

ONLINE APPLICATION GUIDE

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INTRODUCTION

ABOUT THIS GUIDE

The information contained in this document relates to the conversion of NMD, DNV or OSVDPA DP certificates to The Nautical Institute Offshore Limited/ Unlimited or Unclassed DP Certificates only.

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

REQUIREMENTS FOR CONVERSION

To convert your certificate, you will need to complete the following:

- 150 DP sea time days recorded in your IMCA/NMD/ DPVOA/ OSVDPA logbook dated within the five years previous to applying.

If you have less than 150 DP sea time days you will need to complete The Nautical Institute Revalidation Course.

DP PROFESSIONALS

If you are a DP Professional and have been engaged in an occupation The NI considers as being equivalent to the sea service (i.e. DP lecturer, DP Surveyor, DP Consultant, DP Auditor, DP Superintendent, DP Supervisor), revalidation of your DP Certificate will require 150 days in the activity claimed in the preceding five years.

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.

APPLYING FOR A DP CERTIFICATE

Please ensure that scans of all your required documents are attached to your account and can be read clearly.

REQUIRED DOCUMENTS

- IMCA/NMD/ DPVOA/ OSVDPA logbook(s)
- Passport identification page
- Current NMD/DNV/OSVDPA DP Certificate
- CoC/MMC
- Revalidation Course certificate (If applicable)
- Sea time Confirmation letters

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 UK is subject to an additional charge on the courier fee due to VAT, which is beyond The Nautical Institute's control).

DELIVERY OF DOCUMENTS

Your new certificate will be sent to you via our contracted couriers, DHL.

CREATING 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.



1

DP Login | [Important News](#) | [DP Contact Us](#) | [About Us](#) | [Sign-up for e-news!](#) | [Sitemap](#)



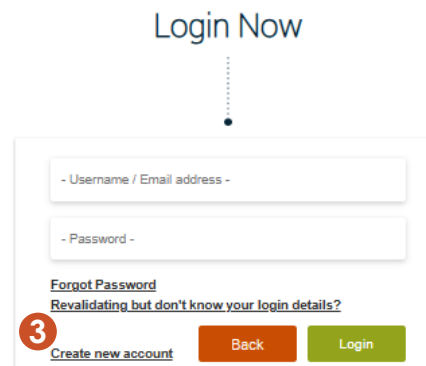
2

2 CONVERSION

The conversion requirements, FAQs and information on how to apply are available in the [DP Information Centre](#) tab on the home page of the NI Alexis Platform website.

3 CREATING YOUR ACCOUNT

You will need to click on the 'Create new account' button to start the application process



Login Now

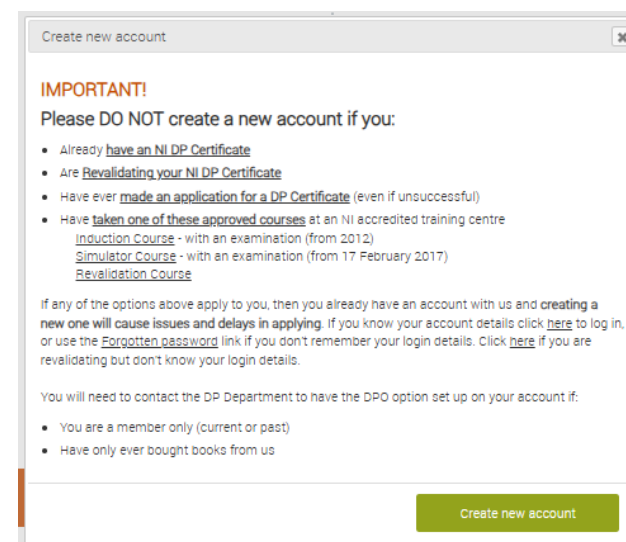
- Username / Email address -

- Password -

[Forgot Password](#)

[Revalidating but don't know your login details?](#)

3 [Create new account](#) [Back](#) [Login](#)



Create new account

IMPORTANT!

