



## INTERNATIONAL CERTIFICATE FOR OPERATIONS OF PLEASURE CRAFT

## ICC APPLICATION FORM

Sorry, we are currently  
unable to offer the  
fast track service

The UK ICC issued by the RYA is issued in conformity with Resolution No. 40 of the United Nations Economic Commission for Europe (UNECE) Working Party on Inland Water Transport. **Please ensure you are eligible and competent to be issued with the certificate before completing this form.** A passport sized photograph must be sent with your application form.

APPLICATION TYPE: NEW ☐ RENEWAL (AVAILABLE A MAXIMUM OF 3 MONTHS BEFORE CERTIFICATE EXPIRY DATE) ☐ UPDATING DETAILS ☐ REPLACEMENT ☐

**Please allow 21 working days for the certificate to be issued** from the date your application is received. Regrettably we are unable to respond to requests to check the progress of your ICC application within the first 14 days of this period. If you require your ICC sooner for an additional fee the **fast track service** guarantees a two working day turnaround from the date we receive your application and your certificate will be sent to you by 1<sup>st</sup> class post (or airmail if your address is outside UK). Tracked return delivery is available for a further additional fee (note this is not an express delivery service and provides tracking only not a guaranteed delivery date). The fast track service must be requested at the time of application and must be paid for with the application.

Request  
fast track  
service  
☐  
Tick box if  
required

## DECLARATION &amp; SIGNATURE OF APPLICANT

I confirm that I have reached the age of 16 and I am physically and mentally fit to operate a pleasure craft, and in particular I have sufficient powers of vision and hearing to do so. I confirm I am the person in the passport size photograph provided with my application and that I have provided genuine documents to support my application. I understand that:

- the UK ICC issued by the RYA is issued under the authorisation and on behalf of the UK Maritime and Coastguard Agency;
- possession of this certificate does not entitle me to a certificate issued on behalf of any other organisation or any other national Government;
- the certificate is valid for 5 years from the date of issue and any requests to amend the certificate during its period of validity must be supported by [documentation verifying the new details](#);
- should my eligibility change during the period the ICC is valid for I must notify the RYA and surrender the document and I will not be entitled to any refund;
- if I cannot satisfactorily demonstrate my continued eligibility when the certificate expires it will not be renewed by the RYA;
- the acceptance of the ICC is determined in accordance with both the vessel's flag state legislation and that of the country in which the vessel is to be used and it is my responsibility to ensure that the ICC is acceptable for its intended use; and
- the RYA will process the personal data I have given for the purpose of fulfilling this contract with me. My personal data will be processed in line with the RYA privacy policy [www.rya.org.uk/go/privacy](http://www.rya.org.uk/go/privacy)

SIGNATURE

DATE

## APPLICANT'S DETAILS

TITLE	Mr / Mrs / Miss / Ms / Mx / Other _____	ADDRESS	_____
FORENAME	_____		_____
SURNAME	_____		_____
DATE OF BIRTH	_____		_____
COUNTRY OF BIRTH	_____		_____
NATIONALITY	_____	UK POSTCODE OR	_____
HOME TELEPHONE	_____	COUNTRY	_____
NUMBER	_____	MOBILE TELEPHONE	_____
EMAIL ADDRESS	_____	NUMBER	_____

## EVIDENCE OF APPLICANT'S IDENTITY AND NATIONALITY

Before issuing, amending or replacing an ICC the RYA must verify the applicant's identity and their nationality (as the UK ICC issued by the RYA is **not available** to the nationals of countries that have adopted Resolution No. 40 unless they are resident in the UK).

You must enclose a copy of **one or more** official documents which collectively evidence your name, address, date of birth, nationality and that the photograph you have supplied is a true likeness of you. See [part 2 of the ICC application form](#) for details of acceptable documents and a list of the countries that have adopted Resolution No. 40.

Please indicate which documents you are enclosing	to verify your name	INDICATE THE TYPE OF DOCUMENT YOU ARE ENCLOSING AGAINST EACH ELEMENT
	to verify your address	NOTE: YOU DO NOT NEED 5 DIFFERENT
	to verify your date of birth	DOCUMENTS. A DOCUMENT CAN BE USED TO EVIDENCE SEVERAL ELEMENTS.
	to verify your nationality	SEE LIST OF DOCUMENTS & EXAMPLE IN
	to verify your photograph	PART 2 OF THE ICC APPLICATION FORM.

