

THE REPUBLIC OF LIBERIA
SEAFARERS CERTIFICATION & DOCUMENTATION
RECEIVING/FILING AGENTS MANUAL



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NOTICE:

THIS DOCUMENT IS INTENDED AS A GUIDE FOR RECEIVING/FILING AGENTS, SHIOWNERS, SHIPMANAGERS, AND SEAFARERS WITH RESPECT TO PRACTICES ESTABLISHED IN THE OFFICE OF THE DEPUTY COMMISSIONER OF MARITIME AFFAIRS. IT IS NOT INTENDED TO DEROGATE FROM OR SUBSTITUTE FOR ANY REQUIREMENTS OF THE LIBERIAN MARITIME LAW, AS AMENDED, OR THE LIBERIAN MARITIME REGULATIONS.

**SEAFARERS' IDENTIFICATION AND CERTIFICATION SYSTEM
RECEIVING/FILING AGENTS MANUAL**

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SECTION 1 INTRODUCTION

1.1 Purpose

1. This manual is promulgated for the use, assistance and guidance of all personnel performing duties as Receiving/Filing Agents in the processing of applications for Officer Certificates, Seafarers' Identification and Record Books (SIRBs), and Special Qualification Certificates (SQC). It prescribes the essential functions, which must be performed by the Receiving/Filing Agents when an application is made for Liberian Documents.
2. All Receiving/Filing Agents shall navigate to the [Seafarer Portal](#) official website and apply under the Filing Agent category to become authorized Liberian Filing Agents. Thereafter, applications can be submitted on the same website under the [SEA System](#) menu.
3. A uniform policy of screening applications is necessary for the successful operation of the Seafarers' Certification and Documentation System as required under STCW by Regulation I/14. This manual is intended to provide the instructions needed for processing such applications under this uniform policy of screening, and to provide supplementary information to clarify potential areas of confusion.
4. Persons who perform duties as Receiving/Filing Agents shall become familiar with the provisions of this manual and adhere to the requirements contained herein in order to ensure timely and efficient processing of applications and issuance of documents and certificates. The main reference for all certification and documentation can be found in *Liberian Publication RLM-118, Requirements for Merchant Marine Personnel Certification*. Specific documents can be found on the LISCR website on the [Seafarers](#) tab. Please download it from the website.

1.2 Authority

1. Liberian Maritime Law

Officer Certificates, Seafarers' Identification and Record Books and Special Qualification Certificates are issued under the authority of Sections 17 and 325 of the Liberian Maritime Law, [RLM-107](#), as specified in Section 10.325 of the Liberian Maritime Regulations, [RLM-108](#). All documents remain the property of the Republic of Liberia and may be withdrawn at any time. It may not be altered in any way nor be allowed to pass into the possession of an unauthorized person.

2. I.L.O. Convention

The Seafarers' Identification and Record Books conforms to the requirements of the International Labour Organization's Convention No. 108 (*Seafarer's Identity Documents Convention, 1958*). It is issued to seafarers of Liberian flag vessels for use when traveling to or from an assigned vessel or pursuant to instructions from the Master of such a vessel. Other uses of the book must be in conformity with Liberian regulations. I.L.O. Convention 108 does not in any way restrict the right of a member nation from preventing any particular individual from entering or remaining in its territory.

3. STCW Convention

Both Officer Certificates and the Special Qualification Certificates conform to the requirements of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended. Documents are issued to seafarers of Liberian flag vessels who form part of a navigational or engineering watch; participate in cargo loading or discharge operations aboard tankers, and gas carriers; are directly involved with passengers aboard passenger carrying vessels; who hold positions of responsibility on Mobile Offshore Units; and those who have designated safety or pollution prevention duties or as required by a ship's Minimum Safe Manning Certificate.

1.3 Organization

1. This manual is divided into SEVEN (7) Sections on a function basis. Each functional area is then divided into logical sub-sections with numbered paragraphs.

1.4 Referencing

1. Each page is identified by the publication number on the left-hand side of each page. The latest revision date along with the page numbers are at the bottom center of each page. This particular paragraph can be identified by referencing "Sub-section 1.4.1 on Page 6."

1.5 Revisions

1. Suggestions for revisions may be submitted to:

Office of the Deputy Commissioner, of Maritime Affairs, R.L.
Seafarers' Certification & Documentation Department
22980 Indian Creek Drive, Suite 200
Dulles, VA 20166 USA
or via E-mail to seafarers@liscr.com

SECTION 2 GENERAL REQUIREMENTS

2.1 Medical Requirements

All applicants' documents, except as stated below, shall be required to have a physical examination reported on Physical Examination Report/Certificate Form RLM-105M, RLM-105M-2, or national medical certificate compliant with STCW Regulation I/9 & MLC-2006 and as completed by a licensed medical practitioner. The physical examination must be conducted no more than 24 months prior to the date of making an application.

