

Notes on completing the ICC application form

Evidencing your identity and eligibility

The UK ICC issued by the RYA is issued in conformity with Resolution No. 40. It is intended for UK Nationals and UK residents i.e. people who are settled in the UK and whose primary residence is in the UK.

The RYA will also issue the ICC to nationals of other countries that have not adopted Resolution No. 40 because they may otherwise be unable to obtain an ICC. However should the relevant country later adopt Resolution No. 40, the certificate holder will no longer be eligible to have an ICC issued by the RYA and will not be able to amend or renew that certificate.

Unless the applicant is resident in the UK, the UK ICC issued by the RYA is **not available** to the nationals of the following countries that have currently adopted Resolution No. 40: **Austria, Belarus, Belgium, Bulgaria, Croatia, Czechia, Finland, Germany, Hungary, Ireland, Latvia, Lithuania, Luxembourg, Netherlands, Norway, Poland, Romania, Serbia, Slovakia, Switzerland and Ukraine**. This list (correct at 01/10/2020) is subject to change.

Warning:

If you are a national of a country that has adopted Resolution No. 40 and were issued with an ICC by the RYA before that country adopted Resolution No. 40 you will not be able to amend or renew your ICC. You must return the certificate to the RYA and you will not be entitled to any refund.

If you are a national of a country that has adopted Resolution No. 40 and were issued with an ICC by the RYA because you were resident in the UK but you have ceased to be resident in the UK you will not be able to amend or renew your ICC. If your details change you must return the certificate to the RYA and you will not be entitled to any refund.

It is the applicant's responsibility to check that they are eligible to be issued with the ICC before undertaking any training courses, tests or assessments with a view to obtaining an ICC.

When processing an ICC application the RYA must verify the applicant's identity and nationality. All applicants must provide copies of a document or a combination of documents with their ICC application, which together verify their identity (name, address, date of birth, photograph) and their nationality. If an applicant later asks to have the certificate amended, documentary evidence which verifies the updated information must be provided.

	Name	Habitual residential Address	Date of birth	Nationality	Photograph
Document					
Passport (any current, signed and valid passport)	Yes	X	Yes	Yes	Yes
National identity card bearing a photograph of the applicant	Yes	X	Yes	Yes	Yes
Driving licence (current photo card licence - (full or provisional) - all driving licences must be valid as detailed at https://www.gov.uk/driving-nongb-licence)	Yes	Yes	Yes	X	Yes
Driving licence (current paper version (as issued before 1998) full or provisional)	Yes	Yes	Yes	X	X
UK or Channel Islands Council Tax statement / Local authority Council Tax bill for the current council tax year addressed to or naming the applicant as resident at the address to which the bill applies	Yes	Yes	X	X	X
Mortgage statement from a recognised UK or EEA lender showing your name and current home address and dated in the last 12 months for the last full year	Yes	Yes	X	X	X
Statement from a recognised UK, Channel Islands or EEA Bank / Building society dated within the last 3 months	Yes	Yes	X	X	X
Credit card statement, from a recognised UK, Channel Islands or EEA provider dated within the last 3 months	Yes	Yes	X	X	X
RENEWALS OR UPDATING DETAILS ONLY					
You can submit your expiring certificate as proof of your identity and nationality if you are renewing your certificate and you are requesting a new certificate with the same name, address, date of birth, and nationality as are printed on your expiring certificate. If any of your details have changed since your expiring certificate was issued, you must provide documentary evidence which verifies the updated information as detailed above. If you are unable to supply your expiring certificate you must send documentary evidence which verifies your identity and nationality as detailed above.	Yes	Yes	Yes	Yes	Yes

Each document must contain the information that it is being used to verify and must not have expired. A full translation must be provided for any document which is not written in English. **If the RYA is not satisfied with the documentation provided an ICC will not be issued.**

In the Evidence of applicant's identity and nationality section in part 1 of the ICC application form you need to indicate which documents you are enclosing to verify each element of your identity (name, address, date of birth, photograph) and your nationality. If you do not have a passport and / or a driving licence you can send any of the documents details in the table above.

For example:

Please indicate which documents you are enclosing	to verify your name	INDICATE THE DOCUMENT YOU ARE ENCLOSING AGAINST EACH ELEMENT. NOTE YOU DO NOT NEED 3 DIFFERENT DOCUMENTS. A DOCUMENT CAN BE USED TO EVIDENCE SEVERAL ELEMENTS.	PASSPORT
	to verify your address		DRIVING LICENCE
	to verify your date of birth		PASSPORT
	to verify your nationality		PASSPORT
	to verify your photograph		PASSPORT

Dual nationality

If you have dual nationality and at least one of those nationalities is of a country that has not yet adopted Resolution 40 (i.e. it is not listed above), you can apply for an ICC as long as you can provide the required evidence of your nationality and identity. If you are dual national and both countries have adopted Resolution 40, then you will only be able to apply for a UK ICC issued by the RYA if you are resident in the UK.

Please make sure that you understand the warning above regarding changes to residency status and the situation when countries adopt Resolution No. 40.

In order for your nationality to appear on your certificate, you must provide evidence that you have that nationality, as detailed in the RYA's table of documents that can be used to verify identity and nationality for the issue of the ICC. If you would like both nationalities to be shown on your certificate you will need to provide separate documentary evidence (as detailed above) which verifies each nationality.

A second nationality can be added to an existing ICC if you provide documentary evidence (as detailed above) for the nationality you wish to be added to your ICC.

Making changes to your ICC

If you change your name, address, or nationality, please complete the ICC application form indicating that you are requesting an amendment to an ICC which is still valid by ticking the updating details box at the top of the first page. You will need to return your current certificate and provide documentary evidence which verifies the updated information in accordance with the table above.

If you feel that your photograph is no longer a true likeness, please contact us on 023 8060 4158 or by emailing certification@rya.org.uk for assistance.

If you need to add additional categories to an existing ICC, you will need to provide evidence of your competence for those categories. Further information can be found in [part 3 of the ICC application form](#).

Replacing a lost ICC

If you have lost your certificate, you can apply to the RYA for a replacement using the ICC Application Form. In order for the certificate to be re-issued you will need to provide the evidence of your identity and nationality that is required for a new ICC application.

The certificate will be re-issued with the expiry date that is recorded on our database and for the categories of vessel and types of water that are recorded on our database. If you wish to have any categories that are not recorded on our database validated on the certificate, you will need to provide evidence of your competence for those categories. Further information can be found in [part 3 of the ICC application form](#).

Renewing your certificate

If you are renewing your certificate and you are requesting a new certificate **with the same name, address, date of birth, and nationality** as are printed on your expiring certificate, you can submit your **expiring certificate** as proof of your identity and nationality.

If any of your details have changed since your expiring certificate was issued, you must provide your documentary evidence which verifies the updated information.

If you are unable to supply your expiring certificate you will need to provide the evidence of your identity and nationality that is required for a new ICC application.

Further information on the ICC renewal process can be found at <http://www.rya.org.uk/go/icc>.