Please DO NOT create a new account if you:

- Already [have an NI DP Certificate](#)
- Are [Revalidating your NI DP Certificate](#)
- Have ever [made an application for a DP Certificate](#) (even if unsuccessful)
- Have [taken one of these approved courses](#) at an NI accredited training centre
 - [Induction Course](#) - with an examination (from 2012)
 - [Simulator Course](#) - with an examination (from 17 February 2017)
 - [Revalidation Course](#)

If any of the options above apply to you, then you already have an account with us and **creating a new one will cause issues and delays in applying**. If you know your account details click [here](#) to log in, or use the [Forgotten password](#) link if you don't remember your login details. Click [here](#) if you are revalidating but don't know your login details.

You will need to contact the DP Department to have the DPO option set up on your account if:

- You are a member only (current or past)
- Have only ever bought books from us

[Create new account](#)

ENTERING YOUR 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 regarding the delivery of your documents.

4 ADDRESSES

The mailing address is where you want your documents delivered. 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 addresses —Documents being sent to a company address will require 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**. Please note, that it is currently not possible to deliver documents to Russia, you will need to enter an alternative address.

5 NMD INFORMATION

Whether you have a NMD, DNV or OSVDPA certificate, you will need to tick that you have an NMD certificate here before adding the certificate information.

6 COC/STCW QUALIFICATION

Please enter your most recent qualification information and then click on the submit button.

Update your account

1 Title: Mr ✓

2 First Name: Charles ✓

3 Last Name: Brady ✓

4 Middle Name: None ✓

5 Date of Birth: 08/11/1971 ✓

6 Passport Number: ✓

7 Discharge Book Number: ✓

8 CoC Number: ✓

9 Organisation Name: ✓

10 Job Title: Captain ✓

11 Home Telephone: 01277 131386 ✓

12 Mobile Number: ✓

13 Nationality: Indian ✓

14 Mailing Address: ✓

15 Billing Address: ✓

16 NMD DP Certificate: ✓

17 NMD DP Certificate Number: ✓

18 NMD DP Certificate Issue Date: ✓

19 CoC/STCW Qualification: ✓

20 Qualification: ✓

21 Where Issued: ✓

22 Qualification From Date: ✓

23 Qualification To Date: ✓

24 Submit: ✓

25 Are you NI Member: ✓

26 NI Membership Number: ✓

27 Email Address: ✓

28 User Name: ✓

29 Password: ✓

30 Confirm Password: ✓

31 Update: ✓

32 Cancel and go back: ✓

ENTERING YOUR PERSONAL DETAILS (cont'd)



7 EMAIL AND PASSWORD

At the bottom of the page you will need to add your email address, which will also be used as your user ID when you log into your account.

You will also need to add a password for your account. Your password must contain a minimum of 8 characters, both upper and lower case, with at least one special character and one number.

A registration form with a light green header bar. Below the header, there are four input fields: "Email Address:" with a red asterisk, "User Name:", "Password:" with a red asterisk, and "Confirm Password:" with a red asterisk. Each field contains the text "charlotte.brolly@nautinst.org" or "*****". To the left of the "Email Address:" field is a red circle with the number "7". To the right of the "Confirm Password:" field is a red circle with the number "8". Below the fields are two buttons: a green "Update" button and an orange "Cancel and go back" button.

8 SAVING

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

STARTING YOUR APPLICATION

1 NMD CONVERSION

Click on this option to start the application.

2 ADDING YOUR ONLINE LOGBOOK

Once the conversion application has been selected, you will be taken to the logbook overview page where you will need to add your logbook.

3 If you hold a NMD, DPVOA or OSVDPA logbook, please enter your information in the NI Blue/Green/Red logbook.

4 Only select the IMCA logbook if you have one, as the sea time information is recorded differently.

5 LATEST APPLICATION

Once the logbook has been added and you return to the Overview page you will see that the Latest Application details has now been populated

Please read this guidance before proceeding -> ?

MY ACCOUNT

Create a new application [Update your personal details](#)

If you have already been issued with a Nautical Institute DP Certificate, please contact the DP department for your original account details. You will not be able to revalidate your DP Certificate on this account.

