REPUBLIC OF THE MARSHALL ISLANDS

MARITIME ADMINISTRATOR

SEAFARERS' DOCUMENTATION

FILING AGENTS' MANUAL

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NOTICE

This document is intended as a guide for filing agents, shipowners, shipmanagers and seafarers as to practices established by the Maritime Administrator for the completion and submission of applications in hard copy. It is not intended to derogate from or substitute for any requirements of the Republic of the Marshall Islands Maritime Act 1990 or the Republic of the Marshall Islands Maritime Regulations.

SEAFARERS' IDENTIFICATION AND CERTIFICATION SYSTEM
FILING AGENTS MANUAL

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SECTION 1 INTRODUCTION

1.1 Purpose

1.1.1 This manual is for the use, assistance and guidance of all personnel performing duties as Filing Agents in the processing of hard copy applications for Seafarers' Identification and Record Books (SIRBs), Special Qualification Certificates (SQCs), Officers' Certificates of Endorsement (CoEs), and Officers' Certificates of Competency (CoCs). It prescribes the essential functions that must be performed by the Filing Agent when submitting applications to the Republic of the Marshall Islands (RMI) Maritime Administrator (the "Administrator") for these documents, collectively called seafarer documentation. Agents submitting in the on-line ordering system should follow the guidance in publication SICD-250, *Online System for Seafarers' Documentation*.

1.1.2 A uniform policy of screening applications for seafarer documentation is necessary for the successful operation of the Seafarers' Identification and Certification System (SICS). This manual provides instructions for processing such applications under a uniform policy and provides specific information to clarify possible areas of confusion.

A Filing Agent is an individual who is approved by the Administrator and responsible for the review of seafarer documentation applications, verification of completeness of seafarer documentation applications and certificates supplied by the seafarer for supporting documentation, and witnessing the signature of the seafarer on the application. Persons who perform duties as Filing Agents must understand and follow the requirements and provisions contained in this manual to ensure timely and efficient processing of applications and issuance of documents and certificates. The primary reference for all certification and documentation requirements is the RMI) publication MI-118, *Requirements for Seafarer Certification*.

1.2 Authority

1.2.1 The RMI Maritime Act 1990, As Amended.

SIRBs and SQCs are issued under the authority of Sections 109 and 825 of the Maritime Act, MI-107, and as specified in Sections 1.04 and 7.47 of the RMI Maritime Regulations, MI-108. The SIRB together with its contents, CoE, and CoC remain the property of the RMI and may be withdrawn at any time. They may not be altered in any way or be allowed to pass into the possession of an unauthorized person. These documents must be either in the possession of the seafarer to whom they were issued, enroute to that seafarer, or be in the possession of the Administrator.

1.2.2 ILO Convention.

The Seafarer's Identification and Record Book conforms to the requirements of the International Labor Organization's Convention No. 185 (Seafarers' Identity Documents Convention, 1958 revised 2003). It is issued to seafarers of RMI flagged vessels for use when traveling to or from an assigned vessel or pursuant to instructions from the master of such a vessel. Other uses of the book must be in conformity with RMI regulations. ILO 185

does not in any way restrict the right of a member nation from preventing any particular individual from entering or remaining in its territory.

1.2.3 STCW Convention.

.1 Certificates issued by the Administrator are endorsements of a national certificate and issued as an SQC to seafarers (non-officers) of RMI flagged vessels who form part of a navigational or engineering watch.

.2 SQCs must also be issued to seafarers of RMI flagged vessels with special responsibilities or functions on board, such as those who participate in cargo loading or discharge operations aboard oil tankers, chemical and liquefied gas carriers; are ship security officers; have the responsibility for medical care on board; or who hold positions of responsibility on Mobile Offshore Drilling Units, such as a Dynamic Positioning Operator. The SQCs outlined in Part 5.0 of MI-118, *Requirements for Seafarer Certification* are issued for placement in the SIRB by the Administrator. Optional SQCs include security related functions and capacities that are considered to be non-watchstanding in nature, for example electricians, pump technicians, and fitters.

.3 The CoC and CoE also conform to the requirements of the STCW Convention. No person may perform the duties of Master, Chief Mate, Officer in charge of a Navigation Watch (OICNW), Chief Engineer, First Assistant Engineer (Second Engineer Officer), Officer in charge of an Engineering Watch (OICEW), or Electro-technical Officer (ETO) on any vessel registered under the provisions of the RMI Maritime Act unless duly issued a CoC or CoE by the Administrator.

.4 Ship's radio station and automatic communication devices must be under the control of a duly certificated GMDSS operator.

1.3 Fraud, Forgery, Misrepresentation or Attempted Bribery

1.3.1 Any person who submits a fraudulent application for RMI seafarer documentation, or who makes misrepresentations in or in connection with an application, or who attempts to bribe or subvert any person charged with the approval of applications and/or conduct of examinations, shall be denied his/her application and shall forfeit any application fees paid and, in addition to any criminal penalties, shall be forbidden to reapply for a period of not less than two (2) years.

1.3.2 Each individual applicant who willfully misstates a material fact or offers forged, altered, fraudulent or fraudulently obtained documentation of qualification in connection with an application for an RMI Certificate, or SIRB will, in addition to any criminal penalties, be subject to an administrative penalty of USD 500.00 and may be barred from holding any RMI Certificate, or SIRB for not less than two (2) years after such penalty is remitted in full.. (See also RMI Maritime Act, Sections 806 and 825)

1.3.3 Any Filing Agent who submits on behalf of an applicant an application for an RMI seafarer certification that contains a willful misstatement of fact or references a document that is forged, altered, fraudulent or fraudulently obtained, the truth or genuineness of which is capable of being determined by the submitting party, will be subject to an administrative

penalty of USD 500.00 for each such application. Further submissions from such source may be barred for not less than two (2) years after such penalty is remitted in full. (See also RMI Maritime Act, Sections 806)

1.4 Organization

This manual is divided into eight (8) sections on a function basis. Each functional area is divided into logical sub-sections with numbered paragraphs. A hyperlink to each pertinent form is included within the appropriate section. The Administrator strongly recommends downloading blank application forms from the website at www.register-iri.com and completing them using the computer as needed to ensure that the most recent revision of the form is being used. The website always contains the latest revision of the application forms.

