



Office of  
Deputy Commissioner  
of Maritime Affairs

**THE REPUBLIC OF LIBERIA**  
**LIBERIA MARITIME AUTHORITY**

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**26 November 2024**

**Marine Operations Note: 05/2024**  
(Supersedes Marine Operations Note 03/2005)

**Subject: Certificates of Receipt of Application (CRA)**

- Reference:**
- (a) **STCW Regulation I/10.5**
  - (b) **Liberian Regulations 10.293**
  - (c) **Liberian Publication RLM-118, 11.4.2**

**Dear Shipowners, Operators, Masters, Manning And Crewing Agents:**

This note provides the Liberian Administration's policy regarding the issuance of Certificates of Receipt for both officers as required under Liberian Regulation 10.293 and also as an optional issuance for ratings as stated in this prior Marine Operations Note dated July 2005.

**Officers:** All officers reporting on board must have in hand a Liberian license or a Certificate of Receipt of Application (CRA) (see 10.293 of the Liberian Maritime Regulations).

**Ratings:** Ratings which do not have a Liberian seafarer's document when reporting onboard, may apply for a CRA, which will serve as a temporary document for up to 90 days from the date on the application.

**Applying for a CRA:**

To receive a CRA, an individual must:

- be assigned to a Liberian flagged vessel,
- present a copy of his National passport, and
- present an identity photo (1.75 inches (4.5 cm) x 1.75 inches (4.5 cm)).  
300 dpi minimum if scanned.

As previously stated, the additional requirements for officers to receive a CRA are defined in paragraph 11.4.2 of RLM 118.

Additionally, any rating with a special qualification as an engine room watch stander or navigational watch stander must present a copy of their National Certificate of Competency to receive a CRA

which reflects this competency.

**How to submit an application for a CRA:**

Requests for Certificate of Receipt of Application may be submitted either:

- through CRA authorized Filing Agents,
- by mail to this office (address below),
- by submitting scanned copies of the above documents by email to [seafarers@liscr.com](mailto:seafarers@liscr.com).

Fees: The fee for a CRA is listed in Annex 5 of RLM-118 and is currently US\$45.

For additional information, please contact Seafarers Certification and Documentation Department at +1 703-790-3434 or email: [seafarers@LISCR.com](mailto:seafarers@LISCR.com).

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