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## **TECHNICAL ALERT No. 14-18**

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### **Fast track service for seafarers documents**

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#### **1. Introduction**

- 1.1. The Bahamas Maritime Authority (BMA) wishes to remind all parties that there are provisions (fast track) to expedite applications for seafarers' documents.
- 1.2. The BMA is mindful that there may be circumstances where a Company may require a seafarer document to be processed earlier than the service delivery time specified in associated BMA Bulletins and accordingly the fast track service is aimed at addressing such circumstances.
- 1.3. This Technical Alert is to remind all parties of the fees for fast track services and the conditions associated with the service.

#### **2. General**

- 2.1. Where a seafarer document is required within one (1) month of submitting an application, the submitting Company can request for the affected application(s) to be fast tracked.
- 2.2. The BMA strongly recommends that Companies register to use the Bahamas Online Registration Service (BORIS) and once registered, the fast track option should be selected if the fast track service is required. Company registration for BORIS is free (see *BMA Information Bulletin no 121*).

- 2.3. Where an application has already been submitted through BORIS but without the fast track option selected or for Companies not yet registered with BORIS, an email with the application(s) should be sent to the BMA Manning and Seafarers Department ([stcw@bahamaritime.com](mailto:stcw@bahamaritime.com)) requesting fast track services. The e-mail should include the following in order to be able to correctly identify and process the application:
- i. The **email header should be clearly labelled "FAST TRACK"**;
  - ii. All supporting documents and payment details shall be included as a single attachment.
- 2.4. All fast track applications will be processed within two (2) working days subject to all required documentation being correct and receipt of payment for the fast track fee. It remains the Company's responsibility to ensure that all supporting documentation is provided and is correct.
- 2.5. The fee for fast track service is US\$150 and this is additional to the seafarer document fee.

### 3. **Validity**

This Technical Alert is valid until further notice.

### 4. **Revision History**

Rev.0 (19 September 2014) – First issue