1.5 Referencing

Each page is identified by the publication number, the latest revision date and the page number found at the bottom of the page. This particular paragraph can be identified by referencing "sub-section 1.5 on page 3" of MI-280.

1.6 Filing Agent Fees

Filing Agents are permitted to charge applicants a handling and processing fee, not to exceed USD 5.00, for each SIRB and CoC application that is submitted to the Filing Agent for processing. If charged, the applicant should pay this fee directly to the Filing Agent and the Filing Agent should issue a receipt to the applicant for any handling and processing fee that is received. Fees payable to Filing Agents should NOT be remitted to the Trust Company of the Marshall Islands and payment of Filing Agent fees must always be handled as a completely separate transaction from the payment of the required certification fees (see section 14 of the fee schedule).

1.7 Revisions

Suggestions for revisions may be submitted to:

Republic of the Marshall Islands Maritime Administrator
Seafarers' Documentation
c/o Marshall Islands Maritime and Corporate Administrators, Inc.
11495 Commerce Park Drive
Reston, Virginia 20191-1506 USA

SECTION 2 GENERAL REQUIREMENTS

2.1 Medical Requirements

2.1.1 All applicants for seafarer documentation, except as stated below, are required to submit a report of medical examination completed by a licensed medical doctor. The report and certificate of medical examination must be completed on **either** the RMI official Medical Examination Report/Certificate, form MI-105M, **or** on the official form of a country that is party to ILO Convention No. 73 on Medical Examination of Seafarers and/or the Standards of Training and Certificate of Watchstanding for Seafarers Convention (STCW) Regulation I/9. The report shall specifically indicate that the candidate was examined as to hearing, vision and general physical condition. It must state the seafarer is "Fit for Duty" to be accepted. The physician must advise of the Commission Internationale De L'Eclairage (C.I.E) Color Vision Standard for any cases where the seafarer does not possess full color recognition.

2.1.2 The seafarer must possess a medical examination report that is dated not more than 24 months prior to the date of completing the application. The requirements are explicitly explained in sub-section 2.11.3 of publication MI-118 and in the instructions on the back of form MI-105M; however, the following minimum requirements shall apply:

.1 All applicants must have hearing unimpaired for normal sounds.

.2 All applicants must have average blood pressure, taking age into consideration.

.3 Applicants afflicted with or having medical histories of any of the following shall be disqualified for seafarer documentation: epilepsy, insanity, senility, alcoholism, tuberculosis, acute venereal disease or neurosyphilis, AIDS, and/or the use of narcotics.

.4 All deck personnel that will serve on vessels greater than 500 gross tons must have unimpaired color vision (C.I.E. Standard 1)

2.2 Medical Form MI-105M

2.2.1 **Please be sure to follow the medical requirements/instructions on the back of the form.** A submitted form that is not fully completed will be rejected.

2.2.2 A copy of MI-105M, or equivalent, must accompany most SIRB, SQC, CoE, or CoC application forms.

2.2.3 Applicants holding an RMI CoE or CoC that has been issued within 24 months prior to the date of application will not be required to undergo another medical examination. In such cases, the applicant should include a copy of their RMI CoE or CoC with their application for a SIRB and/or SQCs.

2.2.4 While serving on board RMI flagged vessels applicants must retain and be able to produce the original of form MI-105M, or equivalent, as evidence of physical qualification to anyone of authority that may request to see it.

2.3 Approval/Rejection of Applications

2.3.1 The Filing Agent will be notified of the rejection of an application after review by Seafarers' Documentation in Reston, Virginia, USA, or a qualified Regional Office (see Section 7). The Seafarers' Documentation service area in Reston, Virginia, will make the final determination if there is a question regarding the evaluation of an application.

2.3.2 When an application is approved, the appropriate seafarer documentation will be sent to the mailing address recorded in our system for the agent or authorized affiliated company. Under no circumstances should a Post Office Box address be used as a delivery address for seafarer documents.

2.3.3 Where courier services are required to assure prompt and safe delivery, the shipping/handling fees will be charged to the party designated as providing payment for the documents. A request to expedite an order can be made when it is submitted. The appropriate fees as outlined in the Fee Schedule will be charged in such cases.

2.3.4 A courier service must be used to submit all applications that are not submitted using the on-line ordering system.

2.3.5 Rejection of Application

.1 When applications are found to be deficient, a notice that explains the deficiency will be sent to the Filing Agent. In some cases, the entire application may be rejected and returned to the Filing Agent for further completion (for example, if there are missing signatures).

.2 Common reasons for deficiencies include missing supporting documentation, insufficient payment, incomplete application, etc., so please make certain that applications are properly completed, that all required supporting documentation is attached, and that the correct fees are enclosed for payment, if applicable. Ultimately, it is the responsibility of the Filing Agent to ensure that applications are complete and correct.

.3 If an application is returned, this same rejected application form may be re-submitted by the Filing Agent when the cause of the rejection has been corrected. Special services fees for expediting or shipping/handling fees may be applied to a returned application.

