

**Please Read the Guidance Notes Before Completing this Form**

## SECTION 1 PARTICULARS OF SEAFARER

1.1 Surname					
1.2 Other Names					
1.3 Date of Birth	dd	mm	yyyy	1.4 Gender	
1.5 Passport / National Identity No.					
1.6 Nationality					
1.7 Date of Expiry of medical Fitness Certificate	dd	mm	yyyy		

1.8 Photograph

Please  
Affix / Insert  
Here  
(50mm x 50mm)

## SECTION 2 APPLICATION FOR ENDORSEMENT, BAHAMAS CERTIFICATE OR OTHER SEAFARER CERTIFICATE.

2.0 Tick those only that are applicable.

2.1 Put a tick in the appropriate box for 'Flag State Endorsement' or 'Bahamas Certificate'. Guidance related to 'Flag State Endorsements' are detailed in the BMA Marine Notice 017. Guidance related to 'Bahamas Certificates' is detailed in BMA Bulletin No. 104

<input type="checkbox"/>	Flag State Endorsement	<input type="checkbox"/>	Bahamas Certificate
--------------------------	------------------------	--------------------------	---------------------

<input type="checkbox"/>	Master	<input type="checkbox"/>	Chief Mate	<input type="checkbox"/>	Officer in Charge of a Navigational Watch	<input type="checkbox"/>	GMDSS Radio Operator	
<input type="checkbox"/>	Able Seafarer (Deck)	<input type="checkbox"/>	Rating Forming Part of a Navigational Watch				<input type="checkbox"/>	
<input type="checkbox"/>	Chief Engineer	<input type="checkbox"/>	Second Engineer	<input type="checkbox"/>	Officer in Charge of an Engineering Watch	<input type="checkbox"/>	Electro-Technical Officer	
<input type="checkbox"/>	Able Seafarer (Engine)	<input type="checkbox"/>	Rating Forming Part of an Engineering Watch				<input type="checkbox"/>	Electro-Technical Rating

2.2 Other Certificates

<input type="checkbox"/>	Tanker Certificate / Endorsement	<input type="checkbox"/>	Chemical	<input type="checkbox"/>	Liquefied Gas	<input type="checkbox"/>	Oil
<input type="checkbox"/>	Ship Security Officer						

2.3 Offshore Certification		
<b>Offshore Installation Manager (OIM)</b>		
The common requirements as specified in section 7.1 of Bulletin No. 105		STCW Master (II/2) CoC OR STCW Chief Engineer (III/2) CoC.
Evidence of 3 months service on an MOU (For STCW Management Level CoC holders only).		Evidence of 36 months on an 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 IMO Res. A.1079(28) Sections 5.3.2 & 5.4.2.		Documentary evidence of having successfully completed an approved training course meeting the requirements IMO Res. A.1079(28) paragraph 6.2 & table 6.2.
<b>Barge Supervisor</b>		
The common requirements as specified in section 7.1 of Marine Notice 015		Evidence of at least 18 months service on an 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 an MOU in any capacity.		STCW II/1 or III/1 CoC holders who are qualified as a Ballast Control Officer (No further service on an 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 IMO Res. A.1079(28)		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.		
<b>Ballast Control Operator</b>		
The common requirements as specified in section 7.1 of Bulletin No. 105.		Evidence of at least 12 months service on an MOU including 6 months service as a trainee Ballast Control Officer (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 IMO Res. A.1079(28)
Documentary evidence of having successfully completed an approved course of training meeting the requirements of paragraph 6.4 and table 6.4 of the resolution.		
<b>Maintenance Supervisor</b>		
The common requirements as specified in section 7.1 of Bulletin No. 105.		Documentary evidence of at least 18 months service on an 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 5.3.2 and components .1 to .4 of paragraph 5.4.2 of IMO Res. A.1079(28)		Documentary evidence of having successfully completed an approved course of training meeting the requirements of paragraph 6.5 and table 6.5 of the resolution.

2.4 Application for duplicate / renewal of Endorsement / Certificate	
--	--

2.4.1 Enter Bahamas Endorsement / Certificate No. (if known)	
--	--

### SECTION 3 APPLICATION FOR SEAMAN'S RECORD BOOK (ONLY IF APPLICABLE).

3.1 Seaman's Record Book	
--------------------------	--

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

3.3 Capacity to be employed on board.	
---------------------------------------	--

### SECTION 4 PERSONAL DECLARATION

4.1 I hereby declare that the personal details are true and correct, the photograph is a true likeness of me (taken within the previous 6 months) and the submitted supporting documents are valid and authentic.

4.2 Signature of the Seafarer
-------------------------------

<div style="border: 1px solid black; height: 100px; width: 100%;"></div>
--

Signature must be kept wholly within the white box

#### Official Use Only

Receipt No.

Document No.

