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OFFICIAL MESSAGE – CIRCULAR

From: NI/ DP Department	Number: 007/2020	Date: 07/10/2020	Number of pages: 1
To: Dynamic Positioning Accredited Training Centres			
Referent to: Online revalidation process for applicants			
Subject: New online process for revalidation applications			
New Online Revalidation Process			
<p>This circular is to update all DP training centres that the DP revalidation process has now been updated to be an <u>online-only</u> application. This means that the revalidation of a DP Certificate will be based on the uploaded scans and the new DP Card certificate, once issued, will be sent out from our office.</p> <p>Original revalidation documents should not be sent into The NI office unless specifically requested.</p> <p>Please note that if the scans are missing or unclear, this will cause delays in the application.</p> <p>These changes apply only to those who have completed the declaration on the checkout page when applying. This change was updated on our system on 3rd October (3:30 pm BST). If the application was made before these changes, the documents will still need to be sent into our office for processing.</p> <p>The PDF Checklist is no longer available on our system, so if any applicant submitted their documents before the change but did not send in the declaration, they will need to contact us directly for a copy of the PDF Checklist to be emailed to them.</p>			
<p>JENNY DAINTREE DP CERTIFICATION MANAGER Dynamic Positioning Department - The Nautical Institute</p>			