

MCI Circular 321/2025 - see circular 329 for updated version

To: Vessel Owners, Managers, Masters, Seafarers, Agents, Approved Maritime Training Institutions, and other Interested Parties

Subject: Implementation of Fit and Proper Person Requirements

Date: Thursday 11 September 2025

Maritime Cook Islands (MCI) advises that, effective **01 November 2025**, a **Fit and Proper Person** process will be implemented in accordance with the [Maritime Transport Act 2008](#) (Part 4). Under this legislation, all applicants for Cook Islands seafarer maritime documents must be assessed as a [Fit and Proper Person](#). It is also a continuing condition that holders of maritime documents remain fit and proper for the duration of their document.

Who Must Apply

This process applies to all applicants for Cook Islands maritime documents. This includes, but is not limited to:

- Certificates of Competency (CoC)
- Certificates of Proficiency (CoP)
- Endorsement of Recognition Certificate
- Seaman's Discharge Book

What is Required

From 01 November 2025, all applications for these documents must include:

- 1) [Fit and Proper Person Form](#) – Fully completed, signed, and dated (within three months of submission).
- 2) Police Report – Official record of your criminal history (including transport offences):
 - Must be official, issued by a government-recognised law enforcement agency
 - Issued within the last five years.
 - From your country of nationality (or country of residence if you haven't lived there in the last five years).
 - Must be in English, or accompanied by an English translation.

Please note: The Fit and Proper Person Form is an additional requirement and must be submitted with your existing Cook Islands maritime document application. It does not replace the existing application forms.



All application forms will be amended to include the Fit and Proper Person requirement from 01st November, 2025.

Action Required:

Masters and seafarers are advised to begin gathering their supporting documents as soon as possible to avoid delays.

Approved Maritime Training Institutions must ensure that all trainees are informed of the new requirements before they complete their courses.

Any application received on or after **1 November 2025** that does not include the required Fit and Proper Person documentation will not be processed.

Guidance & Forms

The following resources are available on the MCI website:

- [Fit and Proper Person Guidelines](#) – details the assessment criteria and process
- [Fit and Proper Person Form](#) – to be completed by all applicants

For further guidance or assistance, please contact the Seafarer Training & Certification Department at seafarers@maritimecookislands.com