

Official Use only

Receipt No.

Document No.



The Bahamas
Maritime Authority

Application for Seafarers Document

PLEASE READ THE GUIDANCE NOTES BEFORE COMPLETING THIS FORM

SECTION 1 PARTICULARS OF SEAFARER

1. Surname	7. Photograph Please affix here	
2. Other names		
3. Date of birth: dd: mm: yyyy:		4. Gender
5. Passport/National Identity No.		
5b. Nationality		
6. Date of expiry of Medical Certificate of fitness : dd: mm: yyyy:		

SECTION 2 APPLICATION FOR ENDORSEMENT, BAHAMAS CERTIFICATE OR OTHER SEAFARER CERTIFICATE, IF APPLICABLE

8. Tick only those that are applicable

Put a tick on the appropriate box for 'Flag State Endorsement' or 'Bahamas Certificate'. Guidance related to 'Flag State Endorsement' are detailed in BMA Informational Bulletin 108. Guidance related to 'Bahamas Certificate' are detailed in BMA Information Bulletin 104.

8.a Flag State Endorsement <input type="radio"/>	Bahamas Certificate <input type="radio"/>		
<input type="radio"/> Master	<input type="radio"/> Chief Mate	<input type="radio"/> Officer in Charge of a Navigational Watch	<input type="radio"/> GMDSS Radio Operator
<input type="radio"/> Able Seafarer (Deck)	<input type="radio"/> Ratings forming part of Navigational Watch		
<input type="radio"/> Chief Engineer	<input type="radio"/> Second Engineer	<input type="radio"/> Officer in Charge of an Engineering Watch	<input type="radio"/> Electro-Technical Officer
<input type="radio"/> Able Seafarer (Engine)	<input type="radio"/> Ratings forming part of Engineering Watch	<input type="radio"/> Electro-Technical Rating	

8.b Other Certificates

Tanker Certificate/Endorsement CHEMICAL LIQUEFIED GAS OIL Ship Security Officer (SSO)

Offshore: (Please tick relevant boxes below)

Offshore Installation Manager (OIM):

- The common requirements as specified in section 7.1 of the Bulletin 105
- STCW Master (II /2) CoC OR STCW chief Engineer (III /2) CoC.
- Evidence of 3 months service on a MOU (For STCW management level CoC holders only).
- Evidence of 36 months service on a MOU including 18 months service in the capacity of a Barge Supervisor (Not required for STCW management level CoC holders).
- Documentary evidence of having successfully completed all components of training listed in 5.3.2 and 5.4.2 of the Resolution.
- Documentary evidence of having successfully completed an approved course of training meeting the requirements of paragraph 6.2 and table 6.2 of the Resolution.

Section continues overleaf



Continued from previous page

- Barge Supervisor
 - The common requirements as specified in section 7.1 of the Bulletin 105;
 - Evidence of at least 18 months service on a MOU including at least 6 months service in the capacity of a Ballast Control Operator. (Not required for STCW CoC holders);
 - STCW II/2 or II/3 master CoC holders with one month service on a MOU in any capacity;
 - STCW II/1 or III/1 CoC holders who are qualified as a Ballast Control Operator; (No further service on a MOU required)
 - Documentary evidence of having successfully completed all components of training listed in 5.3.2 and components .1 to .4 of paragraph 5.4.2 of the Resolution
 - An appropriate qualification for Radio – Communication (Not required if this is a pre-requisite of a STCW CoC)
 - Documentary evidence of having successfully completed an approved course of training meeting the requirements of paragraph 6.3 and table 6.3 of the Resolution.

- Ballast Control Operator
 - The common requirements as specified in section 7.1 of the Bulletin 105;
 - Evidence of at least 12 months service on a MOU including 6 months service as a trainee Ballast Control Operator; (For non-STCW CoC)
 - Evidence of at least 3 months service as a trainee Ballast Control Operator (for STCW CoC holders only);
 - Documentary evidence of having successfully completed all components of training listed in 5.3.2 and components .1 to .4 of paragraph 5.4.2 of the Resolution;
 - Documentary evidence of having successfully completed an approved course of training meeting the requirements of paragraph 6.4 and table 6.4

- Maintenance Supervisor
 - The common requirements as specified in section 7.1 of the Bulletin 105;
 - Documentary evidence of at least 18 months service on a MOU in a relevant capacity on board, of which at least 6 months service as a trainee Maintenance Supervisor