## EVIDENCE OF APPLICANT'S COMPETENCE

See [part 3 of the ICC application form](#) for information on how you evidence your competence for each category.

New applications: Please provide evidence of your competence for **each** category you wish to be validated on your ICC.

Renewals & updating current certificates: Categories on your current / expiring certificate will usually be renewed automatically (see [part 3 of the ICC application form](#) for exceptions). Please provide evidence of your competence for any additional categories you wish to validate as part of the renewal process.

Please indicate which categories you wish to validate and the evidence of your competence you are providing for that category.

You must provide evidence of your competence for a category in list A and a category in list B before you can be issued with an ICC		Tick if required	Tick if renewal	Supporting evidence Indicate which certificate / assessment has been completed and enclose copy of the certificate
LIST A	Sail (with auxiliary engine)			
	Power	without "up to 10m LOA" restriction		
		with "up to 10m LOA" restriction		
	Personal Watercraft			
LIST B	Coastal Waters			
	Inland Waters			

PASSING CEVNI TEST COMPULSORY FOR VALIDATION OF THIS CATEGORY

## CHARGES - RYA MEMBERS

**The ICC is issued free of charge to RYA members**

RYA member

membership number: \_\_\_\_\_

**Fast track service fee** (indicate service required using box on page 1)

RYA Life Member No fee ☐

Gold RYA Member £10.00 ☐

Accredited RYA Member £16.00 ☐

Associate/Pathway/Personal RYA Member £21.00 ☐

## CHARGES - NON-MEMBERS

New application or renewal (valid for 5 years) £47.00 ☐

Replacement of lost certificate (expiry date unchanged) £25.00 ☐

Updating details (expiry date unchanged) £10.00 ☐

**Fast track service fee** £38.00 ☐

**Tracked return delivery** (fast track applications only) £10.00 ☐

**Enclose your membership application (pages 3 and 4 of this form) with your ICC application to pay RYA Member Charges**

**Total payable** £\_\_\_\_.00 including membership fee if not paying by direct debit. Enclose a cheque payable to 'RYA' or provide card details

## CARD PAYMENT

Your card details are not stored on any RYA systems and are securely destroyed once payment has been processed.

*If you prefer not to send your card details, provide a telephone number and we will contact you for payment details when your application is due for processing.*

Please debit my **Visa / Mastercard / Switch / Maestro** card (delete as applicable)

Card number

Card start date     Card expiry date     Switch Issue No.   Card Security No.

Cardholder's name \_\_\_\_\_ Cardholder's signature \_\_\_\_\_

## CHECK LIST – NEW APPLICATION

- ☐ Application form completed in full and declaration signed
- ☐ Passport sized photograph with name on reverse enclosed
- ☐ Evidence of identity and eligibility enclosed
- ☐ Evidence of competence for all categories enclosed
- ☐ Fast track service requested, if required
- ☐ Payment enclosed

## CHECK LIST – RENEWAL

- ☐ Application form completed in full and declaration signed
- ☐ Passport sized photograph with name on reverse enclosed
- ☐ Expiring certificate or if any of your details are changing corresponding evidence of identity and nationality
- ☐ Evidence of competence enclosed for any new categories
- ☐ Fast track service requested, if required
- ☐ Payment enclosed

**POST YOUR APPLICATION TO: RYA CERTIFICATION, RYA HOUSE, ENSIGN WAY, HAMBLE, SOUTHAMPTON, SO31 4YA**

Fast track applications may be sent by post or by email to [fast.track@rya.org.uk](mailto:fast.track@rya.org.uk)

**RYA MEMBERS DO NOT NEED TO COMPLETE OR RETURN PAGES 3 AND 4 OF THIS FORM**

**RYA MEMBERSHIP APPLICATION - JOIN THE RYA NOW AND HAVE YOUR ICC ISSUED REPLACED OR UPDATED FREE OF CHARGE**

The information provided on this form will be used to process your application for RYA membership, and then to send you relevant information such as your welcome pack and renewal documents. The legal basis for processing this information is contract, or anticipation of contract. Your information will be processed in line with our privacy policy, available at [www.rya.org.uk/go/privacy](http://www.rya.org.uk/go/privacy)

SIGNATURE

DATE

**TYPE OF MEMBERSHIP (TICK ONE BOX) - PRICES (VALID UNTIL 31/03/2021) ARE THE COST OF AN ANNUAL SUBSCRIPTION**

☐ Under 18 £17 ☐ Under 25 £26 ☐ Adult £47 ☐ Family - two adults and any under 18's living at the same address £74

Payment can be made annually by direct debit, by cheque payable to 'RYA' or by card. If paying by cheque or card please include the cost of your membership in the total amount payable on page 2.

