
Digital version of the Seafarer Identification and Record Book

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

1. Purpose

- 1.1 This Notice provides guidance on applying for the digital version of the Seafarer's Identification and Record Book (Digital SIRB) within the Bahamas Online Registration Information System (BORIS).

2. Application

- 2.1 This Notice applies to all users of the seafarer's section of BORIS and to holders of digital versions of Bahamas-issued SIRB.

3. Introduction and General Comment – Digital SIRB

- 3.1 Companies needing access to BORIS should register via the link in the Seafarers and Manning section of the Bahamas Maritime Authority website: www.bahamasmaritime.com.
- 3.2 Registered BORIS users can securely submit electronic applications for all seafarer documents on behalf of crew employed or intended to be employed on Bahamas-registered ships
- 3.3 This includes applications for the digital SIRBs. Employers may still request a physical SIRB if needed.
- 3.4 Users are reminded to plan crew changes effectively and submit applications early to avoid delays in processing documents, including proof-of-application letters.
- 3.5 The digital SIRB is a secure electronic equivalent of the traditional paper book. All entries are created, stored, and verified electronically using digital forms and digital certificates to ensure authenticity and integrity.
- 3.6 The digital record book complies with IMO Resolution MSC.541(107), which amended STCW to allow electronic and digital seafarer documentation.
- 3.7 The digital SIRB will be hosted on the approved service providers' apps or websites.

3.8 Existing physical SIRBs remain valid, and seafarers are not required to replace physical SIRBs with a digital version. However, Seafarers can choose to carry both physical and digital SIRBs, if they wish.

4. **Application process – Seafarers’ Digital Identification & Record Book (Digital SIRB)**

4.1 Each application shall include the following supporting documentation upon application:

- A clear copy of a valid national Passport
- A clear copy of a valid seafarer medical certificate of fitness (BMA Marine Notice. 028 provides guidelines on acceptable Medical Certificates).
- A passport-size colour photograph of the applicant taken within the last 6 months. (in a JPEG (.jpg) format of at least 150 dots per inch (dpi) resolution and with a file size no greater than 2.0Mb).
- A scanned copy of the seafarer’s signature on a plain white background (in a JPEG (.jpg) format of at least 150 dots per inch (dpi) resolution and with a file size no greater than 2.0Mb).

4.2 The BORIS user should then request either a “digital” or “digital and physical” version of the SIRB in the appropriate drop-down menu. The user shall choose one approved digital SIRB service provider from the drop-down menu.

4.3 Payment should then be completed before the application can be processed. The fee for the service is in the Marine Notice 050.

4.4 Upon successful payment of fees, the applicant will receive two (2) emails. The first is the autogenerated acknowledgement letter indicating that a submission for the named seafarer has been completed. The second will be an autogenerated email from the digital SIRB provider stating that the application has been received, with further instructions for the seafarer.

4.5 The email from the digital SIRB service provider should be forwarded to the named seafarer for their action.

4.6 BORIS will show the verification status of the digital application. If the system states “verified”, the seafarer has completed the service providers verification process. If the verification process states “unverified” the seafarer is still to complete the verification process and should be prompted to complete the required actions.

4.7 Once the application is received, complete with all supporting documentation, it should be processed and issued within fifteen (15) working days from the receipt of the application.

4.8 If the Company requires documents to be processed urgently a “fast track application” option should be selected in BORIS. The provision of the “fast track” service is subject to an additional fee, and the expected service time is two (2) business days.

- 4.9 If the seafarer's record book has not been received within one (1) month from the receipt of the application, the company or individual should contact their assigned BORIS account manager. This will enable the company or the individual, and the BMA, to address any identified problems.
- 4.10 It is the responsibility of the company and the seafarer to verify that all details recorded in the identification page of the seafarer's record book are correct. This information is to be checked upon receipt, and the BMA is to be notified of any errors.
- 4.11 Any correction requests must be received within six (6) weeks of the document's issue date. Beyond this period, a corrected document cannot be issued, and a new application, inclusive of payment, will be required.

5. **Creation of sea service records into the digital version of the SIRB**

- 5.1 The approved digital SIRB service provider facilitates the creation and approval of records either through a mobile phone app or a web-based platform.
- 5.2 The approved digital SIRB service provider will provide detailed instructions for the creation and editing of records.
- 5.3 Each sea service shall be digitally approved by the ship master or the company, by following the approved digital SIRB service provider's instructions.

6. **Queries**

- 6.1 Any parties requiring information or support in relation to the digital version of the Seafarers' Identification and Record Books should contact the Seafarers and Manning Department at seafarers@bahamasmaritime.com.

Revision History

Version	Description of Revision
1.0	First Issue