OR

 - 3 months service in a relevant category for persons holding STCW III/2 or III/3 engineering CoC;
 - Documentary evidence of having successfully completed all components of training listed in Paragraph 5.3.2 of the Resolution;
 - Documentary evidence of having successfully completed a course of training meeting the requirements of paragraph 6.5 and table 6.5 of the Resolution (NOT required for STCW III/2 or III/3 engineering CoC holders)

- Application for duplicate/renewal of Endorsement/certificate

SECTION 3 APPLICATION FOR SEAMAN'S RECORD BOOK, ONLY IF APPLICABLE

Online application

Seaman's Record Book

9. Name of ship in which the seafarer is to be employed

10. Capacity to be employed on board

SECTION 4 PERSONAL DECLARATION

I hereby declare that the personal details are true and correct, the photograph is a true likeness of me and the submitted supporting documents are of valid and authentic documents

Signature of the seafarer

Date

dd: mm: yyyy:

SECTION 5 CONTACT DETAILS OF PERSON MAKING THE APPLICATION OR TO WHOM QUERIES CAN BE DIRECTED

11. Name	
12. Company name (if applicable)	
13. Email address	
14. Telephone	15. Fax

SECTION 6 POSTAL ADDRESS WHERE DOCUMENTS TO BE SENT

16. Company name (if applicable)
17. Postal address

SECTION 7a PAYMENT DETAILS

18. Please indicate method of payment Cheque/Bank draft Bank transfer Draw down account Credit card

SECTION 7b CREDIT CARD DETAILS

19. Name of card holder	20. Signature
21. Type of card <input type="radio"/> MasterCard <input type="radio"/> Visa <input type="radio"/> Solo <input type="radio"/> Switch <input type="radio"/> Amex	22. Currency <input type="radio"/> \$ <input type="radio"/> £ <input type="radio"/> €
23. Card No <input type="text"/>	24. Expiry Date

SECTION 8 SUPPORTING DOCUMENTS

<input type="radio"/> ID document/proof of identity,age,nationality	<input type="radio"/> documentary evidence of training
<input type="radio"/> valid medical certificate	<input type="radio"/> sea service details, as applicable
<input type="radio"/> national certificates, as applicable	<input type="radio"/> other applicable documentary evidence

SECTION 9 COMPANY DECLARATION

I declare that I have verified the validity and authenticity of all submitted documents

Name and signature of Company representative	
	Date dd: mm: yyyy:



Application for Seafarers Document

ANNEX Guidance on completing the application for Bahamas seafarer's Documents

IMPORTANT NOTES:

Complete form in English using block capitals. All dates to be in dd/mm/yyyy format

Applications using the online system should print the form after completing online, complete 8 (b) if other documents being requested, sign the form, and submit the form with any supporting documents

Section 1, 4, 5, 6 and 7 to be completed for ALL postal Applications

Application for duplicates/renewals should see guidance overleaf

BMA Information Bulletin nos. 81, 86, 103, 104, 105, 106, 107, 108, 118, 121, 129, 130, 135, 138 provide more details guidance of the specific BMA requirements.

SECTION 1 PARTICULARS OF SEAFARER (The relevant section will be pre-populated for on-line applications)

- No. 1 Enter only the surname of the seafarer as it appears on the *appropriate certificate held*. Use this box, if you only have one name
- No. 2 Enter all other names as shown on the *appropriate certificate held*.
- No. 3 Enter the seafarer's date of birth in dd/mm/yyyy format
- No. 4 Enter the gender of the seafarer as it appears on the *appropriate certificate* or passport.
- No. 5a Enter the ID/passport number of the seafarer as it appears on the passport/identity document.
- No. 5b Enter the primary nationality of the seafarer
- No. 6 Enter the date of medical certificate of fitness. Note the certificate must be valid. Please only submit the pages of the certificate that shows identity of person and validity of certificate. See BMA Information Bulletin no. 103.
- No. 7 Fix a passport sized photograph (5cm x 5cm) of the seafarer in the box with adhesive (do not use staples).
- Photographs may be scanned if the form is completed in an electronic format.
 - Photographs must be current (taken within 6 months of the date of application) and must be taken against a solid color background.
 - Head coverings should not cover any portion of the applicant's face.
 - Sunglasses or other wear which detracts from the face are NOT acceptable with the exception of prescription glasses.
 - If application being submitted using the on-line system, scan the photograph as JPEG format of at least 75 dpi resolution in this field