Please click on one of the options below to start your new application

- Old Scheme Offshore Application - Induction course before 2015 (Do not use for Revalidation)
- New Scheme Offshore Application - Induction course after 2015 (Do not use for Revalidation)
- DP Vessel Maintainer - Initial Training Application (Do not use for Revalidation)
- Shuttle Tanker Application (Do not use for Revalidation)
- 1** NMD Conversion Application (Do not use for Revalidation)

Latest application

Date	Application ID	Status	Category
-	-	-	-

[Attachments](#) [Submit Application](#) [Make Payment](#)

Upload colour photo
No photo

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

Customer Number: 153605

Scheme:

Certificate -

Certificate No.:

Certificate Date -

Valid till -

2 LOGBOOKS

3 NI Blue / Green / Red Logbook

[Enter New / another Blue / Green / Red Logbook](#)

Logbook No	Enter Data for the Following Phases:
------------	--------------------------------------

4 IMCA Logbook

Please only use this option if you hold an IMCA logbook

[Enter New / Another IMCA Logbook](#)

Logbook No	Enter Data for the Following Phases:
------------	--------------------------------------

MY ACCOUNT

5 Latest application (delete)

[Update your personal details](#)
[Complete application](#)

Date	Application ID	Status	Category
-	OSN-2513506/2026	In Progress	Conversion
Attachments	Submit Application	Make Payment	

LOGBOOK OVERVIEW

1 TYPES OF LOGBOOKS

NI Blue/Green/Red(NMD)

Does not contain a logbook number and the system automatically populates this field.

DPVOA & OSVDPA logbooks can also be used in this section.

IMCA Log book

If the IMCA log book does not have a number, the system automatically populates this field.

2 NI REVALIDATION COURSE

You can only enter The NI Revalidation Course information in this tab, click on this to add a new course if you have taken one as part of the conversion requirements.

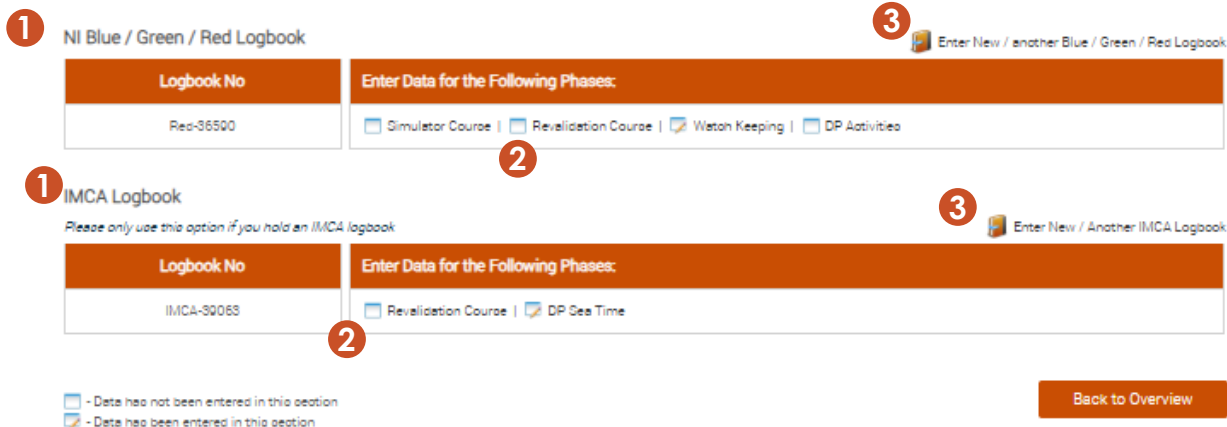
3 ENTER NEW LOGBOOK

Each logbook type has the option to add a new logbook. Only click on these options if you are adding a new logbook to your application.

If you only have one logbook Please DO NOT click on the option to enter an additional logbook.

Use the existing logbook by clicking on Watchkeeping / Offshore DP sea time / DP Sea time /Phase D within the logbook already showing to add your new DP sea time.