**CATEGORY OF MEMBERSHIP (TICK ONE BOX)**

- ☐ Accredited For RYA instructors, commercial endorsement holders, race officials, RYA race coach level 2 and 3, British Youth Sailing Programme and World Class Programme Sailors
- ☐ Associate For boaters who are a member of an RYA affiliated club or class (give name) \_\_\_\_\_
- ☐ Pathway For those who have just discovered boating
- ☐ Personal For recreational boaters

**BOATING INTERESTS (PLEASE NUMBER UP TO THREE BOATING INTERESTS IN ORDER, WITH NUMBER ONE BEING YOUR PRINCIPLE INTEREST)**

- ☐ Yacht Racing ☐ Yacht Cruising ☐ Dinghy Racing ☐ Dinghy Cruising ☐ Personal Watercraft
- ☐ Sportsboats & RIBS ☐ Windsurfing ☐ Motor Boating ☐ Canal Cruising ☐ River Cruising

**PAYING FOR YOUR RYA MEMBERSHIP****By direct debit:**

To pay for your membership annually by direct debit, please complete the direct debit instruction on the next page of this form.

**By cheque, credit or debit card:**

If you prefer you can enclose a cheque or you can include the cost of your membership in the total amount payable and provide your credit or debit card on page 2 of the form.

*NOTE: Direct Debit is for new membership applications only and only the membership element of a payment can be made by direct debit.*

*If you require the fast track service the fast track service fee must be paid by card or cheque.*



**Instruction to your Bank or Building Society to pay by Direct Debit**  
Please fill in the form using a ballpoint pen and send it to: Royal Yachting Association, RYA House, Ensign Way, Hamble, Southampton, Hampshire SO31 4YA

**Name and full postal address of your Bank/Building Society**

To The Manager	Bank/Building Society
Address	
Postcode	

**Name (s) of Account Holder (s)**


**Branch Sort Code**

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**Bank/Building Society Account Number**

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**Reference**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Service User Number**

9	5	5	2	1	3
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**For Royal Yachting Association official use only.**  
This is not part of the instruction to your Bank or Building Society. Please complete the below details so we can match this instruction to our records.

**If the Account Holder name is different to the member name please also provide the below**

Address
Postcode
Telephone
Email

**Instructions to your Bank or Building Society.** Please pay Royal Yachting Association Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with the Royal Yachting Association and, if so, details will be passed electronically to my Bank/Building Society.

Signature (s)

Date

**Banks and Building societies may not accept Direct Debit Instructions for some types of account.**

For RYA reference only: Source code: **110 new | 399 renewal** Joining Point Code: **0 0 8 1 0 0 1 5 9**

**FAMILY MEMBERSHIP – ADDITIONAL APPLICANTS**

Family membership includes two adults and any under 18's living at the same address. Please provide the details of any additional applicants you would like to include in your family membership.

The information provided on this form will be used to process your application for RYA membership, and then to send you relevant information such as your welcome pack and renewal documents. The legal basis for processing this information is contract, or anticipation of contract. Your information will be processed in line with our privacy policy, available at [www.rya.org.uk/go/privacy](http://www.rya.org.uk/go/privacy)

**2ND ADULT APPLICANT**

Title \_\_\_\_\_ Forename \_\_\_\_\_ Surname \_\_\_\_\_

Date of birth \_\_\_\_\_ Mobile telephone number \_\_\_\_\_

Email address \_\_\_\_\_

**BOATING INTERESTS** (PLEASE **NUMBER UP TO THREE BOATING INTERESTS** IN ORDER, WITH NUMBER ONE BEING YOUR PRINCIPLE INTEREST)

- |   |   |  |  |  |
|---|---|--|--|--|
| <input type="checkbox"/> Yacht Racing       | <input type="checkbox"/> Yacht Cruising | <input type="checkbox"/> Dinghy Racing | <input type="checkbox"/> Dinghy Cruising | <input type="checkbox"/> Personal Watercraft |
| <input type="checkbox"/> Sportsboats & RIBS | <input type="checkbox"/> Windsurfing    | <input type="checkbox"/> Motor Boating | <input type="checkbox"/> Canal Cruising  | <input type="checkbox"/> River Cruising      |

