



FIT AND PROPER PERSON GUIDELINES

Maritime Cook Islands | 2025



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1. Purpose

“Fit and proper person” is a common term that describes an assessment of an individual’s competence and suitability for a specific occupation or privilege.

A fit and proper person check is required in accordance with the [Maritime Transport Act 2008](#) (Part 4) as part of an approval process for everyone who wishes to hold a maritime document and recognition of documents issued by Maritime Cook Islands (MCI).

It is a condition of every maritime document that the holder continues to satisfy the fit and proper person criteria.

This includes, but is not limited to:

- [Cook Islands Certificate of Competency](#),
- [Certificate of Proficiency](#),
- [Endorsement of Recognition Certificate](#),
- [Seamans Discharge Book](#).

The assessment checks and considers:

- compliance history with transport regulatory requirements
- related experience within transport industry
- knowledge of applicable maritime regulatory requirements
- history of physical/mental health or serious behavioural problems
- convictions for transport safety offences or drug offences
- convictions for violence/causing danger to another or criminal damage
- evidence of transport safety offence or contravention/non-compliance with maritime rules and
- any other matters and evidence that may be relevant.

These guidelines provide information and explanations to support the implementation of the requirements set out in the Maritime Transport Act, 2008 and should be read in conjunction with those regulations.

2. How to Apply

To apply, you must complete the [Fit and Proper Person form](#), including:

- personal details
- mandatory questions
- declarations and authorisations

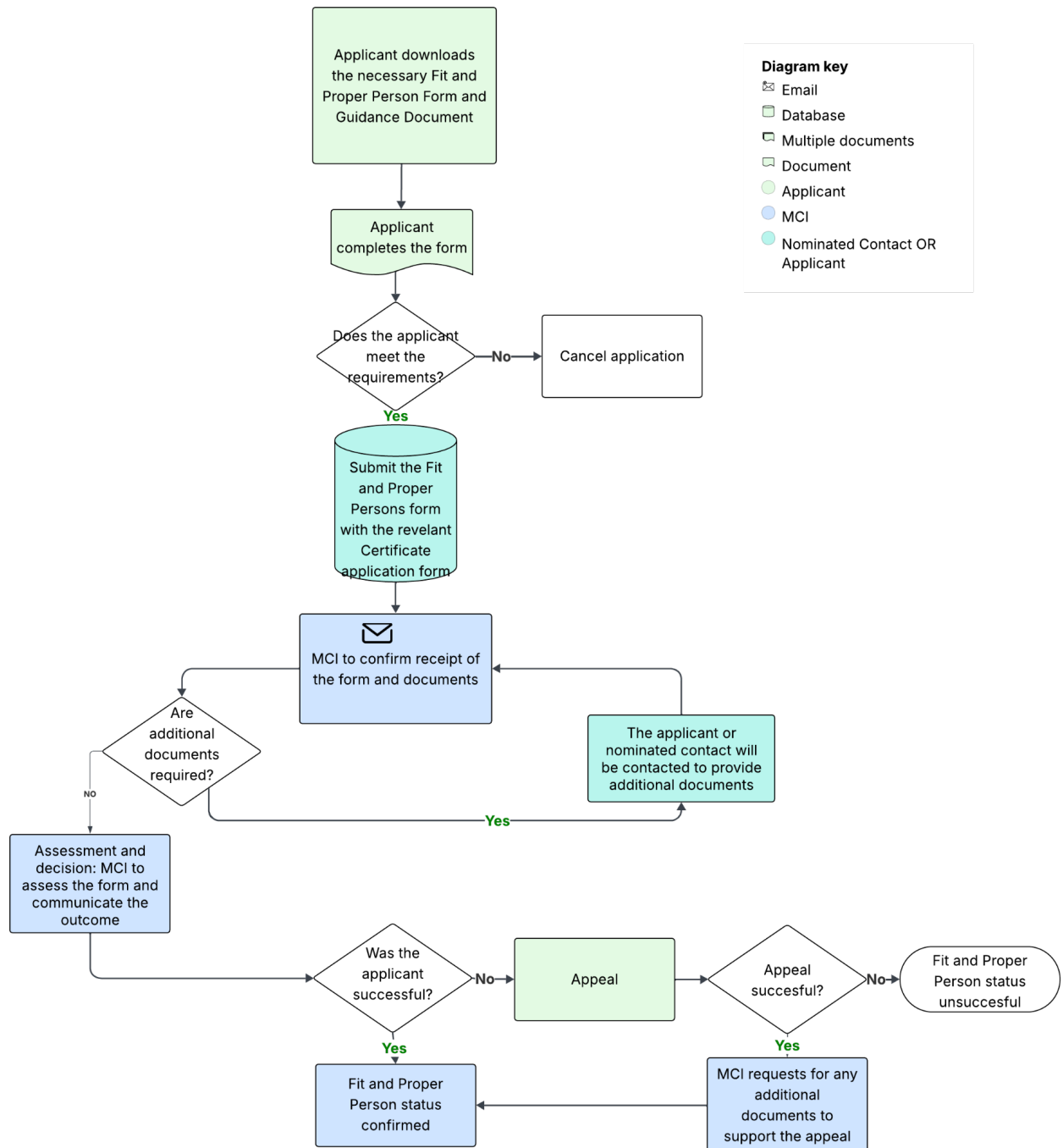
A copy of the Fit and Proper form is available on the MCI website, under the Seafarers section ([Fit and Proper page](#)).

