

**LIBERIAN  
REGISTRY**



## **Welcome Aboard!**

**Your Guidebook to  
the Liberian Registry**



**THE BEST OPEN REGISTRY**

**LIBERIAN INTERNATIONAL SHIP & CORPORATE REGISTRY**

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## Worldwide Offices

<b>Buenos Aires</b> argentina@liscr.com	<b>Busan</b> info@liscr.kr
<b>Dubai</b> infodubai@liscr.com	<b>Hamburg</b> hamburg@liscr.com
<b>Hong Kong</b> hongkong@liscr.com.hk	<b>Imabari</b> info@liscr-japan.com
<b>Istanbul</b> istanbul@liscr.com	<b>Leer</b> leer.operations@liscr.com
<b>Limassol</b> cyprus@liscr.com	<b>London</b> info@liscr.co.uk
<b>Manila</b> manila@liscr.com	<b>Miami</b> registrations@liscr.com
<b>Monrovia</b> corporate@liscr.com	<b>Mumbai</b> india@liscr.com
<b>Panama</b> exams@liscr.com	<b>Piraeus</b> info@liscr.gr
<b>Rio de Janeiro</b> infobrazil@liscr.com	<b>Seoul</b> info@liscr.kr
<b>Singapore</b> info@liscr.sg	<b>Tokyo</b> info@liscr-japan.com
<b>Washington, DC</b> info@liscr.com	<b>Zurich</b> info@liscr.ch
<b>Beijing/Guangzhou/Ningbo/Qingdao/Shanghai</b> china@liscr.com	

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## Contacts List

<p><b>Duty Officer: 24-hour Help Desk for Maritime Emergencies</b>                  +1 (703) 963-6216  <a href="mailto:dutyofficer@liscr.com">dutyofficer@liscr.com</a>                  Duty Officer Video Call (DOVC): <a href="https://support.liscr.com">https://support.liscr.com</a></p>	
<p><b>Vessel Registration:</b>  <a href="mailto:registrations@liscr.com">registrations@liscr.com</a></p>	<p><b>Fleet Performance:</b>  <a href="mailto:prevention@liscr.com">prevention@liscr.com</a></p>
<p><b>Flag State Inspection Follow Up:</b>  <a href="mailto:FSIFollowUp@liscr.com">FSIFollowUp@liscr.com</a></p>	<p><b>Port State Control Follow Up:</b>  <a href="mailto:PSCfollowup@liscr.com">PSCfollowup@liscr.com</a></p>
<p><b>Vessel Inspections and Audits:</b>  <a href="mailto:audit@liscr.com">audit@liscr.com</a></p>	<p><b>Internal Audit Program:</b>  <a href="mailto:internalaudits@liscr.com">internalaudits@liscr.com</a></p>
<p><b>Vessel Certification Services:</b>  <a href="mailto:vesselcertificates@liscr.com">vesselcertificates@liscr.com</a></p>	<p><b>Publications Ordering:</b>  <a href="mailto:publications@liscr.com">publications@liscr.com</a></p>
<p><b>Fleet Security:</b>  <a href="mailto:security@liscr.com">security@liscr.com</a></p>	<p><b>Marine Casualties and Investigations:</b>  <a href="mailto:investigations@liscr.com">investigations@liscr.com</a></p>
<p><b>Seafarer’s Certification &amp; Documentation:</b>  <a href="mailto:seafarers@liscr.com">seafarers@liscr.com</a></p>	<p><b>Update Contact Details:</b>  <a href="mailto:contacts@liscr.com">contacts@liscr.com</a></p>
<p><b>Regulations and Standards:</b>  <a href="mailto:regsandstandards@liscr.com">regsandstandards@liscr.com</a></p>	<p><b>Plans Approvals: SSP, SOPEP, SMPEP, VOC, BWM:</b>  <a href="mailto:planapproval@liscr.com">planapproval@liscr.com</a></p>
<p><b>Corporate Matters:</b>  <a href="mailto:corporate@liscr.com">corporate@liscr.com</a></p>	<p><b>Accounting – Corporate:</b>  <a href="mailto:acctg-corp@liscr.com">acctg-corp@liscr.com</a></p>
<p><b>Accounting – Remittances &amp; Payments:</b>  <a href="mailto:accounting@liscr.com">accounting@liscr.com</a></p>	<p><b>Accounting – Statements and General Questions:</b>  <a href="mailto:accounting-maritime@liscr.com">accounting-maritime@liscr.com</a></p>
<p><b>Accounting – Tonnage Tax Billing Inquiries:</b>  <a href="mailto:tonnagetax@liscr.com">tonnagetax@liscr.com</a></p>	<p><b>Accounting – Seafarers:</b>  <a href="mailto:accounting-seafarers@liscr.com">accounting-seafarers@liscr.com</a></p>

