fields are: Name (Mr J A Smith), Application ID (OSN-221300/2021), Logbook Type (Grey), Logbook Number (150F0000000), Ship (Nautiwave II, marked with a red circle 2), IMO Number (9999999), DP Class (DP 2, marked with a red circle 3), Date Joined Vessel (29/03/2021), Date Left Vessel (27/05/2021), Number of Days (60), Master DPO Number (00000), Master CoC Number (0000000000), DP System (SDP 21, marked with a red circle 4), Trainee Rank (DPO First Officer, marked with a red circle 5), and Operational Location (North Sea). There are also checkboxes for 'Signed (Master/Senior DPO):' (G Gripen, marked with a red circle 4) and 'I have this entry stamped' (marked with a red circle 5). At the bottom, there are three buttons: 'Save and Enter DP Days' (marked with a red circle 6), 'Save and Back to Phase', and 'Back to Logbook Overview'.

Note — Enter your trips and DP sea time exactly as they are recorded in your logbook. Trips must be entered individually and not bulked together. The system will accept a **maximum of 90 days per entry**. If you have any that are over 90 days you will need to split them into two or more entries.

NEW SCHEME - ADDING DP SEA TIME (cont'd)



1 ENTER DP SEAGOING DETAILS

The entries that are added in the DP Seagoing Details must be your actual DP sea time days and be dated within the time listed as 'Date joined' and 'Date left' vessel. You will not be able to save dates outside of this range.

These dates can only be entered individually.

Click on **Add** at the bottom of the DP Seagoing Details to add your DP days. There are also options to *Delete*, *Edit*, *Save* and *Cancel*.

To edit or delete an entry, select it first by clicking on it.

2 SAVE AND BACK TO PHASE

Once all the information has been added click **Save and Back to Phase**.

Please read this guidance before proceeding -> ?

PHASE D – DP SEA GOING

Name:	Application ID:	Logbook Type:	Logbook Number:
Mr J A Smith	OSN-221300/2021	Gray	150F000000
Ship:*	IMO Number:*	DP Class:*	Date Joined Vessel:*
Nautiwave II	9999999	DP 2	29/03/2021
Date Left Vessel:*	Number of Days:	Master DPO Number:*	Master CoC Number:*
27/05/2021	60	00000	0000000000
DP System:	Trainee Rank:	Operational Location:	
SDP 21	DPO First Officer	North Sea	

Signed (Master/Senior DPO):

G Gripen

☒ Signed* ☒ I have this entry stamped* ☒ I have a confirmation letter for this entry*

2 Save and Back to Phase Back to Logbook Overview

DP Sea Going Details

DP Sea Date Time	Number of Hours	Mode	Activity Code	Master Initials
1 30/03/2021	4	Active	Anchor Handling	Y

Delete + Add Edit Save Cancel Page 1 of 1 10 View 1 - 1 of 1

PHASE D ADDING DP SEA TIME (cont'd)

1 LIST OF SEAGOING PHASE D EXPERIENCE

New seagoing entries will appear here as well as other previous entries.

2 ADDING SEAGOING EXPERIENCE

Click on the '**Add more Seagoing Experience**' option to enter additional DP sea time needed for your application.

3 EDITING AND REMOVING ENTRIES

Click on  in the **Action** column on the same row as the entry you wish to edit. This will take you to the DP Seagoing screen where you can amend your entry.

Click on  in the **Action** column on the same row as the entry you wish to delete.

Only new entries for the application you are currently completing can be edited or deleted.

4 EMBARKATION DAYS

The number in the *Embarkation days* column is the number of days spent on board the vessel, **not** the number of days that you spent on DP for each trip.

Please read this guidance before proceeding -> 

PHASE D - SEA GOING EXPERIENCE

1 List of Sea Going Phase D Experience

2 Add more Sea Going Experience

Action	Ship	Date Joined	Date Left	Embarkation days	DP Class
 	Nautiwave II	29/03/2021	27/05/2021	60	DP 2
 	Nautiwave II	15/02/2021	13/03/2021	27	DP 2
3  	Nautiwave II	11/01/2021	07/02/2021	28	DP 2
 	Nautiwave II	02/11/2020	29/11/2020	4 28	DP 2

Back to Logbook Overview

NEW SCHEME - STATEMENT OF SUITABILITY



1. ADD SUITABILITY

Click on **Suitability** on the Logbooks Overview page.