LOGBOOKS



1 NI Blue / Green / Red Logbook **3** Enter New / another Blue / Green / Red Logbook

Logbook No	Enter Data for the Following Phases:
Red-36500	☐ Simulator Course ☐ Revalidation Course ☐ Watch Keeping ☐ DP Activities

1 IMCA Logbook **3** Enter New / Another IMCA Logbook

Please only use this option if you hold an IMCA logbook

Logbook No	Enter Data for the Following Phases:
IMCA-30063	☐ Revalidation Course ☐ DP Sea Time

☐ - Data has not been entered in this section
☒ - Data has been entered in this section

Back to Overview

ADDING DP SEA TIME - BLUE LOGBOOK

1 ADDING WATCHKEEPING

Click on **the Watchkeeping section** to enter the DP sea time needed for your conversion.

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.

3 OPERATIONAL LOCATION/DP SYSTEM

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.

The template for the confirmation letter for conversion can be found [here](#).

6 SAVE AND ADD SEA TIME

Once the information has been added, click **Save and Enter New Phase** to add more sea time.

If you do not need to add any more sea time, click **Save and back to Phase**.

Note — 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.

LOGBOOKS

NI Blue / Green / Red Logbook

Logbook No	Enter Data for the Following Phases:
Red-36590	☐ Simulator Course ☐ Revalidation Course ☐ Watch Keeping ☐ DP Activities

Please read this guidance before proceeding -> ?

WATCH KEEPING

Name:	Application ID:	Logbook Type:	Logbook Number:
Mr J A Bloggs	OSO-01057/2012/2015/2020	Blue	Blu-17439
Ship:	IMO Number:*	DP Class:	Date Joined Vessel:*
Nautiwave I	9999998	DP 1	06/01/2020
Date Left Vessel:*	Number of Days:	Trainee Rank:	Operational Location:
30/01/2020	25	DPO	
DP System:			
Signed (Master/Senior DPO):		☒ Signed*	☒ I have this entry stamped*
K Long			☒ I have a confirmation letter for this entry
		☐ Save and Enter New Phase	☐ Save and Back to Phase
		Back to Logbook Overview	

ADDING DP SEA TIME-BLUE LOGBOOK (cont'd)

1 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 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.

WATCH KEEPING

List of Watch Keeping

 Add more Watch Keeping

Action	Ship	Date Joined	Date Left	Embarkation days	DP Class
1  	AKATSUKI	01/10/2025	10/12/2025	71	DP 2
 	Minkar	13/05/2026	24/08/2026	104	DP 2

[Back to Logbook Overview](#)

ADDING DP SEA TIME - IMCA LOGBOOK

1 ENTER NEW IMCA/DPVOA/OSVDPA LOGBOOK

When you click on **Enter New/Another IMCA logbook** from the Logbooks Overview page you are taken to the page on the right.

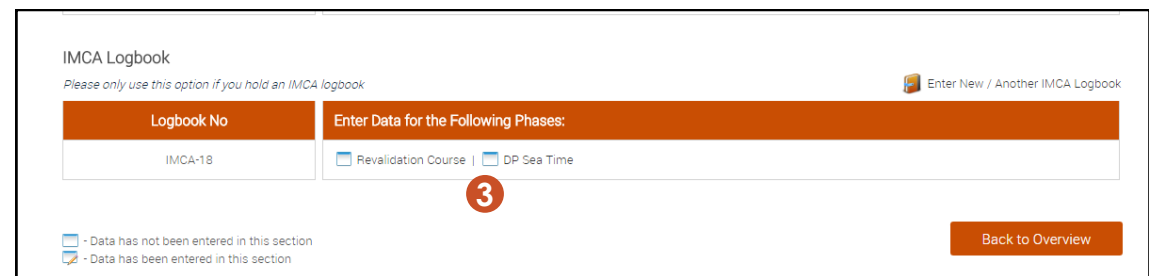
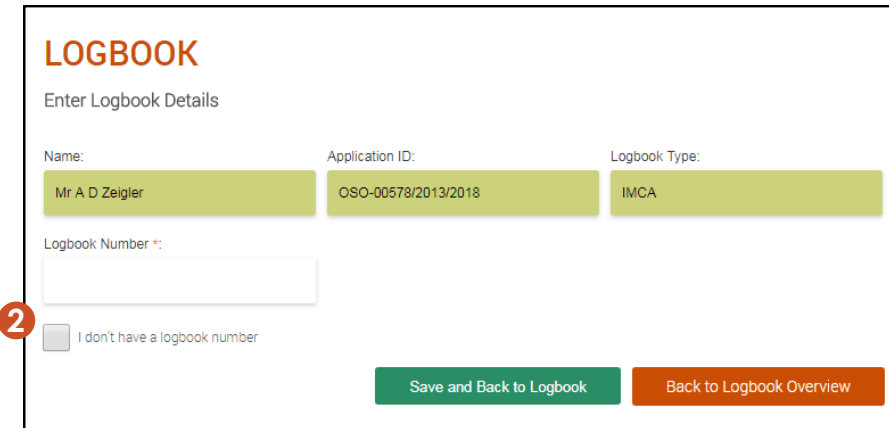
2 ADDING THE LOGBOOK TO THE ACCOUNT