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## Emergency Contact: Duty Officer Help Desk

[DutyOfficer@liscr.com](mailto:DutyOfficer@liscr.com)  
+1 703 963 6216

**The Duty Officer Technical Help Desk is manned 24 hours a day, every day of the year.**

The Duty Officer can handle emergency situations and urgent matters, including:

- Dispensations
- Advise DPAs on basic PSC situations
- Schedule late notice inspectors
- Conduct initial intake for marine casualties of vessels
- Initial reporting of personal injuries or death
- Pollution occurrence
- Security alerts
- Distress alerts
- Detention response
- INMARSAT activations

### **DOVC: Duty Officer Video Call**

- Connect with one of our duty officers any time of day or night
- Provides immediate real-time solutions
- Live, high-quality service at the click of a button

[Connect now with DOVC](#)

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## The Liberian Registry's Client Portal: WayPoint

Waypoint.liscr.com

[waypointsupport@liscr.com](mailto:waypointsupport@liscr.com)

Around-the-clock access to fleet details, certificates, and inspection schedules

Using our client portal, you can expedite the process and "create a work order" to:

- Schedule Audits and Inspections
- Reserve a Vessel Name
- Order Vessel Publications
- Submit plans for approval
- Request Civil Liability Convention Certificates
- Request Armed Guard Letter
- Submit applications for vessel certificates
- Submit requests to amend/extend/cancel/close/create technical dispensation
- Submit requests to amend/cancel/create exemptions
- Submit requests to amend/cancel/create equivalences

While accessing your vessel's profile, please verify that the correct contact details for your vessels have been inputted into Waypoint. Any changes needed to your contact details listed can be made by contacting our team at [contacts@liscr.com](mailto:contacts@liscr.com).

Client User Manual is available [here](#).

Maximize your use of Waypoint and contact [waypointsupport@liscr.com](mailto:waypointsupport@liscr.com) to schedule a guided tutorial.



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## Vessel Certification Services

[Vesselcertificates@lisr.com](mailto:Vesselcertificates@lisr.com)

The Certification Services Department is responsible for issuing and validating documents and certificates that ensure the fleet's compliance with international regulations. The team assists clients in obtaining the following certificates:

- [Radio Licenses](#) (Temporary Authority and Full Term)
- [Bunker Civil Liability Convention, 2001 \(BCLC\)](#)
- [Civil Liability Convention, 1992 \(CLC\)](#)
- [Wreck Removal Certificate \(WRC\)](#)
- [Continuous Synopsis Records \(CSR\)](#)
- [Minimum Safe Manning Certificates \(MSMC\)](#)

Please note: Changes in vessel registration, including changing Recognized Organizations, ISM company, vessel name, may affect the validity of existing vessel documentation. To ensure regulatory compliance, please submit your application through our client portal, Waypoint, or directly by emailing [vesselcertificates@lisr.com](mailto:vesselcertificates@lisr.com)

*The Liberian Registry is pleased to offer owners of ships registered in non-convention States the opportunity to obtain WRC, BCLC and/or CLC liability certificates through the Registry's online certification facility, WayPoint, or by directly emailing [vesselcertificates@lisr.com](mailto:vesselcertificates@lisr.com)*

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## Satellite Services

### Inmarsat Activations

[inmarsatactivations@liscr.com](mailto:inmarsatactivations@liscr.com)

The Liberian Registry handles all Inmarsat service functions including activation, deactivation of Inmarsat mobile terminals, and the issuance of Inmarsat mobile numbers.