2 ENTER SUITABILITY DETAILS

The system checks to make sure the details you enter here match with the last Phase D DP sea time entry in your application.

3 SIGNED/STAMPED

Tick the boxes to confirm that the suitability form in your logbook has been signed by the Master, Senior DPO (if required) and you and that it has the vessel stamp.

4 SAVE

Once all of the information has been added click **Save and back to Phase**.

LOGBOOKS

NI Grey Logbook Enter New / Another Grey Logbook

Logbook No	Enter Data for the Following Phases:
150F0000000	☐ Induction Course ☐ Phase B ☐ Task Book ☐ Simulator Course ☐ STR ☐ Phase D 1 Suitability

Please read this guidance before proceeding -> ?

PHASE E – SUITABILITY SIGN OFF

Enter Suitability Sign-Off Details

Name:	Application ID:	Logbook Type:	Logbook Number:
Mr J A Smith	OSN-221300/2021	Grey	150F0000000
Master CoC Number:	Master DP Number:	Country of Issue:	Operational Location:
2 00000000	0000	United Kingdom	M
Senior DPO Number:	Senior CoC Number:	Date:	Ship: *
		27/05/2021	Nautiwave II
IMO Number: *			
9999999			
Signed (Master/Senior DPO):		3 ☒ Signed* ☒ Trainee Operator's Signature ☒ I have this entry stamped*	
Gregory Gripen			
Save and Enter New Phase 4		Save and Back to Phase	
Back to Logbook Overview			

Please read this guidance before proceeding -> ?

PHASE E – SUITABILITY SIGN OFFS

List of Suitability Add Additional Suitability Form

Action	Ship	DPO Number	Signed	Instructor Name
	Nautiwave II	0000	Y	Gregory Gripen

Back to Logbook Overview

OLD SCHEME - ADDING DP SEA TIME

Blue/Green Logbook

1 On the Logbooks Overview page, click on Watchkeeping.

If you own an NI Black logbook, go to page 14 for instructions on how to add your watchkeeping time.

2 FINDING THE SHIP NAME

When you select the ship's name the IMO number is automatically inserted. The opposite will occur if the IMO number is selected instead. You then need to select the DP Class.

If you cannot find the ship either under its name or IMO number, or you cannot enter the dates for your trip, send a copy of the ship's classification certificate that is valid for the dates you wish to enter, to the DP department, via **Start a Conversation** on the **My Account** home page. We can then add it to our database.

Do not use a sister ship—You must only enter correct information to avoid your application being made unsuccessful.

3 DP SYSTEM

Complete the remaining fields. If the **DP system** is not listed, leave this blank as it is not a mandatory field.

4 SIGNED/STAMPED ENTRIES

Tick to verify the entry is signed and stamped in the logbook.

5 CONFIRMATION LETTERS

Tick to confirm you have a confirmation letter to verify the entry.