This is the number on the inner title page near the front of your IMCA/DPVOA logbook.

If your logbook does not have a number, you can tick the box below the logbook number field.

3 ADDING SEATIME

From the Logbooks Overview page, click on **DP Sea Time** to add new DP entries from your IMCA/DPVOA/OSVDPA logbook.



ADDING DP SEA TIME-IMCA LOGBOOK(cont'd)

1 DP SEATIME

DP sea time recorded in days: If the DP sea time in your IMCA/DPVOA /OSVDPA logbook is only recorded in days, each entry also needs to be entered in hours.

DP sea time required to revalidate is a minimum of 2 hours per day at the DP desk. To calculate your time in hours, multiply the total **Number of Days** by 2, e.g. 22 days x 2 = 44 hours.

DP sea time recorded in hours: If you have recorded your DP time in hours, enter the number of hours here.

The hours recorded in an individual's logbook will be divided by 2 to get the number of DP days that the person has obtained in the last 5 years. This produces the formula below:

$$\text{(Total number of hours for each embark / 2h)} = X$$

Where X cannot be more than the number of days of that embarkation.

The 2 hours comes from the definition of DP sea time for the offshore industry.

2 MODE

Select the correct mode the DP sea time was completed on. Only active DP sea time can be used towards revalidation.

3 SIGNED/STAMPED ENTRIES

Only entries that have been signed and stamped in your logbook can be used towards the time required to revalidate your DP certificate.

4 SAVE AND ENTER NEW PHASE

If you have multiple entries in your IMCA/DPVOA logbook, click here to save the information and add more,

5 SAVE AND BACK TO PHASE

If you have entered the final entry click here to go back to the page to see all sea time entries.

Please read this guidance before proceeding -> ?

DP SEATIME

Enter DP SeaTime Details

Name:	Application ID:	Logbook Type:	Logbook Number:
Mr J A Bloggs	OSO-00845/2016/2020	IMCA	123456
Ship: *	IMO Number: *	DP Class: *	From: *
Nautiwave II	9999999	DP 2	29/03/2018
To: *	Number of Days:	Rank:	Operational Location:
19/04/2018	22	DPO First Officer	UK North Sea
Mode:	Activity Codes:	Number of Hours (h):	
Active	Anchor Handling	44	

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](#)

6 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 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.

DP SEATIME

List of DP SeaTime

 Add more DP SeaTime

Action	Ship	DP Class	No. of Days	Master Name
 	AKATSUKI	DP 2	89	-
 	AKATSUKI	DP 2	87	-

[Back to Logbook Overview](#)

ADDING DP SEA TIME-IMCA LOGBOOK(cont'd)



6 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 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.

DP SEATIME

List of DP SeaTime

 Add more DP SeaTime

Action	Ship	DP Class	No. of Days	Master Name
 	AKATSUKI	DP 2	89	-
3  	AKATSUKI	DP 2	87	-

[Back to Logbook Overview](#)

6

DP PROFESSIONALS - ADDING DP ACTIVITIES



DP professionals have the choice of applying with DP activities only, DP sea time only or a mixture of both. Visit the DP Information Centre on our website for further information.