The report shall indicate that the applicant was examined for hearing, vision and general physical condition.

Applicants should refer to the "List of Approved Medical Practitioners" listed on the LISCR website under the Seafarers tab, located in the Medical Program section as [Approved Medical Practitioners](#) to find eligible medical practitioners.

1. The following additional minimum requirements shall apply:
 - I. All applicants must have unimpaired hearing for normal sounds.
 - II. All applicants must have average blood pressure (take age into consideration).
 - III. Applicants afflicted with or having medical histories such as follows shall be disqualified for Seafarers' identity documents: epilepsy, insanity, senility, alcoholism, tuberculosis, acute venereal disease or neuro-syphilis, and/or the use of narcotics.
2. A copy of Form RLM-105M, RLM-105M-2 or other national medical examination form compliant with STCW Regulation I/9 or MLC-2006 must accompany the application.
3. The applicant should retain a copy of the Form RLM-105M or RLM-105M-2 as evidence of physical qualification while serving on board Liberian flag vessels.

2.2 Acceptance/Rejection of Applications

1. Upon final review by the Seafarers' Certification & Documentation Department, the Receiving/Filing Agent will be notified by email of acceptance or rejection of an application. In addition to e-mail the Receiving/Filing Agent shall be able to see the status of each submission within their SEA System account.
2. When an application is approved, the documents will be sent to the mailing address indicated on the work order application. It is highly recommended that the Receiving/Filing Agent's mailing address be used to avoid delivery difficulties.
3. Under no circumstances should a Post Office Box address be used by a Filing Agent or individual seafarer receiving documents by courier.

Courier services are required to ensure prompt and safe delivery, and the courier fees will be charged even if payment for same was not included with applications, to the Receiving/Filing Agent or other receiving party as designated.

4. Rejection of Application

- I. When applications are rejected, an email is sent to the Receiving/Filing Agent, ordering agent (or applicant, if filed directly) explaining the reason(s) for rejection.
- II. Common reasons for rejection include lack of supporting documentation, insufficient funds, missing or inadequate quality of photographs, and incomplete application.
- III. The rejected application may be resubmitted via [Seafarer Portal](#) through the [SEA System](#) menu.

2.3 Officer Certificate, SIRB and SQC Replacement

1. If the SIRB becomes filled with entries, requires alteration or becomes damaged, application for a replacement SIRB should be made immediately.
2. If an Officer Certificate or SIRB is stolen, lost or accidentally destroyed, notification to support the claim of lost, stolen or destroyed certificate/SIRB should be given immediately to the Office of the Deputy Commissioner, R.L., in Dulles, VA, and an application made for a replacement SIRB via the Seafarer Portal within the Agent's SEA System account.
3. All SQCs issued under the Seafarers' Certification & Documentation system will be replaced if and when a replacement SIRB application is made, provided the applicant request and provide the same supporting documentation.

2.4 Mailing Address for Applications

Completed applications with all supporting documentation can be mailed to:

Office of the Deputy Commissioner, of Maritime Affairs, R.L.
Seafarers' Certification & Documentation Department
22980 Indian Creek Drive, Suite 200
Dulles, VA 20166 USA

Use of Agent's SEA System account within the Seafarer Portal is recommended

2.5 Applications

Application forms are available online through the LISCR website under the [Seafarers](#) tab.

SECTION 3 FORM RLM-273/279, SEAFARERS' IDENTIFICATION AND RECORD BOOK APPLICATION

3.1 Purpose

Form RLM-273/279 is to be used by seafarers to apply for initial, renewal or replacement Liberian Seafarers' Identification and Record Books. Information obtained from Form RLM-273/279 will be entered in the SIRB and then kept (except for Personally Identifiable Information) in secured computer and biographical files for storing and reporting information within the Seafarers' Certification and Documentation System. It is therefore important that all information requested be accurately provided on the application to avoid rejection.

3.2 Filing

All applications for Seafarers' Identification and Record Books may be filed through a Receiving/Filing Agent duly authorized by the Office of the Deputy Commissioner of Maritime Affairs in Dulles, VA.

3.3 Required Approvals

1. Applications are subject to the approval of the Office of the Deputy Commissioner of Maritime Affairs, Republic of Liberia.
2. For initial applications, approvals are required first by the Receiving/Filing Agent and finally by the Seafarers' Certification & Documentation Department.
3. Renewal and replacement applications for SIRBs require only the approval of the Seafarers' Certification & Documentation Department.