For Inmarsat help during HQ hours (7AM-4PM EST/EDST), please contact [inmarsatactivations@liscr.com](mailto:inmarsatactivations@liscr.com)

For help outside of HQ hours, contact the after-hours number at +1 703-217-0726. Please note that an additional fee will apply to all unscheduled or pre-scheduled after-hours services.

### Iridium Services

[iridiumservices@liscr.com](mailto:iridiumservices@liscr.com)

Iridium Global Maritime Distress and Safety System (GMDSS) terminals must be activated, and when appropriate, deactivated, by one of the Iridium GMDSS service providers recognized by the Administration.

Vessels installing Iridium terminals onboard need to submit an amendment to their current radio license. All Iridium terminals installed onboard must be listed on the vessel's Radio License.



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## Plan Approvals

[Planapproval@liscr.com](mailto:Planapproval@liscr.com)

The Regulations and Standards Department reviews and approves vessel plans in accordance with applicable IMO, ILO, and related international requirements. Plans subject to review and approval include, but are not limited to:

- Ballast Water Management (BWM) Plans
- Liquefied Gas Carrier Cargo Operations Manual
- Oil Discharging Monitoring and Control Systems (ODMCS) operational manuals
- Ship energy efficiency management plans (SEEMP)
- Ship Structure Access Manual
- Ship to Ship (STS) Operations Plans
- Shipboard Marine Pollution Emergency Plan (SMPEP)
- Shipboard Oil Pollution Prevention Plan (SOPEP)
- Volatile Organic Compound (VOC) Management Plans

For matters related to exemptions, equivalencies, or alternative arrangements under applicable conventions, submissions should also be directed to the above email for evaluation. Ship Security Plans are reviewed and approved separately by the Security Team: : [security@liscr.com](mailto:security@liscr.com)



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## Vessel Inspections and Audits

[audit@liscr.com](mailto:audit@liscr.com)

The Liberian Registry maintains a global network of qualified inspectors and auditors, strategically located in major ports worldwide to support vessel compliance and operational safety.

**Scheduling an Audit or Inspection** Clients may request audits and inspections through the following methods:

**WayPoint Platform:** Clients with WayPoint access can submit requests directly through the platform. If you do not have an account, you may register by selecting "Request a New Account." For assistance with WayPoint access or scheduling questions, please contact WayPoint Support at [waypointsupport@liscr.com](mailto:waypointsupport@liscr.com)

**Email Submission:** Clients without WayPoint access may complete the [Audit-Inspection Application Form](#) and emailing to [audit@liscr.com](mailto:audit@liscr.com).

**Initial Inspection Requirement** Newly registered vessels are required to complete their initial Annual Safety Inspection (ASI) within three (3) months of registration.



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## Combined Block Fee Agreement (C-BFA)

[bfa@liscr.com](mailto:bfa@liscr.com)

The C-BFA is a five (5)-year agreement that consolidates inspections and audits required under MLC 2006, ISM, ISPS, and Annual Safety Inspection (ASI) requirements. By aligning overlapping regulations, audits and inspections can be conducted during a single vessel visit, minimizing operational disruption and administrative burden.

### What's Included

- Issuance of DMLC Part I and review of DMLC Part II
- Initial, intermediate, and renewal inspections for Maritime Labour Certification (MLC 2006)
- Initial, intermediate, and renewal audits for ISSC and SMC
- Unlimited amendments to DMLC, ISSC, and SMC certificates Additional Benefit Discounted rates for:
  - Interim ISM / ISPS / MLC audits and inspections
  - Company Document of Compliance (DOC) audits
  - Shipboard plan review Additional audits and inspections
  - Ship Security Alert System (SSAS) verification

For enrollment and further details, please contact [bfa@liscr.com](mailto:bfa@liscr.com)



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## SeaNet Verification Services

[InternalAudits@lisr.com](mailto:InternalAudits@lisr.com)

The Liberian Registry partners with SeaNet Verification Services to provide internal audit support, connecting clients with qualified auditors to conduct ISM and ISPS internal audits worldwide.

