
Electronic STCW Certificates

1. Purpose

- 1.1. This Technical Alert is issued by the Bahamas Maritime Authority (BMA) to provide information on necessary steps to be taken by clients to obtain electronic certificates under the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended (STCW).
- 1.2. This Technical Alert supersedes Technical Alert 21-05.

2. Introduction of Electronic STCW Certificates

- 2.1. The BMA issues all STCW certificates as **Electronic Certificates**.
- 2.2. The introduction of electronic certificates means that the client will apply for endorsements or certificates via the Bahamas Online Registration Information System (BORIS). BMA staff will review the application and when the requirements are complied with the client will receive the electronic certificate/endorsement attached to an email.
- 2.3. To ensure a smooth application process, the client is requested to upload all seafarer's signatures to the seafarer's profile in BORIS manually for all endorsements that are in process.
- 2.4. Please note that an STCW document cannot be issued until the seafarer's signature is uploaded to the BORIS system.

3. Procedure to upload signature to BORIS

- 3.1. Capture the seafarer's signature as an electronic file in JPG format (maximum file size is 2 MB).
- 3.2. To upload the seafarer signature:
 - Log on to BORIS public website at <https://public.bahamasmaritime.com>;
 - go to "Seafarers">"My Seafarers" and click on name of seafarer;
 - Click "Edit Seafarer";

- Click the “Choose File” button, next to “Photo” on the seafarer profile;
 - Upload file containing signature
- 3.3. Please contact stcw@bahamasmaritime.com or contact any BMA office for further assistance.
- 4. Validity**
- 4.1. This Technical Alert is valid until further notice.