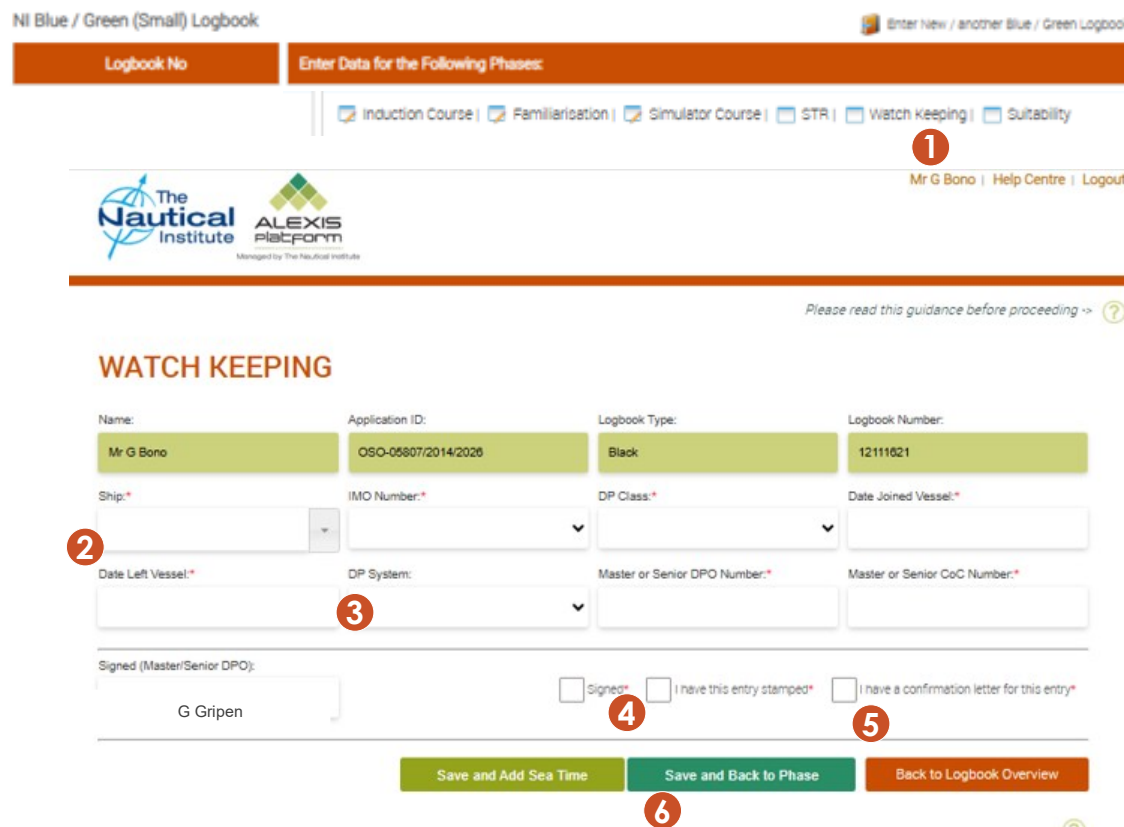
Please make sure the confirmation letter at the time of issue

- Confirms a minimum of two hours per day on DP
- Contains all of the mandatory information

Further requirements and the templates can be found [here](#).

6 SAVE AND BACK TO PHASE

Once all the information has been added click Save and Back to Phase.



The screenshot shows the 'NI Blue / Green (Small) Logbook' form. At the top, there's a header with the Nautical Institute logo and 'ALEXIS Platform' branding. Below the header, there's a navigation bar with 'Logbook No' and 'Enter Data for the Following Phases:'. The phases listed are: Induction Course, Familiarisation, Simulator Course, STR, Watch Keeping (highlighted with a red circle 1), and Suitability. Below this, there's a user profile section for 'Mr G Bono' with links for 'Help Centre' and 'Logout'. The main form is titled 'WATCH KEEPING'. It contains several input fields: 'Name' (Mr G Bono), 'Application ID' (OSO-05807/2014/2026), 'Logbook Type' (Black), and 'Logbook Number' (12111621). Below these are 'Ship' (with a dropdown arrow and a red circle 2), 'IMO Number' (with a dropdown arrow), 'DP Class' (with a dropdown arrow and a red circle 3), and 'Date Joined Vessel'. Further down are 'Date Left Vessel', 'DP System' (with a dropdown arrow), 'Master or Senior DPO Number', and 'Master or Senior CoC Number'. At the bottom, there's a 'Signed (Master/Senior DPO)' section with a text input 'G Gripen' and three checkboxes: 'Signed' (checked with a red circle 4), 'I have this entry stamped' (with a red circle 5), and 'I have a confirmation letter for this entry'. At the very bottom, there are three buttons: 'Save and Add Sea Time' (with a red circle 6), 'Save and Back to Phase', and 'Back to Logbook Overview'. A small question mark icon is visible in the bottom right corner.

Note — Enter your trips and DP sea time exactly as they are recorded in your logbook. Trips must be entered individually and not bulked together. The system will accept a **maximum of 90 days per entry**. If you have any that are over 90 days you will need to split them into two or more entries.

OLD SCHEME - ADDING DP SEA TIME (cont'd)

1 LIST OF WATCHKEEPING EXPERIENCE

New seagoing entries will appear here as well as other previous entries.