2.4 SIRB and SQC Replacement

2.4.1 If an SIRB:

.1 becomes filled with entries, requires alteration, or becomes damaged, application for a replacement SIRB should be made immediately; or

.2 is stolen, lost or accidentally destroyed, notification should be given immediately

Requests, which must explain the circumstances surrounding the needed for replacement, should be emailed to the Seafarers Documentation Service Area in the Regional Office that issued the original documentation. (See Section 6, below)

2.4.2 All valid SQCs issued by the Administrator will be automatically replaced whenever application is made for a replacement SIRB.

2.5 Replacement of Lost or Destroyed Officer Certificate

The holder of a CoC or CoE that is lost or destroyed may apply for its replacement, valid for the un-expired term of the original certificate, by submitting to the Seafarers' Documentation service area an affidavit on form MI-116 *Affidavit of Lost or Destroyed Certificate* signed and sworn or affirmed before an RMI Deputy Commissioner or Special Agent (includes the Master of an RMI vessel), approved filing agent, or civil notary or commissioner licensed to administer oaths. The affidavit must state the circumstances of the loss or destruction and give a description of the certificate. certificate completed TCMI-03 form must be submitted with the affidavit. An affidavit must be received to issue a replacement officer's endorsement or CoC and can be submitted by attaching to an email request to seafarers@register-iri.com.

2.6 Certificate of Receipt of Application (CRA)

When an application for a CoE or CoC is submitted to any Regional Office as indicated in Section 76, or the Administrator in Reston, Virginia, the Filing Agent may request a CRA to be issued. **When CRAs are requested, the completed original application forms must be received by the Regional Office. If sent to one of the Regional Offices that only issue CRAs and not process the application, that order will be forwarded by that office to the Regional Office to which the Agent's account is assigned.** CRAs will be issued electronically to the Filing Agent that has filed the application. CRAs are valid for 90 days from the date of issue. Because STCW allows 90 days to issue certification, CRAs cannot be extended.

CRAs for Officer's Certificates may also be issued from the on-line ordering system upon demand. In addition, an Acknowledgement of Application for special qualification certificates and SIRBs can be requested in the online system. These will be issued on form MI-273OR, a sample of which can be found below.

Republic of the Marshall Islands
OFFICE OF THE MARITIME ADMINISTRATOR

Acknowledgement of Application

In accordance with the provisions of Regulation I/10 of the Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended, the Government of the Republic of the Marshall Islands certifies that on 15-AUG-17 an application for the below listed seafarer documents was received for JOHN DOE, date of birth 01-JAN-70 and is valid for 90 days.
Seafarer's Identification and Record Book

Sample

Captain Robert Fay

Deputy Commissioner of Maritime Affairs

test51

NOTE: This document must be kept available in accordance with Regulation I/2, paragraph 11 and Regulation I/10, paragraph 5 of the STCW Convention while the above listed seafarer is serving on a Republic of the Marshall Islands flagged vessel.

Republic of the Marshall Islands seafarer certificates can be verified at www.register-iri.com or by contacting the Office of the Maritime Administrator at seafarers@register-iri.com or +1-703-620-4880.

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2.7 Urgent Authorization (UA)

In cases of urgency when time or proximity makes obtaining a CRA impractical, an UA allowing an officer to serve on the assignment of an Officer Certificate Number may be obtained upon electronic request. The appropriate fee for an UA, as indicated in Section 7, will be processed with the application. Urgent Authorizations are valid for 90 days and can be issued by any office that processes seafarer documentation. Other restrictions may apply when an Urgent Authorization is issued. Applicants should refer to sub-section 2.7.3 of publication MI-118 for additional information. Because STCW allows 90 days to issue certification, UAs cannot be extended. **Applications must be received within 15 days of the issue date of an UA.**

2.8 Mailing Address for Applications

The completed original applications with all supporting documentation must be sent by courier to either the Regional Office in Section 6 to which the Filing Agent's account is assigned or to:

Republic of the Marshall Islands Maritime Administrator
Seafarers' Documentation
c/o Marshall Islands Maritime and Corporate Administrators, Inc.
11495 Commerce Park Drive
Reston, Virginia 20191-1506 USA

Delays in the production and delivery of documentation to the applicant could result in noncompliance with laws and regulations. Therefore, Filing Agents should ensure that all applications are complete, accurate, and that all supporting documentation is current and valid to ensure no delays. Filing Agents should also ensure that applications are submitted in a timely manner. STCW Regulations allow the Administrator 90 days to process and issue documentation. After 90 days all CRAs, UAs, MI-105, and MI-273 applications expire and cannot be extended. If an application is not submitted in a timely manner, the seafarer could be without proper documentation until it is issued.

2.9 Privacy Consent

2.9.1 Persons named on Filing Agent Authorization Forms and applicants for seafarer documentation must consent, as required by MI-108, §1.06, to allow their personal information to be:

.1 provided to the Administrator (the information controller) or contracted third parties to carry out administrative and technical support;

.2 processed by a contracted third-party to ensure compliance with due diligence requirements and trade restrictions; and

.3 transferred and stored internationally to process the application and for incidental purposes, such as port State control requests, marine safety inspections, and other legal requirements.

2.9.2 Applicants for seafarer documentation must also consent to allow their personal information to be:

.1 used to obtain seafarer documentation to serve on board an RMI flagged vessel;

.2 accessible on line for document verification purposes;

2.9.3 A Filing Agent applicant may also consent to personal information being used for marketing purposes, for example, mailings, news updates, and other related communications.

2.9.4 Filing Agents may complete the online Data Privacy Consent form found here. Once submitted, a confirmation number will be generated by the system. Alternately, a hard copy of the Data Privacy Consent Form for Seafarers and Filing Agents (MI-273C) may be completed and submitted with the filing agent's application.

2.9.5 Filing Agents cannot be approved, and the application will be rejected, unless consent is provided.

2.9.6 A Filing Agent has the right to withdraw their consent at any time but doing so may affect the application and the availability of other services. Personal information will be stored for no longer than legally permitted or until it is no longer needed. A Filing Agent can request a copy of their personal information and can correct their data at any time. This can be done by contacting dataprivacy@register-iri.com.

