

REPUBLIC OF THE MARSHALL ISLANDS
Maritime Administrator

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

GENERAL INFORMATION AND INSTRUCTIONS

1. **Read Instructions Carefully.** Enter all applicable information in English. Use a typewriter or print legibly. Failure to properly complete this application or to submit required supporting proofs will result in rejection of this application or delay in its processing. All documentation, except the photo, should be stapled behind the application at the top center of the page where it says **(STAPLE DOCUMENTATION HERE)**.
2. **How to Apply:** Applications must be submitted to an authorized filing agent who must review the documents submitted and view the signing of the application. The filing agent must keep copies of the applications and forward complete application packages to:

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

3. The following documents, letters and/or proofs must be submitted along with this application form:
 - (a) **One (1) Photograph** - Facial front view of applicant, passport size, taken within a year preceding application. Photo should be 1¼ " x 1¼ " (45mm x 45mm) and portray a good likeness of and satisfactorily identify the applicant and should be glued to upper left hand corner. **DO NOT STAPLE PHOTO.**
 - (b) **Identity Document** - A valid passport or other official identity document, birth certificate, certificate of naturalization, or baptismal certificate or parish record recorded within one year of birth. A copy of the identity document must be submitted with the application. Applications for renewal must include a copy of the previous book's identification pages as proof of identity. If the documents presented are not in the English language, a certified translation of the documents into English must also be enclosed with the application. These certified translations must identify the translator for verification purposes.
 - (c) **STCW Basic Training Pre-requisite** - Seafarers applying for an original "Seafarer's Identification and Record Book" must show evidence of having received appropriate approved "Basic Training" or instruction in: personal survival techniques, fire prevention and firefighting, elementary first aid, personal safety and social responsibilities and security familiarization.
 - (d) **Medical Requirements** - All applicants, except as stated below, shall be required to have a physical examination reported on form MI-105M, Physical Examination Report/Certificate, completed by a licensed medical doctor or acceptable equivalent. A copy of MI-105M must accompany the application. The applicant must retain the original as evidence of physical qualification while serving on board Republic of the Marshall Islands (RMI) flagged vessels. The physical examination must be carried out within 24 months prior to date of making application. In addition, the following minimum requirements 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 such as follows shall be disqualified for seafarer's identity document: epilepsy, insanity, senility, alcoholism, tuberculosis, acute venereal disease or neurosyphilis, AIDS, and/or the use of narcotics.

Applicants holding an RMI officer's certificate which has been issued within 24 months prior to the date of application are not required to undergo a physical examination. In this regard, they must present their RMI officer's certificate and include a copy of the certificate with application for the Seafarer's Identification and Record Book (SIRB).

- (e) **Consent Form** - A Data Privacy Consent Form for Seafarers and Filing Agents ([MI-273C](#)), which must be completed, signed, and dated by applicant.
4. This identification book conforms to the requirements of the International Labor Organization's Convention No. 185 (Seafarer's Identity Documents Convention, (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.
 5. SIRBs are issued under the authority of Section 109 of the RMI Maritime Act 1990, as amended. The book remains the property of the Maritime Administrator and may be withdrawn at any time. It may not be altered in any way nor be allowed to pass into the possession of an unauthorized person. If the book becomes filled with entries, requires alteration, or becomes damaged, application for a replacement book should be made immediately. If the book is stolen, lost, or accidentally destroyed, notification should be given immediately to any office of the Maritime Administrator, and an application for a replacement book may be made. An SIRB must be in the possession of either the Administrator or the Seafarer to whom it was issued, or else en route to that seafarer.
 6. For Special Qualification Certificates:
 - (a) Age, experience and educational requirements are detailed in MI-118, Requirements for Seafarer Certification, which is available on board every RMI registered vessel.
 - (b) All applicants for certification of a Special Qualification must hold an RMI SIRB or apply at the same time for this book. (See Section 5.0 of MI-118).
 7. **Schedule of Fees:** Payment must be made by check or money order drawn on a US bank and payable in US dollars to "The Trust Company of the Marshall Islands, Inc." Fees may also be paid online by credit card at <https://www.tcmi-inc.com/miPayments/>. A complete list of fees can be found in [MN 1-005-1](#).

5-year issuance, renewal or replacement of lost unexpired Seafarer's Identification and Record Book	\$70
Optional Identification Card	\$40
Basic Training, Wiper, Junior Ordinary Seafarer, GP Trainee, General Steward Utility	No Fee
All Other Special Qualification Certificates	\$40 each
 8. This application is subject to the approval of the RMI Maritime Administrator. If the application is approved, the identification book and/or special qualification certificate will be sent to the mailing address indicated.

A copy of the application is to be retained by the seafarer as evidence that the application is being processed or, for those Filing Agents authorized by the Maritime Administrator to submit orders through the online application system, an Acknowledgement of Application for each SIRB or SQC (MI-273OR) will be generated and, in lieu of the copy of the application, the MI-273OR shall be retained by the seafarer as evidence that the application is being processed. The application or MI-273OR shall be valid for up to 90 days as proof of authorization to serve on an RMI flagged vessel in the capacity for which the seafarer has applied.