2.1. Supporting Documents

Supporting Document	Vetting Requirement
Fit and Proper Person Form	Must be fully completed and signed.
	Must be signed and dated no more than three months before MCI receives the application for a maritime document.

2.2. Fit and Proper Person Process

Flowchart Process:



Follow these steps to ensure the application is properly completed and submitted:

1. Applicant completes the form

The applicant must personally complete the Fit and Proper Person form and ensure all relevant explanations and supporting evidence are provided for any “Yes” answers (except for questions 7 and 8).

2. Check the requirements

Before submitting the application, ensure:

- The form has been read and understood
- The form is fully and correctly completed
- All required supporting explanations and documents are included

3. Submit the application

The Fit and Proper Person Form must be submitted together with the relevant Cook Islands maritime document application.

Example: If the applicant is applying for a Certificate of Endorsement, the Fit and Proper Person form must be submitted within the Certificate of Endorsement online application form.

4. Confirmation and follow-up

MCI will send a confirmation email to the nominated contact indicated in the Cook Islands certification application form. If additional documents or clarifications are required, MCI will follow up with the nominated contact.

5. Assessment and decision

Once all documents are received, MCI will assess the application. The outcome will be communicated to the nominated contact.

If the applicant does not meet the fit and proper person criteria, MCI will issue a written notice to the nominated contact. This notice will:

- Explain the decision and the grounds for it.
- Set a date by which appeal submissions may be made.
- Indicate when the proposed decision will take effect.
- Inform the person of their right of appeal; and
- Include any other relevant information

It is the responsibility of the person receiving the notice to ensure that all submissions or supporting information are provided to MCI within the specified time.

MCI may consider late submissions but is not obliged to.

6. Final Decision

After reviewing submissions, MCI will notify the affected person and any relevant parties in writing of the following:

- The decision
- The grounds for the decision
- The date it takes effect
- Appeal rights (if applicable)

Important Note: Successfully passing the Fit and Proper Person assessment does not guarantee the issuance of a Cook Islands certificate. The final decision also depends on the outcome of the full evaluation of all supporting documents submitted with the certificate application.

3. Appeals

If you disagree with a final decision regarding your Fit and Proper Person assessment, you have the right to appeal.

For further details on the process, please refer to the [Appeals page](#) on our Maritime Cook Islands website.

4. Explanatory Notes

- The Fit and Proper Person Form collects information necessary to determine whether you meet the criteria under the Maritime Transport Act 2008.
- Supplying the information for the Fit and Proper Person form is voluntary. However, MCI cannot issue a maritime document unless you meet the fit and proper person criteria set out in section 33 of the Maritime Transport Act 2008. The information requested in this form is required for such an assessment. It is the applicant's duty to provide MCI with all the information and evidence necessary to demonstrate that they meet the fit and proper person criteria for a maritime document.
- MCI requires a new Fit and Proper Person form to be completed with each new application for a maritime document. This ensures that each application is assessed against the most up-to-date information. However, if multiple applications are submitted at the same time or as part of a combined application package, a single Fit and Proper Person form may be used, provided it is valid and

current. Each application allows MCI to gather relevant information and assess the applicant's eligibility for the document(s) applied for.

- You may request access to or correction of your personal information in accordance with MCI's Privacy Policy.
- If MCI intends to rely on information that may be prejudicial to your application, you will be notified and given a reasonable opportunity to respond.
- It is an offence under Part 5 of the Maritime Transport Act 2008 to communicate false information or fail to provide relevant information, including information required by the Fit and Proper Person Form.

5. Questions and Answers

Q1. Will I fail the assessment if I disclose any criminal convictions?

Not necessarily. Each case is assessed on its own merits. The assessment aims to be fair, reasonable, and proportionate.

Q2. How confidential is my information?

MCI is required by law to protect the confidentiality of the information you have supplied.

Q3. Is there a fee?

There is no fee required to process a fit and proper person application. The only applicable fee incurred will be for your application for a maritime document.

Q4. Can I lose my fit and proper person status?

Yes. A condition of every maritime document is that the holder of the document continues to be fit and proper. You are required to inform MCI of any matters that may affect your fit and proper person status.

Q5. How long does the fit and proper person status last?

It lasts for the duration of your maritime document unless your circumstances change.

Q6. Can someone submit the form on my behalf?

Yes. While you must personally complete the form, it can be submitted on your behalf by an approved Cook Islands maritime training institution, crewing agency, employer, agent or other representative. This must be declared in the form.

Q7. What if I miss submitting a required document?

MCI will contact the nominated contact if additional documents or clarifications are needed. However, it is your responsibility to ensure all required documents are submitted on time. Incomplete submissions may result in your application being delayed or declined.

Q8. What happens if my circumstances change after I have been approved?
You must inform MCI if anything arises that may affect your fit and proper person status (e.g., new criminal charges). Failure to report this may result in suspension or cancellation of your maritime document.