2.9.7 The privacy consent validity for the Filing Agent is five (5) years.

2.9.8 The full privacy policy can be accessed here.

SECTION 3 FORM MI-273, SEAFARER'S IDENTIFICATION AND RECORD BOOK (SIRB) AND SPECIAL QUALIFICATIONS APPLICATION

3.1 Purpose

Form MI-273 must be used by seafarers to apply for an initial, renewal or replacement RMI SIRBs and to apply for SQCs. Information supplied on this form is used by the evaluator to determine if the candidate is qualified for the documents requested. Information from the form MI-273 is used in the SIRB, computer files, and in permanent files for storing and reporting information in the SICS. It is therefore important that all information requested be accurately entered on the application to avoid rejection. An optional Seafarer's Identification Card
(MI-272D) is available in conjunction with the SIRB to help facilitate verification of credentials. There is an additional fee for the optional ID card.

3.2 Filing

3.2.1 PRIOR TO FILING ANY APPLICATION FOR SEAFARER DOCUMENTATION IT IS HIGHLY RECOMMENDED THAT THE FILING AGENT CHECK THE VERIFICATION SECTION ON THE ADMINISTRATOR'S WEBSITE TO ENSURE THE SEAFARER DOES NOT ALREADY POSSESS THE DOCUMENTATION THAT WILL BE REQUESTED. All applications for first time original SIRBs must be filed by the applicant through a Filing Agent who is approved by the Administrator in Reston, Virginia. It is the responsibility of the Filing Agent to ensure the identity of the seafarer and authenticity of his/her documentation prior to submitting the application. All signatures on applications submitted to RMI must be originals.

3.2.2 Application for one (1) or more SQCs may be made on one (1) form. All requests for SQCs must appear on the form in Block 12; If SQCs are not requested in Block 12 they not be issued even if requested elsewhere in the application.

3.2.3 A photocopy of the signed, dated application must be given to and retained by the applicant as evidence that the application is being processed. Again, Filing Agents are reminded that, in the case of the Special Qualification portion, this photocopy is good only for 90 days from the date the application is signed by the applicant, and therefore the applicant should carry the copy of the application to the vessel.

3.3 Required Approvals

3.3.1 Applications are subject to the approval of the Administrator.

3.3.2 For SIRB applications, approvals are required first by the Filing Agent and finally by Seafarers' Documentation service area in Reston, Virginia, or the Regional Office that is processing the application.

3.4 Required Documents (for SQC)

3.4.1 Form MI-105M, *Medical Examination Report/Certificate*, or approved equivalent.

The medical report must be dated within 24 months of when the application was completed, dated, and signed. See sub-section 2.1, Medical Requirements, and the instructions on the back of form MI-105M.

3.4.2 Supporting documents

.1 Copies of equivalent national documents Document attesting to the qualification of the applicant for the requested SQC.

.2 A certified English language translation is required for documents that are not printed in English or do not contain an English translation on them.

.3 Letter of Commitment – From the applicant's employer if the applicant is applying for his or her first RMI SIRB.

.4 **Documents not specifically supporting the request should not be sent. For example, it is not necessary to send the applicant's tanker training certificate if the applicant is not applying for that SQC.**

3.4.3 Proof of sea service

.1 Unless the seafarer is an entry level rating (General Steward Utility, Junior Ordinary Seafarer, Wiper, etc.) evidence of one (1) year of sea service in the last five (5) years is required to be submitted

.2 It is not necessary to send evidence of the applicant's entire seagoing career.

.3 The required sea service for each SQC may be found in Section 5.0 of publication MI-118.

.4 All applicants must provide evidence of having completed "Basic Training" in accordance with STCW as amended if applying for STCW documentation.

.5 All applicants must provide evidence of qualifying for Security Awareness Training in accordance with STCW if applying for STCW documentation.

3.4.4 No photograph is required for SQC only requests. Since the seafarer's photograph is already applied to his/her SIRB, it is on file and not necessary.

3.4.5 Instructions for the completion of form MI-273 are in Sub-section 3.7.

3.5 Filing Agent Review and Acceptance Process

3.5.1 First time original SIRB applications made on form MI-273, *Application for Seafarers' Identification and Record Book and Special Qualifications*, must go through the following review and acceptance process. IT IS STRONGLY RECOMMENDED THAT THE MOST CURRENT REVISION OF THE FORM BE DOWNLOADED FROM THE ADMINISTRATOR'S WEBSITE EACH TIME THAT AN APPLICATION IS COMPLETED. Downloading and saving a form for future use is discouraged as the form may change between the time it is downloaded and the time it is used.

3.5.2 The instructions (form MI-273I) for form MI-273 must be carefully reviewed and followed. Completion of the form using a computer is preferred, but if a blank form has been downloaded, use of a typewriter or clear legible long hand print is highly recommended when completing the application. If the application form cannot be read, it will be rejected and returned to the Filing Agent.

3.5.3 All applicable information must be entered in English. If the supporting documents presented are not in the English language, a certified translation of the documents into English must be enclosed with the application. These certified translations must identify the translator for verification purposes and be notarized or otherwise show some type of authentication.

3.5.4 The following documents, letters and/or proofs must be submitted along with the application:

.1 One (1) Color Photograph - Facial front view of applicant, passport size, taken within a year preceding application. The photo should be 1¾" x 1¾" (45mm x 45mm) and portray a good likeness of and satisfactorily identify the applicant. **Applications received with a poor quality <u>or distorted</u> photo will be rejected. "Selfies" are not acceptable.**

.2 Medical Examination Report/Certificate - Form MI-105M, or approved equivalent, (See sub-section 2.1, Medical Requirements, and the instructions on the back of MI-105M.)

