
Minimum Requirements for Seafarer Photographs and Signatures

Notice to ship owners, managers, Masters, Seafarers, Crew managers, Recruitment & Placement Services and Training Providers

1. Purpose

- 1.1. This Information Notice is issued by the Bahamas Maritime Authority (BMA) to provide information on the minimum specifications for the photographs & signatures required in order to issue seafarer documentation.
- 1.2. This Information Notice should be read in conjunction with BMA Information Bulletin Nos. 107 and 124 and Marine Notice 017 (MN-017).

2. Application

- 2.1. Applies to all seafarer document applications.

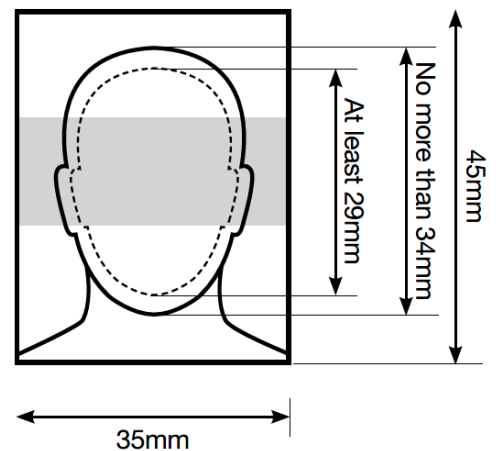
3. Minimum requirements for seafarer photographs

- 3.1. The photograph should be a passport picture that is:
 - i. Able to be printed to a professional standard and scanned to a high resolution,
 - ii. Taken within the last six months,
 - iii. In colour,
 - iv. Taken against a plain, light coloured background,
 - v. Clear and in focus,
 - vi. Without any marks or damage and
 - vii. Unaltered by computer software.
- 3.2. The picture of the seafarer must show:
 - i. A close-up of the seafarer's full head and upper shoulders,
 - ii. Contain no other objects or people,
 - iii. Be in clear contrast to the background and
 - iv. The seafarer:
 - facing forward with a neutral expression,

- with eyes open, visible and free from reflection or glare from glasses,
- with no hair in front of the seafarer’s eyes or shadows covering the seafarer’s face,
- with no head covering except for religious coverings,
- with nothing covering the seafarer’s face.

3.3. Sunglasses or tinted glasses cannot be worn. Prescription glasses used for sight correction can be worn but must be free from glare or reflections and the seafarer’s eyes must be clearly visible.

3.4. The image size, examples of acceptability and layout should be as noted in the diagrams below:



3.5. The photograph must be cropped and uploaded onto the Bahamas Online Registration Information System (BORIS) in the correct format and layout. To ensure no accidental skewing of the picture or seafarer’s features, photographs cannot be edited by the BMA once they have been uploaded to BORIS.

3.6. Photographs must be saved as a JPEG (.jpg) and have a minimum resolution of 150dpi.

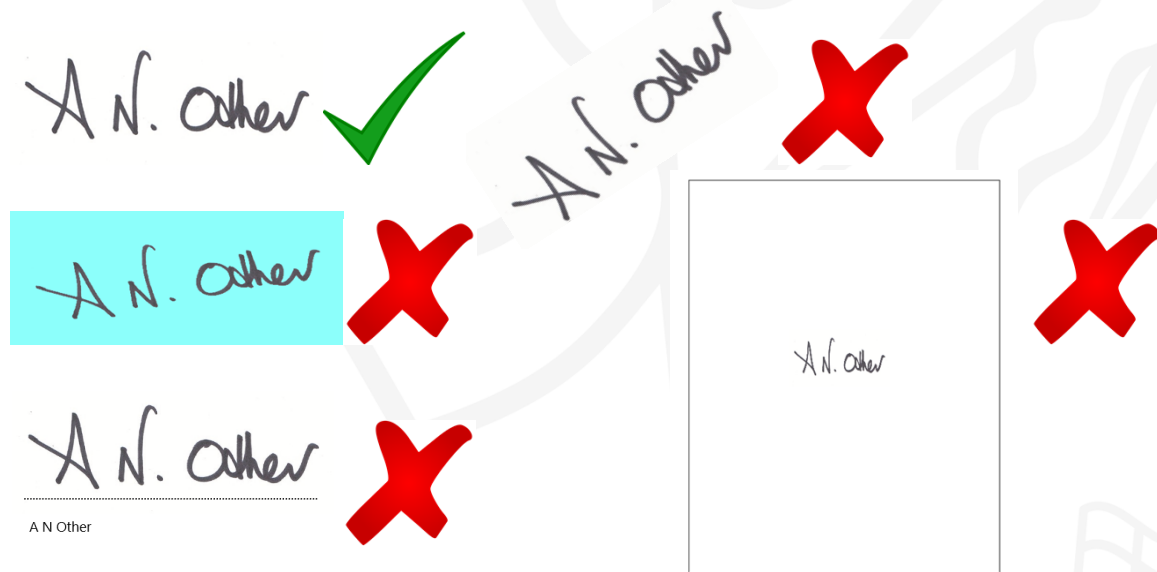
3.7. Any photograph that does not meet the above stated requirements will be rejected and this can cause delays to the issuance of the seafarer’s documentation.

4. **Minimum Requirements for Seafarer Signatures**

4.1. Seafarer signatures are now automatically added to the certification (where required) as such the following requirements relating to the format and acceptable standards of the signatures must be met.

4.2. The (single) specimen signature shall be:

- i. on a white background (in black or blue ink),
- ii. have no other text or images included i.e. not scanned from an existing document,
- iii. orientated correctly,
- iv. be 'cropped' to remove as much of the unnecessary background as possible.
- v. have a resolution no less than 150 dpi,
- vi. have a file size no greater than 2.0 Mb.



4.3. Any signature that does not meet the above stated requirements will be rejected and this can cause delays to the issuance of the seafarer's documentation.

5. Enquiries

5.1. Any enquiries relating to this Notice should be addressed to the BMA Seafarers and manning department (stcw@bahamasmaritime.com), or by contacting any BMA office.