3.4 Receiving/Filing Agent Review and Acceptance Process

1. Initial applications made for Seafarers' Identification and Record Books on Form RLM-273/279, the *Application for Seafarers' Identification and Record Book and Special Qualifications*, must go through the following review and acceptance process.
2. The instructions for RLM-273/279 must be carefully reviewed and followed.
3. All applicable information must be entered in English. If the documents presented are not in the English language, a certified translation of the documents into English must be enclosed with the application. These certified translations must identify the translator for verification purposes.
4. The following documents, letters and/or proofs must be submitted along with the application form:

- I. Two Photographs – Applicant should not wear a hat while being photographed. Facial front view of applicant, passport size, taken within two years preceding application. Photo should be 1.75" X 1.75" (45mm X 45mm) and portray a good likeness of and satisfactorily identify the applicant. Applications received with poor quality photos will be rejected.
 - II. Physical Examination Report/Certificate - Form RLM-105M or RLM-105M-2 or national certificate compliant with STWC Reg I/9 (See 2.1, Medical Requirements, Page 7.)
 - III. An Identity Document - A copy of a valid passport, seafarer's I.D. Book from his/her nation, or other official national identity document (e.g., Hong Kong Certificate of Identity, birth certificate, certificate of naturalization, baptismal certificate, or parish record recorded within one year of birth). For international voyages, the seafarer's national passport is required.
 - IV. Evidence of Basic Training - Certification evidence showing receipt of Basic Training (See 6.1.3 of [RLM-118](#), [Marine Operations Note 04/2024](#) and [Marine Advisory 33/2025](#)).
 - V. A letter of commitment of employment from a shipping company for service aboard a Liberian flag merchant vessel; (as evidenced in SEA System by the Filing Agent's naming of the seafarer's vessel).
5. Applications for renewal should include a copy of the previous SIRB's identification pages 1 & 2 showing identity, current copy of national passport and physical examination report.
 6. Each Receiving/Filing Agent must take the following final precautions against the issuance of fraudulent seafarers' Identity Documents.
 - I. Review those sections of the application required to be completed by the applicant to ensure completeness and accuracy referring to Sections 3.6 and 3.7, as necessary.
 - II. Witness applicant signing the application.
 - III. Verify the photographs and identify documents submitted as legitimately belonging to the applicant.
 - IV. Sign the application and complete the section of the application reserved for Receiving/Filing Agents.
 - V. Submit verification of National CoCs.
 7. Failure to ensure proper completion of the application or submission of required supporting proofs will result in rejection or delay in the processing of the application by the Seafarers' Certification & Documentation Department.

3.5 Special Qualification Certificates (SQC)

1. Applicants needing both a Liberian Seafarers Identification and Record Book (SIRB) and one or more Special Qualification Certificates should complete both sides of the application form RLM-273/279. LIST ALL SQCs THAT YOU ARE APPLYING FOR.
2. Applicants already having a SIRB should complete boxes 1, 2, and 18, and then sign. Turn page over and complete the back section. Additional photos are not required. See section 4.0 of this publication for more information.
3. Special Qualification Certificates previously issued will be re-issued with charge when the SIRB is renewed. It is necessary to re-apply for these SQCs.

3.6 Submission of Electronic Applications Preferred

1. Filing Agents should submit applications through the use of LISCR's online electronic system. It uses a web-based system available to all Authorized Liberian Filing Agents to submit applications to LISCR's Seafarers' Certification & Documentation Department, securely and quickly while allowing for the Agent to acquire CRA's for all applicants.
2. Please note that Authorized Liberian Filing Agents are strictly accountable for all seafarer applications they submit, particularly in cases where fraud is suspected.
3. Updated support for ship owner/operators and all seafarers aboard Liberian ships is integrated within SEA System's CREW360 module by providing international and sanction-related compliance checks.