.3 An Identity Document - A copy of a valid passport, a copy of a national SIRB, or a copy of any other official identity document issued by the seafarer's national government (e.g., other official national identity document, birth certificate, certificate of naturalization, or baptismal certificate or parish record recorded within one year of birth. ; Driver's licenses are not acceptable). An identity document must not be the same document for which an application is made. For example, if an SIRB is being renewed, the SIRB cannot double as an identity document. An identity document should allow the evaluator to positively identify the seafarer when comparing it with the other documentation submitted.

.4 Proof of Basic Training and Security Awareness Training - Certification issued by the seafarer's national government confirming that the applicant has completed Basic Training and Security Awareness Training (See sub-section 4.1.4 of MI-118) in accordance with STCW requirements.

3.5.5 An application for renewal must include a copy of the applicant's original SIRB identification page as proof of identity.

3.5.6 Each Filing Agent must take the following final precautions against the issuance of fraudulent SIRBs and SQCs.

.1 Review those sections of the application that are required to be completed by the applicant to ensure completeness and accuracy, referring to sub-section 3.7 as necessary.

.2 Witness the applicant signing the application. Photocopies of signatures are unacceptable and will be rejected.

.3 Verify that the photograph and identifying documents submitted legitimately belong to the applicant.

.4 Sign the application, and complete the section of the application reserved for Filing Agents. Note that if the seafarer is completing the application while on board an RMI vessel, the vessel's Master, as a representative of the Administrator, can sign the application in lieu of the Filing Agent as witness to the signature of the seafarer and that the application is complete and correct as long as that Master is already in possession of MI documentation as Master. The Master cannot act as Filing Agent for his/her own application.

3.5.7 **Failure to ensure proper completion of the application or submission of required supporting proofs will result in a deficiency notification or rejection and very likely a delay in the processing of the application by Seafarers' Documentation.**

3.6 Distributions

3.6.1 The assigned Regional Office Seafarers' Documentation service area must receive the original application form (MI-273) (See Section 12 of the fee schedule)).

3.6.2 A photocopy of the Application for SIRB and SQCs (Form MI-273), signed by the Filing Agent (or Master) must be retained by the seafarer as evidence that the application is being processed. This copy is valid for 90 days from the date the application is signed by the applicant.

3.6.3 A photocopy of the MI-273 Application should also be retained by the Filing Agent for reference and follow-up.

3.7 Step-by-Step Completion Guide for MI-273

REF	NAME	DESCRIPTION
Top Center, Page 1	(STAPLE DOCUMENTATION HERE)	Line up all documentation (except the photo) behind the application and put one staple in the space that says **(STAPLE DOCUMENTATION HERE)**.
Upper Left Hand Corner, Page 1	PHOTOGRAPH	Space to which applicant must attach one 1¾" x 1¾" (45mm x 45mm) photograph. Use glue or other adhesive but **DO NOT STAPLE PHOTO**.

(STAPLE·DOCUMENTATION·HERE)¶

REPUBLIC·OF·THE·MARSHALL·ISLANDS

Maritime·Administrator

APPLICATION·FOR·SEAFARER'S·IDENTIFICATION·AND·RECORD·BOOK
AND·SPECIAL·QUALIFICATIONS

1.·SURNAME | 2.·GIVEN·NAME(S)

1	SURNAME	Last name (family name) as entered by the applicant.
2	GIVEN NAME(S)	First name (given names) as entered by the applicant.
3	DATE OF BIRTH	Birth date as entered by the applicant, mm/dd/yyyy – please ensure that this is the format
4	PLACE OF BIRTH	City and Country of birth as entered by the applicant.
5	CITIZENSHIP	Citizenship as entered by the applicant.
6	SEX	Check the appropriate box.
7	DISTINGUISHING MARKS	
8	APPLICATION IS:	Check "New," "Renewal," "Replacement," or "Special Qualification(s) Only" and enter previous SIRB number if applicable. Check Identity Card if wanted
9	PERMANENT ADDRESS	Permanent address as given by the applicant. Please note that contact information is also being requested. The email address of the seafarer is preferred if available. A telephone number is the other alternative.
10	MAILING ADDRESS FOR THIS DOCUMENT	**It is recommended that documents be sent to the address on record in our system that has been designated by the Filing Agent to ensure delivery.**
11	LIST ALL RMI DOCUMENTS	Enter RMI Certificate No., Capacity if an officer.
12	LIST SPECIAL QUALIFICATIONS DESIRED	Please indicate the Special Qualifications being applied for in the application. If the required Special Qualifications are not listed here, they will not be issued.

REF	NAME	DESCRIPTION
13	DATE OF APPLICATION	Date the application is signed by the applicant in the presence of and submitted to the Filing Agent.
	APPLICANT'S SIGNATURE	Applicant's signature.
	IDENTIFICATION OF FILING AGENT	Filing Agent's name, signature, title and company.
	NOTE:	This must be signed by an approved Filing Agent or the vessel's Master if the applicant is on board a vessel.
	REQUIRED DOCUMENTATION	To be completed by Filing Agent as checklist to ensure required documentation has been submitted.
14	SEA SERVICE	List most recent sea service first, then next most recent, etc.
15	NAUTICAL, ENGINEERING, OR SPECIALIZED TRAINING COURSES COMPLETED	Where course completion is a pre-requisite for the Special Qualification, list the particulars and type of certification received upon completion
16	GENERAL INSTRUCTIONS	Please note each of the items.

