

## **MCI Circular 329**

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

**Subject:** Update to MCI Circular 321/2025 - Implementation of Fit and Proper Person Requirements

**Date:** 17 December 2025

### **Summary:**

This circular is issued as an update to Maritime Cook Islands (MCI) [Circular 321/2025](#), dated 11 September 2025.

Circular 321/2025 introduced a [Fit and Proper Person](#) assessment for all applicants for Cook Islands maritime documents, effective 01 November 2025, in accordance with Part 4 of the [Maritime Transport Act 2008](#).

This update provides clarification and guidance on the application of the Police Report requirement set out in Circular 321/2025.

This update does not replace or revoke Circular 321/2025. All other requirements remain unchanged.

### **Updated Guidance - Police Report:**

With effect from the date of this circular:

1. Police Reports are not required as a supporting document for the Fit and Proper Person Form.
2. All applicants for maritime documents must still submit a completed and signed Fit and Proper Person Form.
3. An updated version of the Fit and Proper Person Form is available on the MCI website and must be used for all applications submitted from the date of this circular.
4. Where information declared or identified during assessment indicates a need for further verification, MCI may request additional supporting information. This may include:
  - (i) an explanation of the relevant facts and circumstances,
  - (ii) an explanation why this does not affect you being a fit and proper person,
  - (iii) any evidence to support these explanations (such as references, certificates etc).
5. Failure to provide additional information when formally requested may result in processing delays or refusal of the application.



## **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@maritimcookislands.com](mailto:seafarers@maritimcookislands.com)