1 ADDING DP ACTIVITIES

Currently the only online logbook that has DP activities listed, is the NI Blue/Green logbook. If you are applying to convert your certificate using DP activities, you will first need to add a blue logbook before clicking on *DP Activities* to enter qualifying time under this category.

2 ADDING DP SEA TIME

Click on **Watchkeeping, DP Sea Time or Phase D** under your existing NI logbook to enter DP sea time to your application. Read instructions on how to do this for your specific logbook (pages 8-12).

Note The Nautical Institute defines DP professionals as those employed in shore based roles that are DP related (i.e. DP lecturer/instructor, DP surveyor, DP consultant, DP auditor, DP superintendent, DP supervisor, etc.)

Actual DP sea time gained on board a vessel must be entered into the DP Sea time/Watchkeeping section of the appropriate logbook.

LOGBOOKS

NI Blue / Green / Red Logbook

Enter New / another Blue / Green / Red Logbook

Logbook No	Enter Data for the Following Phases:
Red-36590	☐ Simulator Course ☐ Revalidation Course ☒ Watch Keeping ☐ DP Activities

2

1

IMCA Logbook

Please only use this option if you hold an IMCA logbook

Enter New / Another IMCA Logbook

Logbook No	Enter Data for the Following Phases:
IMCA-30063	☐ Revalidation Course ☒ DP Sea Time

2

☐ - Data has not been entered in this section
☒ - Data has been entered in this section

[Back to Overview](#)

DP PROFESSIONAL - DP ACTIVITIES(cont'd)

1 ACTIVITIES FROM AND TO DATE

You need to enter the start and end dates for each activity, e.g. DP Instructors need to enter the dates of each of the classes they teach.

2 NUMBER OF DAYS

Number of days are automatically inserted.

3 ORGANISATION

Enter the name of the organisation you completed your activity with.

4 SAVE AND ENTER NEW PHASE

Click to save the current entry and bring up a new **DP Activities** screen to enter additional entries.

5 SAVE AND BACK TO PHASE

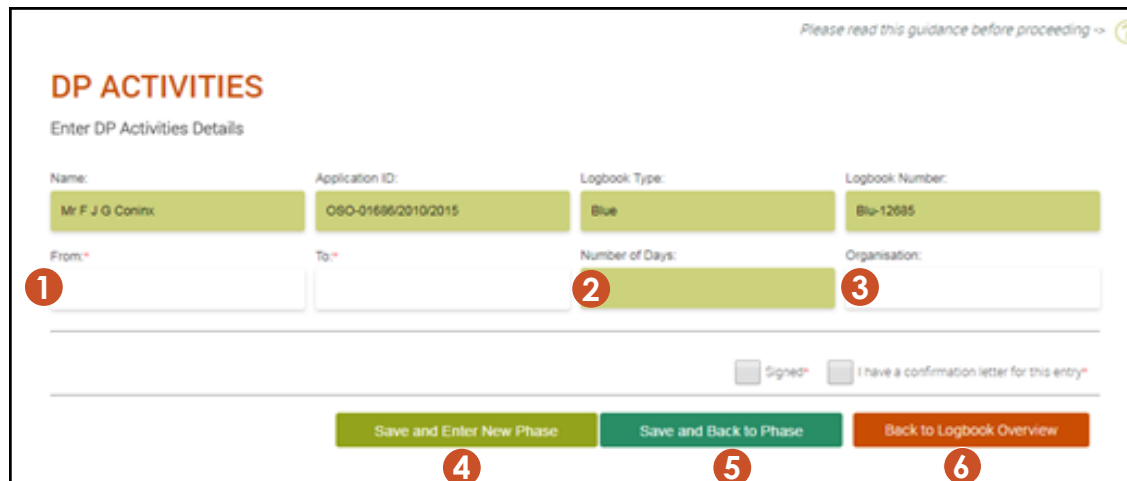
Click to save the current entry and take you back to the current logbook DP Activities List screen (below).