SECTION 4 FORM MI-273, WHEN USED FOR SPECIAL QUALIFICATIONS APPLICATION (SQCs) FOR PASSENGER VESSELS

4.1 Purpose

Hotel or catering staff on board passenger vessels who are assigned emergency duties on the vessel lifeboat stations must possess certification that they are proficient in survival craft and rescue boats. They should make the application on form MI-273, applying for an SIRB and the SQC. If the individual has not completed Basic Safety Training in accordance with STCW Regulation VI/1, the SIRB will be issued for passenger vessels only.

4.2 Filing

4.2.1 Basic Training requirements are limited to those seafarers who are regularly assigned or required to perform routine ship safety and pollution prevention related duties. Therefore, those certain hotel staff personnel not so assigned will not be required to comply with the requirements of showing proof of having completed STCW basic safety training courses.

4.2.2 **A photograph of the applicant must be supplied with this application.**

4.2.3 **Failure to ensure proper completion of the application or submission of required supporting proofs will result in rejection or delay in the processing of the application by Seafarers' Documentation.**

SECTION 5 FORM MI-105, APPLICATION FOR OFFICER'S CERTIFICATE OF ENDORSEMENT (CoE) OR CERTIFICATE OF COMPETENCE (CoC)

5.1 Purpose

Form MI-105 must be used by officers when applying for a CoE or a CoC based upon equivalent certification, the renewal of a CoC, or issuance of a certificate based upon a training certificate for a GMDSS operator course. Information supplied on this form is used by the evaluator to determine the capacity, function, and level of responsibility of the applicant. It is therefore essential that all requested information be accurately entered on the application to avoid rejection.

5.2 Filing

5.2.1 PRIOR TO FILING ANY APPLICATION FOR SEAFARER DOCUMENTATION IT IS HIGHLY RECOMMENDED THAT THE VERIFICATION SECTION ON THE ADMINISTRATOR'S WEBSITE IS CHECKED TO ENSURE THE SEAFARER DOES NOT ALREADY POSSESS THE DOCUMENTATION THAT WILL BE REQUESTED. Applications for a CoE or CoC must be filed by the applicant through a Filing Agent that has been approved by the Administrator in Reston, Virginia. An officer possessing an original RMI CoC (not a COE) may apply directly to the Administrator but should do so in person at an RMI office so that the Administrator can verify his/her identity and documentation.

5.2.2 Every candidate must submit satisfactory proof of age by means of a passport, birth certificate, certificate of naturalization or other acceptable identity document that provides proof of the birth date.

.1 No officer's certificate or GMDSS operator's certificate may be issued to any person under 18 years of age.
.2 No certificate in the grade of Chief Mate or First Assistant Engineer (Second Engineer Officer) can be issued to a seafarer under 19 years of age.
.3 No certificate in the grade of Master or Chief Engineer can be issued to a seafarer under 21 years of age.

5.2.3 For details on eligibility, acceptability and documentary requirements for making application for certification by examination, refer to Section 6 of this manual and publication MI-118E. Applicants for certification by examination should apply using application form MI-105E.

5.3 Required Approvals

5.3.1 Applications are subject to the approval of the Administrator.

5.3.2 For all applications for CoE or CoC, approvals are required first by the Filing Agent and finally by Seafarers' Documentation service area in Reston, Virginia or Regional Office.

5.4 Filing Agent Review and Acceptance Process

5.4.1 All applications for officers' certification by endorsement must be made on form MI-105, *Application for Endorsement of Officer Certificate of Competence*, and must go through the following review and acceptance process.

5.4.2 The instructions on form MI-105 must be carefully reviewed and followed. Use of a typewriter or clear legible hand printing is highly recommended when completing the application. The forms may also be downloaded from www.register-iri.com and completed using a computer. Applications that are illegible will be rejected and returned to the Filing Agent.

5.4.3 All applicable information must be entered in English. If the supporting documents presented are not in the English language, a certified translation of the documents into English must be enclosed with the application. A certified translation must identify the translator for verification purposes.

5.4.4 The following documents, letters and/or proofs must be submitted along with the application:

.1 One (1) Color Photograph – Facial front view of applicant, passport size, taken within a year preceding application. The photo should be 1¾" x 1¾" (45mm x 45 mm) and portray a good likeness of and satisfactorily identify the applicant. **Applications received with a poor quality or distorted photo will be rejected. "Selfies are not acceptable.**

.2 Medical Examination Report/Certificate – Form MI-105M, or approved equivalent, (See sub-section 2.1, Medical Requirements, and the instructions on the back of form MI-105M).

.3 Proof of Sea Service – Applicants must submit proof of at least one (1) year of sea service in the five (5) years preceding the date of the application to obtain a certificate. Applicants for the upper level of junior officer must submit at least one (1) year of sea time in the capacity of a watch standing officer in the appropriate department to qualify for that capacity (Second Mate and Second Assistant Engineer [Third Engineer Officer]). If the applicant's national CoC was issued within one (1) year of the date of application, then proof of sea service is not required.

.4 Foreign Officer Certificate – All applications must include a certified copy of the applicant's national endorsement certificate and a certified copy of the applicant's original national CoC. Filing Agents and applicants should refer to sub-section 3.1 of publication MI-118 for detailed information regarding acceptable foreign certificates.

.5 Verification of Foreign Certificate – In accordance with the ISM Code, Filing Agents are responsible to the vessel operator for ensuring all seafarers are qualified and fit. Therefore, they must confirm with the applicant's national issuing authority that the applicant's national certificates of competency and endorsements are valid. A copy of this verification should be attached to the application.

5.4.5 Applications for renewal must include a copy of the applicant's previous RMI CoC or CoE.

5.4.6 Each Filing Agent must take the following final precautions against the issuance of fraudulent Certificates of Competence.

.1 Review sections of the application that were completed by the applicant to ensure completeness and accuracy, referring to Section 5.7 as necessary.

.2 Witness the applicant signing the application. Electronic signatures will be rejected.

