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## Validation of Discharge Certificates

Notice to ship owners, managers, Masters, Approved Nautical Inspectors, Recognised Organisations and surveyors

*Additional Text if needed (i.e. replaces BMA Information Bulletin No.xxx)*

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### 1. Purpose

- 1.1. This Information Notice is provided by the Bahamas Maritime Authority (BMA) to advise all parties of the process for validation of Bahamas issued Discharge Certificates.

### 2. Application

- 2.1. Applies to sea time on board Bahamas flagged vessels.

### 3. Validation of sea time services (Seafarer)

- 3.1. **Standard** – 30 business days – 60EUR each certificate or entry

**In office** of (The Bahamas Maritime Authority and The Bahamas High Commission London) – 125EUR **plus** 60EUR each certificate or entry

**Fast Track** – 5 business days – 250EUR **plus** 60EUR each certificate or entry

### 4. Validation of sea time process

#### Step 1 – Emailing The Bahamas Maritime Authority

- 4.1. Email the following to [dsc@bahamasmaritime.com](mailto:dsc@bahamasmaritime.com) with subject line “Val DC (STANDARD/OFFICE/FAST TRACK) - Surname”
- High definition professional quality scanned copy of discharge certificate, pdf file.
  - High definition professional quality scanned copy of passport, pdf file.
  - Complete return address and contact number.

Send

From

To

Cc

Subject  No Label

Dear Team,

Please find attached certificate of discharge and passport files, for the standard validation service.

Below are my return address and contact details:

Sebastian Ramos  
Breda Tower, Apartment no. 55  
Stradone Antonio Provolo 17  
Milan  
Italy  
05022  
+39 (0)319 455 1011

### Step 2 – Receiving the Confirmation email:

The confirmation email will include bank details for payment to be remitted electronically in EUR currency.

If your pdf files do not meet the below requirements the confirmation email will not be sent.

- High definition scanned documents using a scanning machine **NOT** smart phone scan app.
- PDF files only **NOT** jpegs or photographs.
- PDF files included in email as attachments **NOT** embedded.
- Complete address and telephone.
- State in the subject line which service is required.

Send	From	dsc@bahamasmaritime.com
	To	<a href="#">BMA Discharge Validation</a>
	Cc	
Subject		Confirmation email

Dear Seafarer,

Thank you for your email.

Payment includes delivery fees and should be remitted in the amount of 60EUR for each certificate or each individual entry, using the bank details below. Discharge certificates should be received no later than two weeks after payment is received in our bank account. The length of time the service takes starts from the date documents are received in office and not from when documents are posted. Due to the high volume of emails that we obtain, Seafarers should only email us, once they have referred to the frequently asked questions section of this information notice first.

Bank Details	Validation service fees	Postal Address
Account name: Bahamas Mar	Standard (60EUR) – 30 Business days	The Bahamas Maritime Authority STCW Department 120 Old Broad Street London EC2N 1AR
Bank: Barclays Bank Plc	Office (60 + 125 = 185EUR)	
Address: Hanover Square	Fast track (60 + 250 = 210EUR) 5 Business days	

## 5. Frequently Asked Questions:

- Which is the fastest service? **The five (5) business days service, which costs an additional 250EUR.**
- When should I receive my documents? **It can take up to thirty (30) business days/6 weeks from the date documents are received at our office but may be returned sooner. Seafarers should note this timescale includes the documents being signed by The BMA and Diplomatic Office.**
- Will I obtain confirmation that my documents are in process? **No you will not, Seafarers should use a postal service that tracks and confirms delivery of their documents to our office. Once you have received your payment receipt by email and your courier has confirmed delivery this is confirmation that the process of your certificates has started.**
- It has been 5 weeks since I have received my receipt by email but have not received documents. Email [dsc@bahamasmaritime.com](mailto:dsc@bahamasmaritime.com) for an up date.
- I will be in London and will like to use the 'In Office' service? **You should visit The Bahamas Maritime Authority office first, to have your documents stamped and signed by a member of the STCW Department [Contacts & Locations - Bahamas Maritime Authority](#). The date and time that you will be visiting our office should be confirmed by email at [dsc@bahamasmaritime.com](mailto:dsc@bahamasmaritime.com). The certificates must also be stamped and signed by a Diplomatic Officer at The Bahamas High Commission London Office [The Bahamas High](#)**

[Commission London \(bahamashclondon.net\)](http://bahamashclondon.net). The Bahamas High Commission London Office should be contacted directly to confirm if a Diplomatic Officer is available for counter stamping and signing.

6. Is there an additional fee to return my documents? **No there is not.**
7. Do I need to send original documents? **Yes and no other documents.**
8. What should I do, if my documents have been lost in transit to The Bahamas Maritime Authority? **The high definition professional quality scanned copies submitted will be similar to the original documents and can be used for processing or alternatively, you can advise if you would prefer to organise another set of documents from your Employer.**
9. Can I pay in cash? **Only in person at our office.**
10. Can I use the fast track service if you have my documents but they are unexpectedly needed quickly? **Yes you can, an email should be sent to [dsc@bahamasmaritime.com](mailto:dsc@bahamasmaritime.com)**
11. How will my documents be returned? **By courier service.**
12. Can I track my documents being returned? **Only using the five business days fast track service.**

6. **Validation of sea time services (Corporate Clients)**

- High definition professional quality scanned copy of discharge certificate, pdf file.
- Subject Line to read – Val DC (STANDARD/OFFICE/FAST TRACK)
- In the body of the email the draw down account number to be debited.

7. **Frequently asked questions**

- Refer to section 5.

