

Validation of Discharge Certificates

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

1. Purpose

- 1.1. This Information Notice is provided by the Bahamas Maritime Authority (BMA) to advise all parties of the process [for the validation of sea time for Seafarers on Bahamas-registered vessels](#).

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 for each certificate or entry


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

4. Validation of the sea time process

Step 1 – Emailing The Bahamas Maritime Authority

- 4.1. Email the following to dsc@bahamasmaritime.com with subject line “Val DC (STANDARD/OFFICE/FAST TRACK) - Surname”

- High definition professional quality scanned copy of discharge certificate, PDF file, using a flat-bed scanner.
- High definition professional quality scanned copy of passport, PDF file, using a flat-bed scanner.
- Complete return address and telephone number.



Send

From ▾

dsc@bahamasmaritime.com

To


[BMA Discharge Validation](#)

Cc

Subject


Val DC (STANDARD) - Surname

No Label ▾



Certificate of Discharge.pdf

7 KB



Passport.pdf

7 KB

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 Files accepted or Files rejected email:

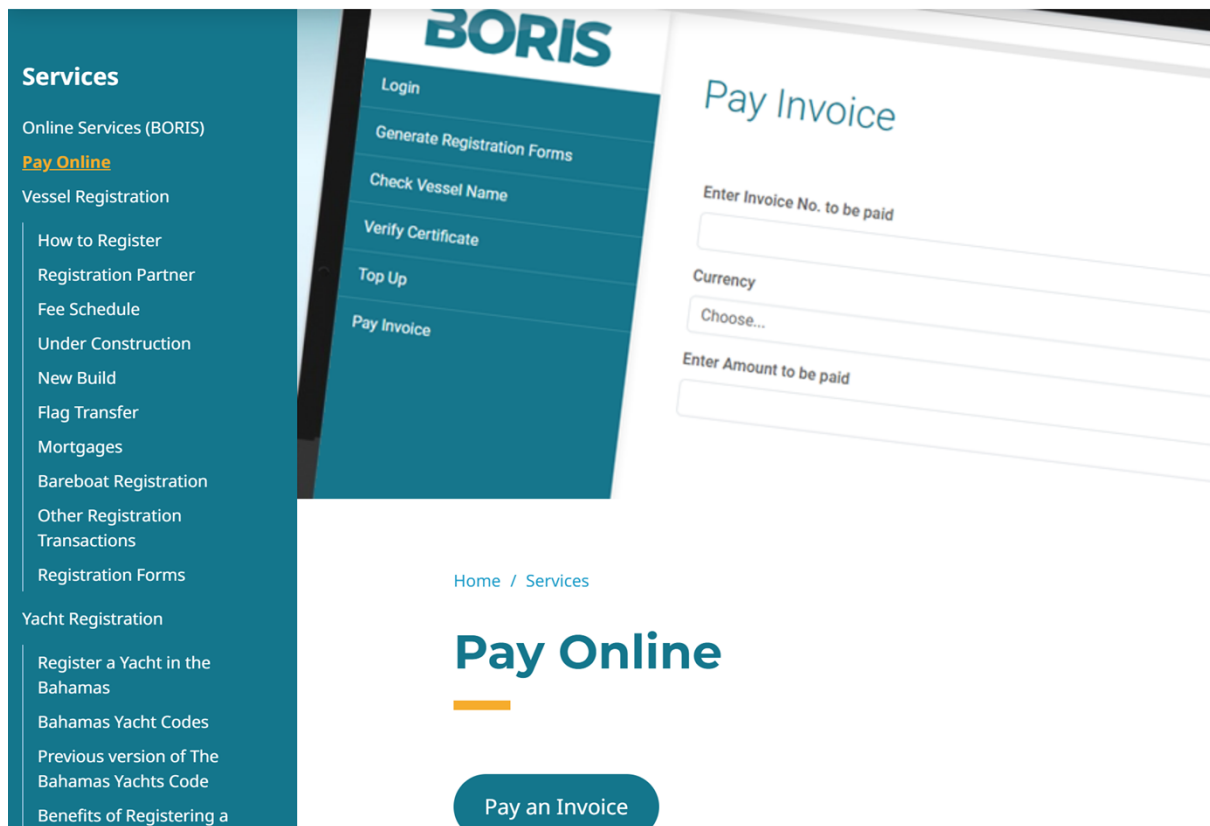
Our Administration will send an email with the subject line 'Files accepted'. All instructions will be provided within the email.

To avoid receiving the 'Files rejected' email, see the points below:

- High definition scanned documents using a scanning machine, **NOT** a smartphone 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.
- [Do not use cloud-based files.](#)

Step 3 – Invoice and Receipt

When we have received your discharge certificates in the office, you will be emailed an invoice. Seafarers should not post documents to our office unless the invoice can be settled by credit or debit card immediately through our portal [Bahamas Maritime Authority](#). We do not keep certificates without payment. Our system generates a receipt automatically once paid.



5. **Frequently Asked Questions:**

1. Which is the fastest service? **The five (5) business days service, which costs an additional 250EUR.**
2. When should I receive my documents? **It can take up to thirty (30) business days/6 weeks from the date the invoice is paid, but it may be returned sooner. Seafarers should note this timescale includes the documents being signed by the BMA and Diplomatic Office.**
3. Will I obtain confirmation that my documents are in process? **You will not. Seafarers should use a postal service that tracks and confirms delivery of their documents to our office. The complete address, as well as our department, must be included. All instruction is provided within the initial correspondence. Once you have received an invoice for settlement, and the invoice has been paid, this should be used as confirmation that the process has started. Due to the high volume of emails received, we do not confirm receipt of documents at our office.**

4. It has been 5 weeks since I received my receipt by email, but I have not received the documents. Email dsc@bahamasmaritime.com for an update.
5. I will be in London and would 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. The certificates must also be stamped and signed by a Diplomatic Officer at The Bahamas High Commission, London Office [The Bahamas High Commission London \(bahamashclondon.net\)](#). 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? [There is no additional fee.](#)
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-day 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 drawdown account number to be debited.

Revision History

Version	Description of Revision
1.0	First Issue
1.1	1.1 Issue with amendments
1.2	Document Format update
1.3	Sections 1,4,5 in light blue