.3 Verify that the photograph and identifying documents submitted legitimately belong to the applicant.

.4 Sign the application and complete the section of the application reserved for the Filing Agent (Section III, *Certificate Verification*).

5.4.7 **Failure to ensure proper completion of the application or submission of required supporting proofs will result in rejection or delay in the processing of the application by Seafarers' Documentation.**

5.5 Affidavit/Acknowledgment

5.5.1 In accordance with the provisions of STCW Regulation I/10, 2, every applicant for an Officer's CoE or CoC at the management level must be familiar with the RMI National Maritime Legislation relevant to the functions to be performed by the applicant. The MI-105 contains an affidavit attesting that the applicant is familiar with this legislation on page 2 in Part VIII. This must be signed by every management level applicant.

5.5.2 Applicants for a radio operator's CoE or CoC must swear that they will not reveal the contents of any message to anyone other than the intended recipient. This affidavit is found on page 2 of the MI-105 in Part VII. This must be signed by every applicant for a radio operator's certificate.

5.6 Distributions

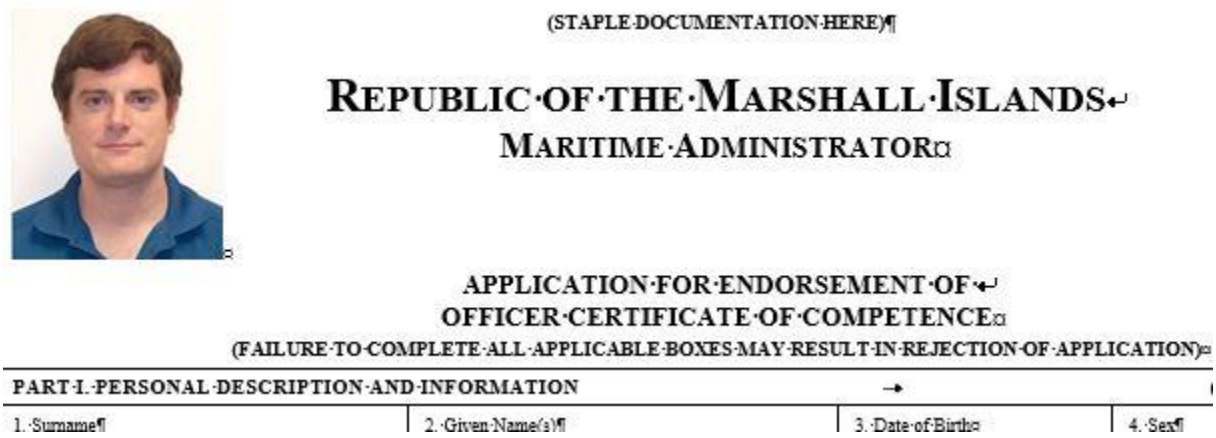
5.6.1 Instruction sheets, which are attached to the application form, should be given to the applicant. They should not be submitted with the application.

5.6.2 The original application should be submitted to either an authorized Regional Office or directly to the Seafarers' Documentation service area in Reston, Virginia per instructions in sub-section 2.8.

5.6.3 A copy of the Application for Endorsement of Officer Certificate of Competence (MI-105) should be retained in the Filing Agent's office for reference and follow-up and a copy should be given to the applicant, who should carry same to the vessel with him/her if he/she has not received his/her documentation prior to reporting to a vessel.

5.7 Step-by-Step Completion Guide for MI-105

REF	NAME	DESCRIPTION
Top Center, Page 1	(STAPLE DOCUMENTATION HERE)	Line up all documentation (except the photo) behind the application and put one (1) staple in the space that says **(STAPLE DOCUMENTATION HERE)**.
Upper Left Hand Corner, Page 1	PHOTOGRAPH	Space to which applicant must attach one (1) 1¾" x 1¾" (45mm x 45mm) photograph. Use glue or other adhesive but **DO NOT STAPLE PHOTO**.



(STAPLE DOCUMENTATION HERE)

REPUBLIC OF THE MARSHALL ISLANDS

MARITIME ADMINISTRATOR

APPLICATION FOR ENDORSEMENT OF
OFFICER CERTIFICATE OF COMPETENCE

(FAILURE TO COMPLETE ALL APPLICABLE BOXES MAY RESULT IN REJECTION OF APPLICATION)

PART I. PERSONAL DESCRIPTION AND INFORMATION →

1. Surname	2. Given Name(s)	3. Date of Birth	4. Sex

PART I - PERSONAL DESCRIPTION AND INFORMATION

1	SURNAME	Last name (family name) as entered by the applicant.
2	GIVEN NAME(S)	First name (given names) as entered by the applicant.
3	DATE OF BIRTH	Birth date as entered by the applicant – mm/dd/yyyy – ensure that it is in this format.
4	SEX	Check appropriate box
5	PLACE OF BIRTH	City and country of birth as entered by the applicant.
6	CITIZENSHIP	Citizenship as entered by the applicant.
7	PERMANENT ADDRESS	Permanent address as given by the applicant. Contact information is requested, the email addresss, if available, is the preferred information. The alternate is the telephone number.
8	MAILING ADDRESS FOR THIS DOCUMENT	It is recommended that the Certificate be sent to the address on file in our system that was designated by the Filing Agent to ensure delivery.
9	IN CASE OF EMERGENCY NOTIFY	Name, address, and relationship of person to be notified in case of emergency, given by applicant.
10	EMERGENCY ADDRESS	Address of the person named in box 9.