2 ADDING WATCHKEEPING EXPERIENCE

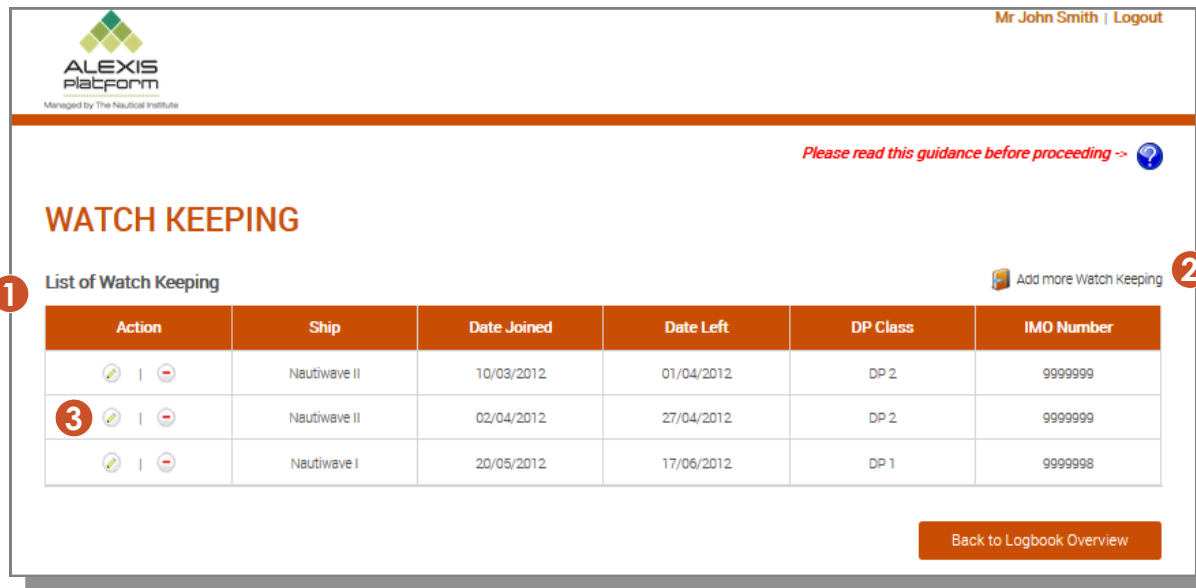
Click on the '**Add more watchkeeping**' option to enter additional DP sea time needed for your application.

3 EDITING AND REMOVING ENTRIES

Click on  in the **Action** column on the same row as the entry you wish to edit. This will take you to the DP Watchkeeping screen where you can amend your entry.

Click on  in the **Action** column on the same row as the entry you wish to delete.

Only new entries for the application you are currently completing can be edited or deleted.



ALEXIS Platform
Managed by The Nautical Institute

Mr John Smith | Logout

Please read this guidance before proceeding ->

WATCH KEEPING

1 List of Watch Keeping 2 Add more Watch Keeping

Action	Ship	Date Joined	Date Left	DP Class	IMO Number
 	Nautiwave II	10/03/2012	01/04/2012	DP 2	9999999
3  	Nautiwave II	02/04/2012	27/04/2012	DP 2	9999999
 	Nautiwave I	20/05/2012	17/06/2012	DP 1	9999998

Back to Logbook Overview

OLD SCHEME - ADDING DP SEA TIME

Black Logbook

1 On the Logbooks Overview page, click on Watchkeeping.

2 FINDING THE SHIP NAME

When you select the ship's name the IMO number is automatically inserted. The opposite will occur if the IMO number is selected instead. You then need to select the DP Class.

If you cannot find the ship either under its name or IMO number, or you cannot enter the dates for your trip, send a copy of the ship's classification certificate that is valid for the dates you wish to enter, to the DP department. via **Start a Conversation** on the **My Account** home page. We can then add it to our database.

Do not use a sister ship—You must only enter correct information to avoid your application being made unsuccessful.

3 DP SYSTEM

Complete the remaining fields. If the **DP system** is not listed, leave this blank as it is not a mandatory field.

4 SIGNED/STAMPED ENTRIES

Tick to verify the entry is signed and stamped in the logbook.

5 CONFIRMATION LETTERS

Tick to confirm you have a confirmation letter to verify the entry.

Please make sure the confirmation letter at the time of issue

- Confirms a minimum of two hours per day on DP
- Contains all of the mandatory information

Requirements and templates can be found [here](#).