### Benefits

- Access to experienced and professionally trained ISM / ISPS auditors
- Global network of auditors offering flexibility in audit location
- Reduced company travel expenses
- Improved efficiency by minimizing technical staff workload
- Support in meeting audit deadlines and compliance requirements

For additional information or to schedule an audit, please contact [internalaudits@lisr.com](mailto:internalaudits@lisr.com)



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## Maritime Security

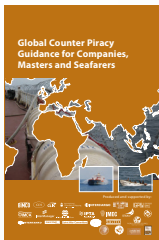
[security@liscr.com](mailto:security@liscr.com)

Our Maritime Security team is here to support you in protecting your vessels, crew, and operations. We provide guidance and oversight to ensure compliance with the International Ship and Port Facility Security (ISPS) Code, helping reduce the risk of crime, piracy, and security threats. All Ship Security Plans must be submitted to our team for review and approval. Please send submissions to: [security@liscr.com](mailto:security@liscr.com)

### Use of Private Maritime Security Companies (PMSC)

In accordance with [Marine Notice 01/2022](#), shipowners and operators of Liberian-flagged vessels must use [authorized Private Maritime Security Companies \(PMSCs\)](#) when employing armed or unarmed security personnel.

**Operating in High-Risk Areas: Anti-Piracy Checklist** Please complete and submit the [Anti-Piracy Checklist](#) to the Administration when providing notice of entry into the High-Risk Area, as defined in [Marine Security Advisory 01/2023](#). Experience has shown that applying the recommendations in this checklist assists ships in detecting, avoiding, deterring, or delaying piracy and armed robbery attacks.



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## Long-Range Identification and Tracking (LRIT)

[lrit@liscr.com](mailto:lrit@liscr.com)

The Maritime Security team supports compliance with LRIT requirements for Liberian-flagged vessels, including coordination of conformance testing and issuance of Conformance Test Reports (CTR) in accordance with SOLAS.

LRIT requires vessels to automatically transmit their identity, position, and time to support maritime security, safety, and search and rescue operations.

### Conformance Testing

All vessels must complete a conformance test upon registration or re-registration under the Liberian flag and annually thereafter, on or before the anniversary date. Tests submitted for registration must be less than one month old, except for newbuildings. Authorized Testing Provider

Testing is conducted exclusively through the Liberian Administration's Authorized Testing Application Service Provider:

### Pole Star Space Applications Ltd.

[lrittesting@polestarglobal.com](mailto:lrittesting@polestarglobal.com)

+44 (0)20 7313 7400

The process is completed remotely via the online portal and typically takes up to 48 hours. Once testing is successfully completed, results are submitted directly to the Administration and a Conformance Test Report is issued—no further action is required from the shipowner.

### Certification and Maintenance

A valid Conformance Test Report must be maintained onboard at all times and remains valid for a maximum of 12 months. A new test and certificate are required if LRIT equipment is modified, replaced, becomes unserviceable, or is found to be non-compliant. Testing is also required when a vessel is transferred or re-registered under the Liberian flag, or if it operates outside the sea area specified in the current certificate.

### Notifications

Shipowners should notify the Administration of any relevant changes, including vessel renaming, transfer of flag, or LRIT equipment issues.

Requests for amended certificates may be submitted to [LRIT@liscr.com](mailto:LRIT@liscr.com)



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## Approved Service Providers

### **Lifeboat Authorized Service Providers:**

The Liberian Registry requires that all lifeboats, rescue boats, launching appliances, and release gear on Liberian-flagged vessels are maintained, tested, and serviced by authorized providers. This ensures compliance with safety regulations and operational readiness. A current list of approved service providers is available on our website under [Lifeboat Service Providers](#).