SECTION 2 APPLICATION FOR ENDORSEMENT, BAHAMAS CERTIFICATE OR OTHER SEAFARER CERTIFICATE, IF APPLICABLE

Only tick the certificates that are being applied for. For Bahamas certificate, refer to BMA Information Bulletin 104. For Flag State Endorsement, refer to BMA Information Bulletin 108. Refer to BMA Information Bulletin no. 130 for general training and certification requirements

No.8a Select all documents being applied for.

No.8b Select all documents being applied for. For Tanker Endorsement, tick the applicable Category and refer to BMA Information Bulletin no. 106. For SSO, please refer to BMA Information Bulletin 118.

For Offshore certification, tick the applicable Category and refer to BMA Information Bulletin 105

SECTION 3 APPLICATION FOR SEAMAN'S RECORD BOOK, ONLY IF APPLICABLE

If application being submitted using the Bahamas Seafarer On-line System, then tick the box and attach PDF copy of supporting documents.

This section is only to be completed if the applicant is applying for a seaman record book

No.9 Enter the name of ship that the applicant will be joining.

No.10 Enter the capacity that the applicant will be serving onboard

SECTION 4 PERSONAL DECLARATION

The seafarer shall sign and date the document in this Section. If the seafarer is not present, this should be noted in this Section and Section 9 MUST be completed. Note that it is a criminal offence to make a false representation or submit fraudulent documents

SECTION 5 CONTACT dETaILS Of PErSON maKING ThE aPPIICaTION Or TO whOm QuERIES CaN BE dIRECTEd

This Section contains the contact details of the person or company representative submitting the application and to whom queries can be directed. This section must to be completed on every form, as applications sent in together may become separated during the review process.

No.11 State the name of the person or Company representative making the application

No.12 Complete if application is submitting by a Company

SECTION 6 POSTAL ADDRESS WHERE DOCUMENTS TO BE SENT

This Section contains the postal details where the issued document shall be sent.

No.16 State the name of the Company

No.17 State full postal address

SECTION 7a PAYMENT DETAILS

No.18 Indicate how you will pay for the certificates/document by ticking the appropriate box

SECTION 7b: CREDIT CARD DETAILS

This section should only be completed if you are paying for documents by credit card. When paying by credit card, you may telephone the card details if you do not wish them to appear on the application form.

No.19 Enter the name of the credit card holder whose signature appears on the card.

No.20 The card holder should sign here.

No.21 Select the type of credit card.

No.22 Select the type of currency

No.23 Enter the number of the card. This is the long number across the front of the card

No.24 Enter the date of expiry as shown on the card.

SECTION 8: SUPPORTING DOCUMENTS

Please tick all the relevant areas to indicate that the supporting documents have been included/attached. Only send a copy of the relevant page(s) of the applicable document/certificates. Full details of the supporting documents required are contained in:

Bahamas Certificate: BMA Information Bulletin 104

Flag State Endorsement: BMA Information Bulletin 108

Medical Certificate of Fitness: BMA Information Bulletin 103

Offshore certification: BMA Information Bulletin 105

Tanker certification: BMA Information Bulletin 106

SSO certification: BMA Information Bulletin 118

Seaman Record Book: BMA Information Bulletin no. 107

SECTION 9 COMPANY DECLARATION

The Company representative shall sign and date the document in this Section. Note that it is a criminal offence to make a false representation or submit fraudulent documents

IMPORTANT NOTES: DUPLICATES/RENEWALS

ALL application for duplicate/renewal Endorsement/Certificate need only complete the following:

Section 1: Parts 1, 2, 3, 5b, 6,

Section 2: Part 7a and/or 7b (Tick Endorsement/certificate for which duplicate being requested), 9 (Enter Bahamas Endorsement/Certificate no. if known)

Sections: 4, 5, 6 7.

Section 8: Please indicate the reason that a duplicate/renewal document is being requested. In the case of a lost document which subsequently found after the duplicate document has been issued, the duplicate document should be retained and the original document shall be returned to the BMA

Section 9: Only if being submitted by a Company