6 SAVE AND ADD SEA TIME

Once all the information has been added click Save and add sea time.

LOGBOOKS

NI Black (Big) Logbook

 Enter New / another Black Logbook

Logbook No	Enter Data for the Following Phases:
12101641	☐ Induction Course ☐ Familiarisation ☐ Simulator Course ☐ STP ☒ Watch Keeping ☐ Suitability



Mr G Bono | [Help Centre](#) | [Logout](#)

Please read this guidance before proceeding -> 

WATCH KEEPING

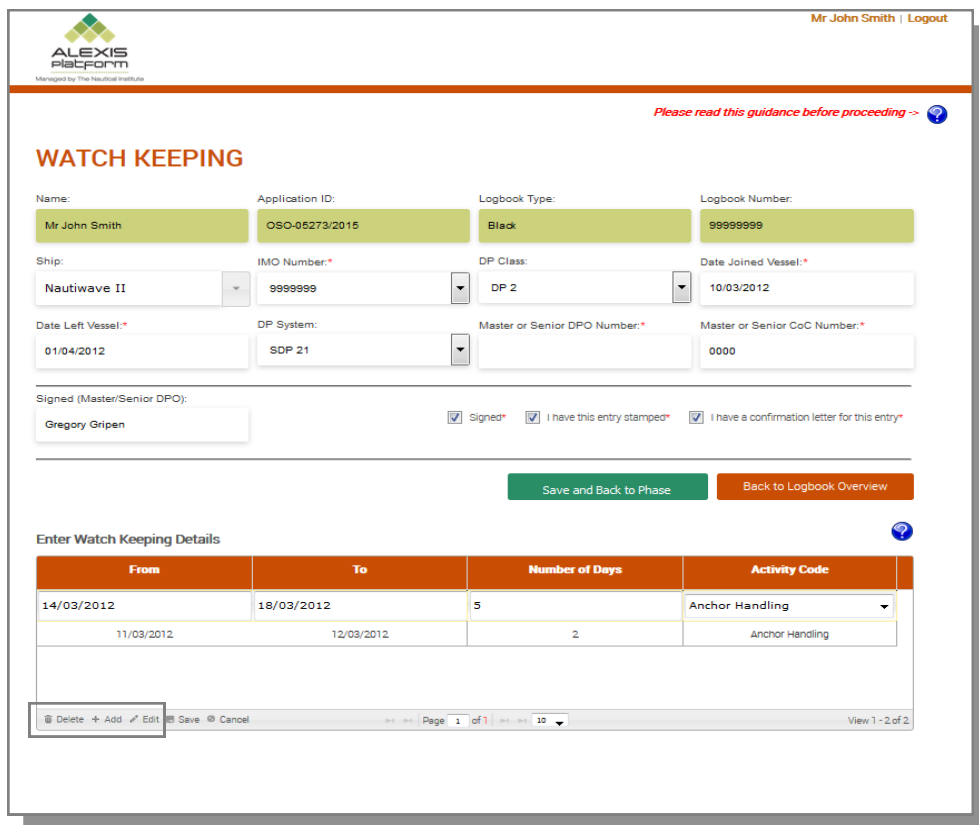
Name: 2 Bono	Application ID: OSO-05807/2014/2026	Logbook Type: Black	Logbook Number: 12111621
Ship:*	IMO Number:*	DP Class:*	Date Joined Vessel:*
Date Left Vessel:*	DP System: 3	Master or Senior DPO Number:*	Master or Senior CoC Number:*
Signed (Master/Senior DPO): G Gripen		☐ Signed 4 ☐ I have this entry stamped* ☐ I have a confirmation letter for this entry* 5	
6 Save and Add Sea Time Save and Back to Phase Back to Logbook Overview			

Note — Enter your trips and DP sea time exactly as they are recorded in your logbook. Trips must be entered individually and not bulked together. The system will accept a **maximum of 90 days per entry**. If you have any that are over 90 days you will need to split them into two or more entries.

OLD SCHEME - ADDING DP SEA TIME (CONT'D)

Black Logbook

1 After clicking on Save and Add Sea Time from the previous screen, an extended screen will appear with the Enter Watchkeeping Details table at the bottom for you to add your Dates worked on DP.