**UNDER 18 APPLICANT**

Title \_\_\_\_\_ Forename \_\_\_\_\_ Surname \_\_\_\_\_

Date of birth \_\_\_\_\_ Mobile telephone number \_\_\_\_\_

Email address \_\_\_\_\_

**BOATING INTERESTS** (PLEASE **NUMBER UP TO THREE BOATING INTERESTS** IN ORDER, WITH NUMBER ONE BEING YOUR PRINCIPLE INTEREST)

- |   |   |  |  |  |
|---|---|--|--|--|
| <input type="checkbox"/> Yacht Racing       | <input type="checkbox"/> Yacht Cruising | <input type="checkbox"/> Dinghy Racing | <input type="checkbox"/> Dinghy Cruising | <input type="checkbox"/> Personal Watercraft |
| <input type="checkbox"/> Sportsboats & RIBS | <input type="checkbox"/> Windsurfing    | <input type="checkbox"/> Motor Boating | <input type="checkbox"/> Canal Cruising  | <input type="checkbox"/> River Cruising      |

**UNDER 18 APPLICANT**

Title \_\_\_\_\_ Forename \_\_\_\_\_ Surname \_\_\_\_\_

Date of birth \_\_\_\_\_ Mobile telephone number \_\_\_\_\_

Email address \_\_\_\_\_

**BOATING INTERESTS** (PLEASE **NUMBER UP TO THREE BOATING INTERESTS** IN ORDER, WITH NUMBER ONE BEING YOUR PRINCIPLE INTEREST)

- |   |   |  |  |  |
|---|---|--|--|--|
| <input type="checkbox"/> Yacht Racing       | <input type="checkbox"/> Yacht Cruising | <input type="checkbox"/> Dinghy Racing | <input type="checkbox"/> Dinghy Cruising | <input type="checkbox"/> Personal Watercraft |
| <input type="checkbox"/> Sportsboats & RIBS | <input type="checkbox"/> Windsurfing    | <input type="checkbox"/> Motor Boating | <input type="checkbox"/> Canal Cruising  | <input type="checkbox"/> River Cruising      |

**UNDER 18 APPLICANT**

Title \_\_\_\_\_ Forename \_\_\_\_\_ Surname \_\_\_\_\_

Date of birth \_\_\_\_\_ Mobile telephone number \_\_\_\_\_

Email address \_\_\_\_\_

**BOATING INTERESTS** (PLEASE **NUMBER UP TO THREE BOATING INTERESTS** IN ORDER, WITH NUMBER ONE BEING YOUR PRINCIPLE INTEREST)

- |   |   |  |  |  |
|---|---|--|--|--|
| <input type="checkbox"/> Yacht Racing       | <input type="checkbox"/> Yacht Cruising | <input type="checkbox"/> Dinghy Racing | <input type="checkbox"/> Dinghy Cruising | <input type="checkbox"/> Personal Watercraft |
| <input type="checkbox"/> Sportsboats & RIBS | <input type="checkbox"/> Windsurfing    | <input type="checkbox"/> Motor Boating | <input type="checkbox"/> Canal Cruising  | <input type="checkbox"/> River Cruising      |

**UNDER 18 APPLICANT**

Title \_\_\_\_\_ Forename \_\_\_\_\_ Surname \_\_\_\_\_

Date of birth \_\_\_\_\_ Mobile telephone number \_\_\_\_\_

Email address \_\_\_\_\_

**BOATING INTERESTS** (PLEASE **NUMBER UP TO THREE BOATING INTERESTS** IN ORDER, WITH NUMBER ONE BEING YOUR PRINCIPLE INTEREST)

- |   |   |  |  |  |
|---|---|--|--|--|
| <input type="checkbox"/> Yacht Racing       | <input type="checkbox"/> Yacht Cruising | <input type="checkbox"/> Dinghy Racing | <input type="checkbox"/> Dinghy Cruising | <input type="checkbox"/> Personal Watercraft |
| <input type="checkbox"/> Sportsboats & RIBS | <input type="checkbox"/> Windsurfing    | <input type="checkbox"/> Motor Boating | <input type="checkbox"/> Canal Cruising  | <input type="checkbox"/> River Cruising      |