



The Bahamas Maritime Authority

BMA INFORMATION BULLETIN 124

BAHAMAS SEAFARERS APPLICATION FORM

Guidance and Instructions for Shipowners, Managers, Masters, Seafarers intending to sail on Bahamian registered ships, Bahamas Recognised Organisations, Maritime Training Institutes, Bahamas Approved Nautical Inspectors and Bahamians seeking a career at sea.

This Bulletin should be read in conjunction with BMA Information Bulletin no. 81, 104, 105, 106, 107, 108, 118, 121.

1. General

- 1.1 This Bulletin provides details of the application form, and associated guidance for completing the form, to be utilised by persons applying for a seafarer document, including:
- Certificates issued in accordance with The International Convention on Standards of Training, Certification and Watch-keeping for Seafarers, 1978 as amended (STCW),
 - Seaman Record Books,
 - Offshore certificates issued in accordance with IMO Resolution A.891 (21) for use onboard Bahamian registered ships.
- 1.2 Applications shall be made using the [Seafarers application form](#). The form should be completed taking into consideration the guidance notes accompanying the form.
- 1.3 The Registered Owner or Managing Company/ ISM Manager (in accordance with the ISM Code) shall report the full name and details of such entity and duly authorised parties (e.g. Manning agents) who may submit application on behalf of the Registered Owner or ISM Manager to the Seafarers and Manning Department. This notification, as well as any changes of the entity, shall be made either completing the Manning Section of Bahamas form *R104* or submitting a Letter of Declaration to this effect (The letter shall be on the headed paper of Registered Owner/ISM Manager).

2. Photographs

- 2.1 Photographs submitted with an application must be:
- In colour
 - Taken within six months of the date of submitting the application
 - 5cm x 5cm
 - Taken against a solid background
 - Identical where 2 photographs are required
 - Undamaged and in clear focus
 - Of the applicant facing forward
 - Of the applicant on their own
- 2.2 Head coverings should not cover any portion of the applicant's face. Sunglasses or other accessories which detract from the natural appearance of the face are not acceptable with the exception of prescription glasses.
- 2.3 Electronic photographs must be in a JPEG format of a minimum resolution of 75 dpi.

3. Payment

- 3.1 Details of the current applicable fees for the issue of a Bahamas seafarer document are outlined within [BMA Information Bulletin No.81.](#)
- 3.2 Fees may be paid by company cheque (drawn on a UK or US bank), bankers draft, bank transfer, company draw down account or credit card. The BMA must receive the full fee for the document prior to the document being issued.
- 3.3 Please note that the BMA **will not** issue an "invoice" prior to receipt of payment. If required, these procedures and the fees as stipulated in [BMA Information Bulletin No. 81](#) can be utilized as the invoice. All bank transfer charges are to be covered by the applicant's Company. Please do not send cash or personnel cheques by post.
- 3.4 A Company draw down account for payment of Bahamas seafarer document fees may be established with the BMA upon request and is the recommended method of payment, to facilitate the application process for all parties concerned. Our financial audit procedures will not permit the issue of any documentation without receipt of payment. A company which has established a draw down account with the BMA will benefit from the issue of documentation upon receipt of the application without the necessary financial checks. Parties wishing to establish a drawn down account shall liaise with the BMA Finance Department (finance@bahamasmaritime.com)

- 3.5 Payments by bank transfer should be made to the BMA accounts as outlined in [BMA Information Bulletin No. 81](#).

4. **Queries**

Queries relating to application to seafarers documents should be directed to the Office to which the application was submitted as follows:

BMA London Office

The Bahamas Maritime Authority,
Seafarers and Manning Department,
120 Old Board Street,
London, EC2N 1AR,
United Kingdom.

Telephone: +44 (0) 20 7562 1300
Fax: +44 (0) 20 7614 0660
Email: stcw@bahamasmaritime.com

BMA Nassau Office:-

The Bahamas Maritime Authority,
Shirlaw House
87 Shirley Street
PO Box N-4679,
Nassau, New Providence,
Bahamas.

Telephone: +(1) 242 356 5772
Fax: +(1) 242 356 5889
Email: nassau@bahamasmaritime.com

BMA New York Office

The Bahamas Maritime Authority
Bahamas House
231 East 46th Street
New York, N.Y. 10017
USA

Telephone: +(1) 212 829 0221
Fax: +(1) 212 829 0356
Email: newyork@bahamasmaritime.com