6 BACK TO LOGBOOK OVERVIEW

Clicking here will discard the current entries (without saving) and take you back to the Logbook Overview page.

CONFIRMATION LETTERS

Confirmation letters for DP Instructors must list the dates for the actual time that they have completed. We are unable to accept letters with blocks of dates, for example, DP Instructor from 2016 to 2020. The time will need to be broken down in the same way as DP sea time with the minimum of two hours per day.



The screenshot shows the 'DP ACTIVITIES' form titled 'Enter DP Activities Details'. It contains several input fields: 'Name' (Mr F J G Connix), 'Application ID' (OSQ-01686/2010/2015), 'Logbook Type' (Blue), and 'Logbook Number' (Blu-12685). Below these are 'From' and 'To' date fields (callout 1), a 'Number of Days' field (callout 2), and an 'Organisation' field (callout 3). There are checkboxes for 'Signed' and 'I have a confirmation letter for this entry'. At the bottom are three buttons: 'Save and Enter New Phase' (callout 4), 'Save and Back to Phase' (callout 5), and 'Back to Logbook Overview' (callout 6). A guidance note at the top right says 'Please read this guidance before proceeding -> ?'.

ADDING THE REVALIDATION COURSE

1 COURSE DATE

Enter your Revalidation Course details. The information is on your course certificate.

2 SIGNED AND STAMPED

The course details in your logbook and/or on your certificate must be signed and stamped.

3 SAVE AND BACK TO PHASE

Click to save the current entry and take you back to the Revalidation Course List screen.

4 BACK TO LOGBOOK OVERVIEW

Click to return to the Logbook Overview page

Please read this guidance before proceeding -> ?

REVALIDATION COURSE

Enter Revalidation Course Details

Name:	Application ID:	Logbook Type:	Logbook Number:
Mr J A Bloggs	OSO-00845/2016/2020	Blue	Blu-31574

Date:*	Centre:*	Certificate Number:
1 07/10/2020	Marine Blue Centre	ABC/123/DE

Name of the Instructor:

A. Instructor

2 ☒ Signed* ☒ I have this course stamped*

3

Save and Enter New Phase Save and Back to Phase Back to Logbook Overview

Please read this guidance before proceeding -> ?

REVALIDATION COURSE

List of Revalidation Course

Add more Revalidation Courses

Action	Centre	Certificate No.	Signed	Instructor Name
 	Aboa Mare Ab	ABC/123/DE	Y	A. Instructor

Back to Logbook Overview

4

SUBMITTING YOUR APPLICATION



1 SUBMIT APPLICATION

When you have filled in all of the required DP sea time/DP Activities and have attached your photograph and required documents (see below), 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**.

- IMCA/OSVDPA/DPVOA logbook(s) *(full scan of all completed pages)*
- Passport identification page
- NMD, DNV or OSVDPA DP Certificate
- CoC/MMC
- DP Revalidation Course certificate (if applicable)
- Confirmation letters

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.

MY ACCOUNT

Latest application (delete)

[Update your personal details](#)
[complete application](#)

Date	Application ID	Status	Category
-	OSN-2513506/2026	In Progress	Conversion

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

3 SUBMIT

Please make sure that you have scanned and attached the following to your account:

- ✓ Full clear scans of full NI and IMCA DP logbook(s) if held
- ✓ Copy of passport personal details page
- ✓ Copy of NI DP Certificate
- ✓ Copy of full CoC/MMC
- ✓ Copy of Revalidation Course Certificate if applicable
- ✓ All confirmation letters for any DP seetime/activities claimed in your application

Please note that the Revalidation process of your DP Certificate is now online. **You do not need to send your documents to The Nautical Institute unless specifically requested to do so.** Failure to upload clear scans may result in your documents being placed on a query and delays in your Certificate being issued.

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 will have changed 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)

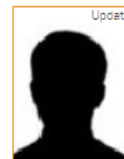
Date	Application ID	Status	Category
12/10/2020	OSO-00845/2016/2020	1 Eligible	Revalidate

Attachments Submit Application **2** Make Payment

Start a Conversation [Start new conversation](#)

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

[View all](#)

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)
Certificate: Offshore Unlimited
Certificate No.:
Certificate Date: 03/02/2016
Valid till: 03/02/2021

Please read this guidance before proceeding -> ?