PART II - DESCRIPTION OF HIGHEST GRADE CoCs NOW HELD

A	RMI CERTIFICATE (IF ANY)	Enter RMI certificate information and attach copy of the certificate.
B	FOREIGN CERTIFICATE	Enter national certificate information and attach

REF	NAME	DESCRIPTION
		certified copy of the certificate.
C	GMDSS	If applicable, enter certificate information and attach certified copy of the certificate.
	LIST TRAINING	Only required if national certificate does NOT REQUIRE training as outlined on page 4 of instruction sheet.
A/B	CERTIFICATE REQUEST	Place X in whichever box is appropriate. If box A is checked, enter the document(s) that is(are) being requested.

PART III - CERTIFICATE VERIFICATION (TO BE COMPLETED BY FILING AGENT)

11	NAME OF FILING AGENT	Type or print full name of Filing Agent.
12	FILING AGENT TITLE	Enter the title of the Filing Agent
13	FILING AGENT SIGNATURE	Signature of Filing Agent.
14	FILING AGENT COMPANY OR ORGANIZATION	Enter the full name of the Filing Agent's company or organization.
15	NAME AND TYPE OF VESSEL	Enter name and type of RMI flagged vessel to which the applicant is being assigned.

PART IV - AFFIDAVIT OF APPLICANT

16	DATE OF APPLICATION	Date the application is signed by the applicant in the presence of and submitted to the Filing Agent. Cannot be a photocopy.
17	APPLICANT'S SIGNATURE	Applicant's signature. Cannot be a photocopy.

PART V - SEA SERVICE

List most recent sea service first, then next most recent, etc.

PART VII - RADIO OPERATOR'S AFFIDAVIT

Applicants for radio operator's certificate (including all GMDSS and ROC applicants) must read and sign in this box.

PART VIII - MANAGEMENT LEVEL OFFICER AFFIDAVIT

Applicants for Officer's certificates at the management level must read and sign in this box.

SECTION 6 REGIONAL OFFICES

Applicants for Officer CoC documents, who are requesting issuance of a CRA, should submit their completed application forms and all supporting documents to the Regional Office below that is nearest their office site or to the Regional Office that handles their account.

Regional Offices that issue only CRAs are the Singapore, Dubai, and Rio de Janeiro offices.

Applicants for yacht personnel certifications should apply through the Fort Lauderdale Regional Office.

RESTON, Virginia

Marshall Islands Maritime and
Corporate Administrators, Inc.
c/o International Registries, Inc.
11495 Commerce Park Drive
Reston, Virginia 20191-1506 USA

Tel: +1-703-620-4880
Fax: +1-703-476-8522
Email: seafarers@register-iri.com

FT. LAUDERDALE, Florida

Marshall Islands Maritime and
Corporate Administrators, Inc.
c/o International Registries, Inc.
401 SE 12th Street
Ft. Lauderdale, Florida 33316-1901USA

Tel: +1-954-763-7775
Fax: +1-954-763-7445
Email: seafarers-florida@register-iri.com

LONDON, UK

Marshall Islands Maritime and
Corporate Administrators, Inc.
c/o International Registries (U.K.) Ltd.
3rd Floor, 42 Moorgate
London EC2R 6EL
UNITED KINGDOM

Tel: +44-20-7638-4748
Fax: +44-20-7382-7820
Email: seafarers-london@register-iri.com

PIRAEUS, Greece

Marshall Islands Maritime and
Corporate Administrators, Inc.
c/o International Registries, Inc.
47-49 Akti Miaouli Street
Livanos Building, 8th Floor
185 36 Piraeus
GREECE

Tel: +30-210-4293-223
Fax: +30-210-4293-228
Email: seafarers-piraeus@register-iri.com

HONG KONG

Marshall Islands Maritime and
Corporate Administrators, Inc.
c/o International Registries (Far East) Limited
Room 1803, Tung Wai Commercial Building
109-111 Gloucester Road
Wanchai
HONG KONG

Tel: +852-3622-2233
Fax: +852-3622-3283
Email: seafarers-hongkong@register-iri.com

MUMBAI, India

Marshall Islands Maritime and
Corporate Administrators, Inc.
c/o IRI Maritime and Corporate Services
Private Limited

201, Raheja Plaza
Plot No. 15/B, Parksons Press Compound
Shah Industrial Estate
Off Andheri Link Road
Andheri West
Mumbai 400 053, India

Tel: +91-22-4064-1111
Fax: +91-22-4064-1110
Email: seafarers-mumbai@register-iri.com

SINGAPORE

Marshall Islands Maritime and
Corporate Administrators, Inc.
c/o International Registries (Far East) Limited
Singapore Branch
1 North Bridge Road
#06-26 High Street Centre
Singapore 179094
SINGAPORE

Tel: +65-6226-2726
Fax: +65-6226-2511
Email: singapore@register-iri.com

RIO DE JANEIRO, Brazil

Marshall Islands Maritime and
Corporate Administrators, Inc.
c/o International Registries (Brazil) Ltda.
Rua da Assembleia, 10
Sala 3220
Condominio Edificio Centro Candido Mendes
CEP 20011-901 Centro
Rio de Janeiro RJ, Brazil

Tel: +55-21-2524-5218
Fax: +55-21-2524-5219
Email: rio@register-iri.com

MANILA, Philippines

Marshall Islands Maritime and
Corporate Administrators, Inc.
c/o International Registries (Far East) Limited
5th Floor, Five E-Com Center
Block 18 Harbor Drive
Hall of Asia Complex
Pasay City, Philippines 1300

Tel: +63-2-801-9062
Fax: +63-2-801-9061
Email: seafarers-manila@register-iri.com

DUBAI, UAE

Marshall Islands Maritime and
Corporate Administrators, Inc.
c/o International Registries (Middle East)
DMCEST
Office No. 119
Sultan Business Centre
P.O. Box 361012
Dubai, United Arab Emirates

Tel: +971-4-3379974
Fax: +971-4-3379552
Email: dubai@register-iri.com