Mr John Smith | Logout

WATCH KEEPING

Please read this guidance before proceeding ->

Name: Mr John Smith Application ID: OSO-05273/2015 Logbook Type: Black Logbook Number: 99999999

Ship: Nautiwave II IMO Number: 9999999 DP Class: DP 2 Date Joined Vessel: 10/03/2012

Date Left Vessel: 01/04/2012 DP System: SDP 21 Master or Senior DPO Number: Master or Senior CoC Number: 0000

Signed (Master/Senior DPO): Gregory Gripen ☒ Signed ☒ I have this entry stamped ☒ I have a confirmation letter for this entry

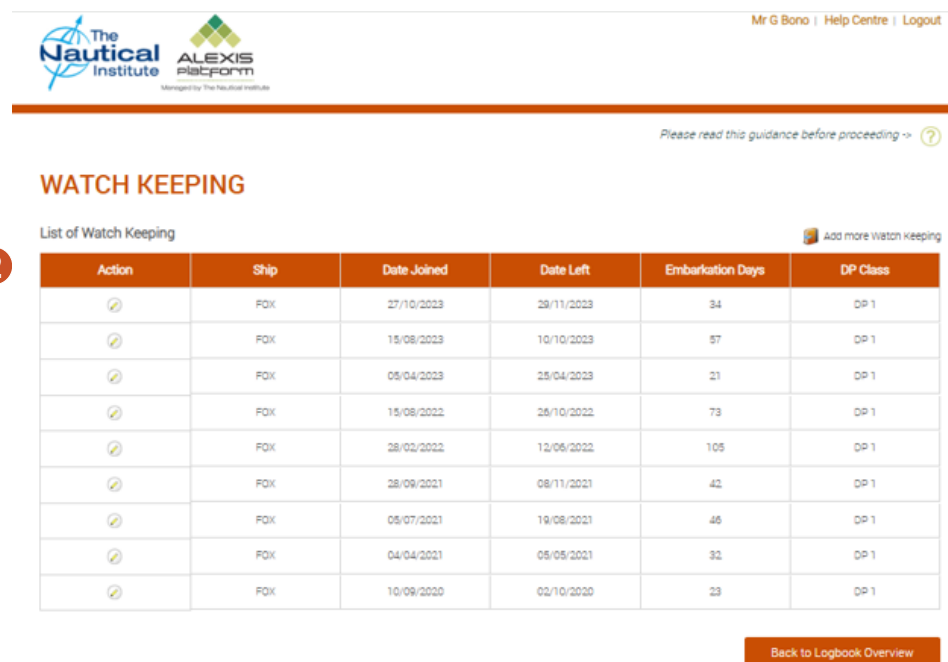
Save and Back to Phase Back to Logbook Overview

Enter Watch Keeping Details

From	To	Number of Days	Activity Code
14/03/2012	18/03/2012	5	Anchor Handling
11/03/2012	12/03/2012	2	Anchor Handling

Delete + Add Edit Save Cancel Page 1 of 1 10 View 1 - 2 of 2

2 When you have finished entering all of your Dates worked on DP, click on Save and Back to Phase to be taken to the List of Watchkeeping screen.



Mr G Bono | Help Centre | Logout

WATCH KEEPING

Please read this guidance before proceeding ->

List of Watch Keeping Add more Watch Keeping

Action	Ship	Date Joined	Date Left	Embarkation Days	DP Class
	FOX	27/10/2023	29/11/2023	34	DP 1
	FOX	15/08/2023	10/10/2023	57	DP 1
	FOX	05/04/2023	25/04/2023	21	DP 1
	FOX	15/08/2022	25/10/2022	73	DP 1
	FOX	28/02/2022	12/06/2022	105	DP 1
	FOX	28/09/2021	08/11/2021	42	DP 1
	FOX	05/07/2021	19/08/2021	46	DP 1
	FOX	04/04/2021	05/05/2021	32	DP 1
	FOX	10/09/2020	02/10/2020	23	DP 1

Back to Logbook Overview

Note — Enter your trips and DP sea time exactly as they are recorded in your logbook. Trips must be entered individually and not bulked together. The system will accept a maximum of 90 days per entry. If you have any that are over 90 days you will need to split them into two or more entries.

OLD SCHEME - STATEMENT OF SUITABILITY

1. ADD SUITABILITY

Click on **Suitability** on the Logbooks Overview page.