MY ACCOUNT

[Update your personal details](#)

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

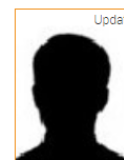
Date	Application ID	Status	Category
12/10/2020	OSO-00845/2016/2020	3 Not Eligible	Revalidate

Attachments Submit Application Make Payment

Start a Conversation [Start new conversation](#)

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

[View all](#)

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)
Certificate: Offshore Unlimited
Certificate No.:
Certificate Date: 03/02/2016
Valid till: 03/02/2021

MAKING THE PAYMENT

1 MEMBERSHIP

You can tick this option if you would like to become a member of The Nautical Institute.

2 REVALIDATION LOGBOOK

Tick this option if you want to purchase a Revalidation logbook. You will not be able to tick this option if you have selected to become a member of The Nautical Institute as you will receive a complimentary copy. The Revalidation logbook will be sent to you with your new DP certificate.

3 DECLARATION

Tick this after you have read the declaration.

4 TERMS AND CONDITIONS

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

5 PROCEED TO PAYMENT

Click to move onto the payment page.

PAYMENT SUMMARY

☒ The Nautical Institute Dynamic Positioning certification fee* £XXXXXX



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

+ ADD

1 ☐ Try Nautical Institute membership for 12 months† £XXXXXX

(Includes FREE Nautical Institute DP Revalidation Logbook)

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](#).

✓ No joining fee – save up to £X by joining now

✓ No extra forms to fill out – become a member instantly

✓ No obligation – after 12 months you decide whether to renew or cancel your membership

✓ Take a free online Videotel professional development course every 12 months

✓ No need to buy a Nautical Institute DP Revalidation Logbook – we will send you a FREE copy when your certificate is issued.

+ ADD

2 ☐ The Nautical Institute DP Revalidation Logbook* £XXXXXX

✓ Tailored to the requirements of The Nautical Institute's scheme

✓ Lightweight and easy to carry

3 ☐ DECLARATION

I confirm that I have read and agree with the disclaimer and terms of services provided by The Nautical Institute. I confirm that all the above ticked documents have been included in my application.

I declare that the data contained in this application is, to the best of my knowledge, true and correct. I also declare that the documents are genuine, given and signed by the persons whose names appear on them. I consent to any processing of the data contained in the application by The Nautical Institute (including any processing necessary to establish the authenticity and validity of the issued certificate).

As per disclaimer, I understand that if I have not provided the mandatory items in my application my documents will be sent back as unsuccessful automatically without processing.

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

TOTAL: £XXXXXX

5 **PROCEED TO PAYMENT**

MAKING THE PAYMENT (cont'd)

1 PAYMENT TYPE

Tick your preferred payment method.

2 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**.

After the payment has been completed you will be required to send your original physical documents to our mailing address for processing.

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

☐ I would like to buy The Nautical Institute DP Revalidation Logbook* (price: £44.40)

* 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): £204.00

☐ PayPal

1

☐ WorldPay



2

Proceed to Payment

Cancel Order

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 the information from the application you have just started.

3 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 DP department.

4 ATTACHMENTS

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

The maximum size per file is 10 MB. If you have scanned a multiple page document that is larger than 10 MB, it will need to be split into two or more separate files. Please do not upload the pages of your logbook individually, as this may cause a delay in your application being processed.

Please use file names that describe the document scanned e.g. 'NI Logbook.pdf' for your scanned logbook.

5 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.

6 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.

MY ACCOUNT

Latest application (delete)

Date	Application ID	Status	Category
-	OSN-2513506/2026	In Progress	Conversion
Attachments	Submit Application	Make Payment	

1 Update your personal details
2 Complete application

Start a Conversation

Action	Date Reported	Description
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View all

Attachments

New attachment

Action	Date	Description
-	-	-

6 Payments

Action	Transaction Date	Transaction ID	Application ID	Amount
-	-	-	-	-