### **Inventory of Hazardous Material (IHM) Expert Companies:**

Ships  $\geq 500$  GT must carry a valid International Certificate on IHM (ICIHM) to comply with the Hong Kong Convention and EU Ship Recycling Regulation (EU SRR). Shipowners are responsible for developing, maintaining, and updating Part I of the IHM, which documents hazardous materials in ship structures and equipment. This should be done using Administration-approved IHM

Expert Companies to ensure quality, independence, and compliance. Updated Material Declarations (MDs) and Supplier Declarations of Conformity (SDOCs) are required for all new installations containing hazardous materials. For ships preparing for recycling, the IHM (Parts I–III) and the Ship Recycling Plan must be submitted to the Administration for verification and certification prior to recycling. A current list of approved IHM Expert Companies is available on the Liberian Registry website at [Inventory of Hazardous Materials \(IHM\) Expert Companies](#) or by contacting [RegsAndStandards@liscr.com](mailto:RegsAndStandards@liscr.com)



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## Approved Service Providers

### Approved Electronic Record Books (ERBs):

The Liberian Registry allows the use of Electronic Record Books (ERBs) as an approved alternative to paper record books to satisfy MARPOL, SOLAS, and Ballast Water Management (BWM) Convention requirements. ERBs may be used for oil, cargo, garbage, and ozone-depleting substances records; engine parameters and fuel oil changeover; navigational and engine room logs; radiocommunication records; ballast water operations; and other operational logs such as medical and compass deviation logs.

ERBs provide secure, traceable, and audit-ready electronic records while reducing crew paperwork and supporting compliance during surveys and PSC inspections. Only ERBs approved by the Liberian Administration may be used. Each ERB must allow secure data storage, backup, electronic signatures, and updates without data loss. A copy of the approval letter and a Declaration of MARPOL/BWM ERB must be carried onboard.

Installation and verification must be performed by qualified personnel, ensuring proper operation, ergonomic bridge layout, and integration with ship systems where applicable. Once installed, the vessel must submit the ERB details to the Administration to obtain the onboard declaration before use.

A current list of approved ERB providers is available on the Liberian Registry website at [Electronic Record Books \(ERBs\)](#).

### Ballast Water Treatment Systems:

The Liberian Registry approves ballast water treatment systems in accordance with the International Convention for the Control and Management of Ships' Ballast Water and Sediments, 2004 (BWM Convention).

A list of approved systems is maintained on our website under Ballast Water Management - Approved Ballast Water Treatment System.

[Ballast Water Management – Approved Ballast Water Treatment System.](#)



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## Publications

[publications@liscr.com](mailto:publications@liscr.com)

In accordance with [Marine Advisory 29/2023](#), the following record books must be officially issued by the Administration, either in paper format or as an approved Electronic Record Book (ERB):

- RLM-110 Shipping Articles/Articles of Agreement Revision 2018
- RLM-112 Official Log Book
- RLM-120 Ozone Depleting Substances (ODS) Record Book
- RLM-121 Oil Record Book Part I – All ships
- RLM-121A Oil Record Book Part II – Oil tankers
- RLM-124 Ballast Water Record Book
- RLM-125 Garbage Record Book Part I (All ships that do not carry solid bulk cargoes)
- RLM-125A Garbage Record Book Part I and II Ship that carry solid bulk cargoes)
- RLM-126 GMDSS Radio Log Book
- RLM 129 Register of Lifting Appliances and Cargo Handling Gear
- RLM-333 Cargo Record Book – Ships carrying NLS

### Ordering Record Books

Additional publications can be obtained through the Registry. For a full list, please visit our [website](#).

### To place an order:

Complete the publications order form and email it to [publications@liscr.com](mailto:publications@liscr.com) or Order online via the WayPoint client portal

### Electronic Record Books (ERBs)

A list of approved Electronic Record Books is available on our website: [Approved Electronic Record Books](#)

*We* greatly value your trust as our client,  
and we would like to express our sincere  
gratitude for your business.



Headquarters: 22980 Indian Creek Drive, Suite 200, Dulles, Virginia 20166, USA  
+1 703 790 3434 • [info@liscr.com](mailto:info@liscr.com)  
Miami, USA: +1 786 936 3750 • [registrations@liscr.com](mailto:registrations@liscr.com)

[www.liscr.com](http://www.liscr.com)