2 ENTER SUITABILITY DETAILS

The system checks to make sure the details you enter here match with the last Phase D DP sea time entry in your application.

3 SIGNED/STAMPED

Tick the boxes to confirm that the suitability form in your logbook has been signed by the Master, Senior DPO (if required) and you and that it has the vessel stamp.

4 SAVE

Once all of the information has been added click **Save and back to Phase**.

LOGBOOKS

NI Black (Big) Logbook

 Enter New / another Black Logbook

Logbook No	Enter Data for the Following Phases:
12101641	☒ Induction Course ☒ Familiarisation ☒ Simulator Course ☐ STR ☐ Watch Keeping ☐ Suitability

1

 Mr John Smith | Logout

Please read this guidance before proceeding -> 

SUITABILITY SIGN OFF

Enter Suitability Sign-Off Details

Name:	Application ID:	Logbook Type:	Logbook Number:
Mr John Smith	OSO-05098/2015	Blue	Blu-30595
Master CoC Number:	Master DPO Number:	Master Country of Issue:	Senior Country of Issue:
00000000	0000	United Kingdom	
Date:	Ship: *	IMO Number: *	
26/09/2015	Nautiwave II	9999999	
Signed (Master/Senior DPO):			
Gregory Gripen			
☒ Signed* ☒ I have this entry stamped*			
Save and Enter New Phase Save and Back to Phase Back to Logbook Overview			

2

3

4

4

SUBMITTING YOUR APPLICATION

1 SUBMIT APPLICATION

When you have filled in all of the required DP sea time, and Suitability, select **Submit Application**.

2 MAKE PAYMENT

Make Payment is greyed out and not available until you successfully submit your application.

3 SUBMIT PAGE

The Submit page shows the list of documents required to be uploaded to your account. Please make sure that clear scans of your documents have been uploaded before clicking **Submit Application**.

Required scans

- NI Limited DP Certificate
- NI DP logbook
- CoC/MMC
- Confirmation letters
- Additional documents (if applicable, e.g. Phase E) that are separate from your logbook
- Colour photo in jpeg format (to be printed on DP Certificate)

Your application will be processed based on the scans uploaded to your account. Unclear or missing documents will cause a delay in your application being processed.

Please read this guidance before proceeding -> ?

MY ACCOUNT

[Update your personal details](#)

Latest application (delete) [Complete application](#)

Date	Application ID	Status	Category
-	OSD-00845/2016/2020	In Progress	Revalidate

Attachments **1** Submit Application **2** Make Payment

Update



(Upload must be in JPEG format)
Please upload colour photo of passport standard and size (3 x 4cm). This will appear on your certificate.

Customer Number: 44508
Scheme: Offshore Scheme (Old)

Please read this guidance before proceeding -> ?

3 SUBMIT

Please confirm if you have scanned and attached the following:

- ☒ Full pages of DP Logbook(s) *
- ☒ Full pages of CoC (if applicable) *
- ☒ All confirmation letters *
- ☒ Additional documents (Section C, F etc.) *
- ☒ Additional certificates *
- ☒ Copies of course certificates *

[Submit Application](#) [Cancel](#)

SUBMITTING YOUR APPLICATION (cont'd)

1 APPLICATION STATUS

When you have successfully submitted your application, the Status on your **My Account** home page change to **Eligible**.

2 MAKE PAYMENT

Make Payment is no longer greyed out when the Status shows as **Eligible**. Click on it to proceed to the payment summary page.

3 NOT ELIGIBLE

If you receive an error message after clicking **Submit**, check the part of your application the message referred to and make amendments where necessary.

If you have fully checked your application and believe you have completed it correctly but are still receiving the error message, please contact the DP department for assistance.

Please read this guidance before proceeding -> ?

MY ACCOUNT

[Update your personal details](#)

Latest application (delete)

Date	Application ID	Status	Category
02/01/2021	OSN-221300/2021	1 Eligible	New

Attachments Submit Application **2** Make Payment

Start a Conversation [Start new conversation](#)

Action	Date Reported	Description
--------	---------------	-------------

[View all](#)

(Upload must be in JPEG format)
Please upload colour photo of passport standard and size (3 x 4cm). This will appear on your certificate.