4.3 Date
----------

dd		mm		yyyy	
----	--	----	--	------	--

### SECTION 5 CONTACT DETAILS

5.1 Name	
----------	--

5.2 Company Name (if applicable)	
----------------------------------	--

5.3 Postal Address	
--------------------	--

5.4 Email Address	
-------------------	--

5.5 Telephone	
---------------	--

5.6 Fax	
---------	--

**SECTION 6 PAYMENT DETAILS**

6.1 Please indicate the method of payment							
	Cheque / Bank Draft		Bank Transfer		Draw Down Account		Credit Card

**SECTION 7 CREDIT CARD DETAILS**

7.1 Name of Card Holder																		
7.2 Long Card No.																		
7.3 Type of Card		Visa		Solo		Switch		Amex		MasterCard								
7.4 Currency		(\$ ) USD					(£ ) GBP				(€ ) Euro							
7.5 Expiry Date						7.6 Signature												

**SECTION 8 SUPPORTING DOCUMENTS**

	ID Document / Proof of Identity / Age / Nationality		Documentary Evidence of Training
	Valid Medical Certificate		Sea Service Details (as applicable)
	National Certificates (as applicable)		Other Applicable Documentary Evidence

**SECTION 9 COMPANY DECLARATION**

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

9.1 Name of Company Representative							
9.2 Signature of Company Representative							
9.3 Date	dd:		mm:		yyyy:		

## SECTION 10 GUIDANCE NOTES

### IMPORTANT NOTES:

The form is to be completed in ENGLISH, in BLOCK CAPITALS and in BLACK INK Only  
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 are 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.

Applications for duplicates/renewals should see the guidance notes on page 7.

The following BMA Publications provide more detailed guidance of the specific BMA requirements:  
Bulletin Nos. 86, 103, 104, 105, 106, 107, 118, 121, 129, 130, 135, 138  
Marine Notice Nos. MN-050 and MN-017

## SECTION 1 PARTICULARS OF SEAFARER

(The relevant section will be pre-populated for online applications)

- No. 1.1 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. 1.2 Enter all other names as shown on the *appropriate certificate held*.
- No. 1.3 Enter the seafarer's date of birth in dd/mm/yyyy format.
- No. 1.4 Enter the gender of the seafarer as it appears on the *appropriate certificate* or passport.
- No. 1.5 Enter the ID/passport number of the seafarer as it appears on the passport/identity document.
- No. 1.6 Enter the primary nationality of the seafarer.
- No. 1.7 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. 1.8 Affix 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 colour (preferably white) 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 the application is being submitted using the online system, scan the photograph as JPEG format with a resolution of at least 150 dpi resolution in this field.

## SECTION 2 APPLICATION FOR ENDORSEMENT, BAHAMAS CERTIFICATE OR OTHER SEAFARER CERTIFICATE.

Only tick the certificates that are being applied for.

For Bahamas certificates: Refer to BMA Information Bulletin No.104.  
For Flag State Endorsement: Refer to BMA Marine Notice No. 017.  
For General Training and Certification Requirements: Refer to BMA Information Bulletin No.130.

- No. 2.1 Select all documents being applied for.
- No. 2.2 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.
- No. 2.3 For Offshore certification, tick the applicable Category and refer to BMA Bulletin 105.
- No. 2.4 Tick if this a renewal application or a request for duplicate certification.

### 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's record book.

- No. 3.2 Enter the name of ship that the applicant will be joining.  
No. 3.3 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

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 be completed on every form, as applications sent in together may become separated during the review process.

- No. 5.1 State the name of the person or Company representative making the application.  
No. 5.2 Complete if application is submitting by a Company (State the name of the Company).  
No. 5.3 State full postal address  
No. 5.4 Enter a contact email address  
No. 5.5 Enter a contact telephone number (including international country code)  
No. 5.6 Enter a fax number (if applicable)

### SECTION 6 PAYMENT DETAILS

- No. 6.1 Select your preferred payment option for the certificates/document by ticking the appropriate box.

### SECTION 7 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. 7.1 Enter the name of the credit card holder whose signature appears on the card.  
No. 7.2 Enter the long number from the front of the card.  
No. 7.3 Select the type of credit card.  
No. 7.4 Select the type of currency.  
No. 7.5 Enter the date of expiry as shown on the card.  
No. 7.6 The card holder should sign here.

### 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 No. 104
- Flag State Endorsement: BMA Marine Notice No. 017
- Medical Certificate of Fitness: BMA Information Bulletin No. 103
- Offshore Certification: BMA Information Bulletin No. 105
- Tanker Certification: BMA Information Bulletin No. 106
- SSO Certification: BMA Information Bulletin No. 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: It is a criminal offence to make a false representation or submit fraudulent documents.

### IMPORTANT NOTES: DUPLICATES and /or RENEWALS

Applications for duplicates/renewals, endorsements and/or certificates need only complete the following:

Section 1:

Parts 1.1, 1.2, 1.3, 1.5, 1.6 and 1.7.

Section 2:

Part 2.1 (Tick Endorsement / Certificate for which duplicate being requested),

Part 2.4.1 (Enter Bahamas Endorsement / Certificate No. if known)

Sections: 4, 5, 6 and 7.

Section 8:

Please indicate the reason that a duplicate/renewal document is being requested. In the case of a lost document which is 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

