[Company headed paper]

[DATE]

DP Qualifications

The Nautical Institute

200B Lambeth Road

LONDON

SE1 7JY

United Kingdom

**Application for the Initial application of a DP Vessel Maintainer (DPVM) Certificate**

We hereby certify that [FULL NAME] (DOB: [DATE OF BIRTH]) is employed by [COMPANY NAME] as a [RANK] on board our vessels.

We had checked his/her DP sea time against our records and verified that the entries below meet the minimum requirements of the Nautical Institute DPVM Scheme, which is 26 days onboard serving as part of the technical team and 7 days when the vessel was actually on DP.

On the dates listed as ‘Dates on DP’, the applicant named in this letter has performed in a relevant capacity for a minimum of 2 hours per day. The sea time below is also correct and has been broken down into individual trips in line with your requirements.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Vessel Name** | **GRT** | **IMO No** | **DP Class** | **Trip Dates** | | **Total Days** | **Rank** |
| **From** | **To** |
|  |  |  |  | DD/MM/YY | DD/MM/YY |  |  |
| **Active Dates on DP** |  | | | | | | |
|  | | | | | | | | |
| **Vessel Name** | **GRT** | **IMO No** | **DP Class** | **Trip Dates** | | **Total Days** | **Rank** |
| **From** | **To** |
|  |  |  |  | DD/MM/YY | DD/MM/YY |  |  |
| **Active Dates on DP** |  | | | | | | |
|  | | | | | | | | |

This letter is provided in support of his/her application for a DPVM certificate.

Yours faithfully

[Signatory’s Name]

[Signatory’s Job Title]

[Contact Details]