Customer Number: 85122
Scheme: Offshore Scheme (New)
Certificate: Offshore Unlimited
Certificate No.:
Certificate Date: -
Valid till: -

Please read this guidance before proceeding -> ?

MY ACCOUNT

[Update your personal details](#)

Latest application (delete) [Complete application](#)

Date	Application ID	Status	Category
02/01/2021	OSN-221300/2021	3 Not Eligible	New

Attachments Submit Application Make Payment

Start a Conversation [Start new conversation](#)

Action	Date Reported	Description
--------	---------------	-------------

[View all](#)

(Upload must be in JPEG format)
Please upload colour photo of passport standard and size (3 x 4cm). This will appear on your certificate.

Customer Number: 85122
Scheme: Offshore Scheme (New)
Certificate: -
Certificate No.:
Certificate Date: -
Valid till: -

MAKE PAYMENT

1 MEMBERSHIP AND DP APPLICATION FEE

Tick this option if you would like to become a member of The Nautical Institute.
It adds both the DP application and membership fees to your total.

2 DP CERTIFICATION FEE

Tick this if you only want to pay for your DP application.

3 TERMS AND CONDITIONS

Tick this to confirm that you have read and agree to the terms and conditions.

4 PROCEED TO PAYMENT

Click to move onto the next page.

YOUR PAYMENT OPTIONS

1

☐ I would like to pay my DP certification fee* and enjoy half-price professional membership of The Nautical Institute for a full year

(Includes FREE Nautical Institute DP Revalidation Logbook)

Total cost: £XXXXX

5 good reasons to join The Nautical Institute...

- ✓ get 50% off your first year of NI membership
- ✓ receive a FREE DP Revalidation Logbook with your DP certificate
- ✓ avoid paying the usual membership joining fee
- ✓ enjoy automatic acceptance as a DPO - no forms to fill out
- ✓ no obligation - after 12 months you decide whether to renew or cancel

All membership documents and communications will be sent to the mailing address listed in your DP account. If you would prefer these to be sent to a different address then please enter it [here](#).

2

☐ I would like to pay my DP certification fee*

Total cost: £XXXXX

3

☐ Click here to confirm that you have read and agree to the [terms and conditions](#)

TOTAL: XXX

4

PROCEED TO CHECKOUT



Captain Jones Soares
AFNI, DPO Brazil
"I really recommend being a member of the NI"

Upgrade your future!

Become a professional member of the NI...

✓ Gain worldwide recognition as a maritime professional

✓ Stay informed through Seaways - the NI's monthly journal

✓ Protect yourself against criminalisation with legal fees cover

✓ Network with colleagues, customers and employers

✓ Develop your career by using the NI's CPD Online programme

✓ Be heard at the IMO through having a representative voice

✓ Enjoy big discounts on NI events, courses and books

* Includes 20% VAT where applicable, which will be shown automatically in all prices shown

† In applying for membership you agree to abide by the Constitution, By-Laws and Code of Conduct of The Nautical Institute and agree to its Terms and Conditions.

MAKE PAYMENT (cont'd)

1 REVALIDATION LOGBOOK

Tick this option if you want to purchase a Revalidation logbook. The option will not be available if you have selected to become a member of The Nautical Institute on the previous page as you will receive a free copy. The Revalidation logbook will be sent to you with your new DP certificate.

2 PAYMENT TYPE

Tick your preferred payment method.

3 PROCEED TO PAYMENT

Click to move onto the payment page and follow the instructions.

When the payment has been made the status on the **My Account** home page will be showing as **Submitted/Paid**. Your application will now have been added into the queue to be processed.

You do not need to send in your documents to our office, however you must ensure that all supporting documents have been uploaded to your account.

Once your certificate has been issued and despatched, you will receive a notification email from DHL with the tracking details of your documents.

PAYMENT OPTIONS

1

☐ I would like to buy The Nautical Institute DP Revalidation Logbook* (price: £XXXX)
* Includes 20% VAT where applicable, which will be shown automatically in all prices shown
✓ Tailored to the requirements of The Nautical Institute's scheme
✓ Lightweight and easy to carry

Total cost (including payment of your DP certification fee): £XXXXXX

2

☐ PayPal

☐ WorldPay



3

Proceed to Payment

Cancel Order