**REPUBLIC OF LIBERIA
OFFICE OF THE DEPUTY COMMISSIONER**

ANNEX 3

APPLICATION FOR SEAFARERS' IDENTIFICATION BOOK AND SPECIAL QUALIFICATION CERTIFICATES

1. LAST NAME (FAMILY NAME)		2. FIRST NAME (GIVEN NAME)		3. MIDDLE INITIAL	
4. DATE OF BIRTH MONTH DAY YEAR		5. PLACE OF BIRTH CITY COUNTRY		6. CITIZENSHIP	
7. HEIGHT FEET INCHES		8. WEIGHT POUNDS	9. HAIR COLOR	10. EYES COLOR	11. SEX Δ MALE Δ FEMALE
12. DISTINGUISHING MARKS (SCAR, BIRTHMARK, TATTOOS, ETC.)			13. FOR I.D. BOOKS ONLY: Δ NEW BOOK Δ BOOK RENEWAL Δ BOOK REPLACEMENT		
14. FOR BOOK RENEWAL, PLEASE GIVE THE OLD BOOK NUMBER, FOR BOOK REPLACEMENT, GIVE OLD NUMBER, IF KNOWN, AND GIVE REASONS FOR THE NEED TO REPLACE THE I.D. BOOK.					
15. SEAFARER'S PERMANENT ADDRESS			16. MAILING ADDRESS FOR DOCUMENTS		
17. OFFICERS ONLY – LIST CURRENT LIBERIAN CERTIFICATE HELD AND/OR THE OFFICER'S CERTIFICATE APPLYING FOR.					
18. CURRENT I.D. BOOK NUMBER _____ LIST ALL SPECIAL QUALIFICATION CERTIFICATES APPLYING FOR:					
19. REQUIRED DOCUMENTS FOR BOOK APPLICANTS 1. THIS FORM COMPLETED AND SIGNED BY APPLICANT AND FILING AGENT 2. TWO PASSPORT SIZE PHOTOGRAPHS SHOWING FACIAL FRONT VIEW. (ATTACH TO THIS FORM) 3. ACCEPTABLE PROOF OF IDENTIFICATION, SUCH AS A COPY OF A PASSPORT 4. PROOF OF STCW BASIC TRAINING 5. COPY OF PHYSICAL EXAMINATION CONDUCTED WITHIN PAST 24 MONTHS 6. REQUISITE FEE				<hr/> I.D. BOOK APPLICANTS: PLEASE ATTACH TWO 1.75" X 1.75" (45 CM. X 45 CM.) PHOTOGRAPHS HERE.	
20. REQUIRED DOCUMENTS FOR SPECIAL QUALIFICATION APPLICANTS 1. THIS FORM COMPLETED FRONT AND BACK AND SIGNED BY APPLICANT AND FILING AGENT 2. COPY OF PHYSICAL EXAMINATION CONDUCTED WITHIN THE PAST 24 MONTHS 3. COPIES OF SUPPORTING DOCUMENTATION, SUCH AS TRAINING SCHOOL CERTIFICATES AND GOVERNMENT ISSUED CERTIFICATES AND LICENSES 4. REQUISITE FEE					
21. _____ APPLICANT TO SIGN IN PRESENCE OF RECEIVING/FILING AGENT 22. _____ SIGNATURE OF RECEIVING/FILING AGENT 23. _____ NAME OF AGENCY OR COMPANY/ DATE OF APPLICATION					

SEA SERVICE: LIST AND SUBMIT PROOF OF AT LEAST THE MINIMUM SERVICE REQUIRED TO ESTABLISH ELIGIBILITY FOR THE SPECIAL QUALIFICATION CERTIFICATE REQUESTED. MOST RECENT SERVICE SHOULD BE LISTED FIRST.

NAME OF VESSEL (M.V. or S.S)	VESSEL TYPE (TANKER, OBO)	GROSS TONS KILOWATTS	FLAG	VESSEL OPERATOR	JOB	PERIOD OF SERVICE		TOTAL SERVICE		
						FROM	TO	YEARS	MONTHS	DAYS

DESCRIPTION OF SPECIAL QUALIFICATION CERTIFICATES NOW HELD, IF ANY

NATIONAL CERTIFICATE HELD	(THIS SPACE FOR EVALUATOR USE ONLY)	CERTIFICATE NUMBER	ISSUING COUNTRY	DATE ISSUED	DATE EXPIRES

GENERAL INSTRUCTIONS:

- Age, experience, and medical requirements for “SEAFARER IDENTIFICATION AND RECORD BOOKS,” and “SPECIAL QUALIFICATION CERTIFICATES” are listed in “REQUIREMENTS FOR MERCHANT MARINE PERSONNEL CERTIFICATION,” publication fee is in Annex 5 of RLM-118.
- Fee for an original, renewal, or replacement ID BOOK is listed in Annex 5 of RLM-118. There is no penalty if the I.D. BOOK has expired. Fee for each SPECIAL QUALIFICATION CERTIFICATE is listed in Annex 5 of RLM-118, except for, “JUNIORORDINARY SEAMAN,” “WIPER,” AND “G.P. TRAINEE,” which are FREE with the BOOK, BUT MUST BE APPLIED FOR.
- Fees are payable in US Dollars by Bank Draft or Certified Check (no Personal Checks can be accepted) and are payable at a Bank located in the United States, payable to “LISCR, LLC – Maritime Account VA.,” or by CREDIT CARD using the form found in Annex 6 of RLM 118.
- FILING AGENTS will send completed applications and fees to any REGIONAL OFFICE, or direct to:

**DEPUTY COMMISSIONER OF MARITIME AFFAIRS, R.L.
LIBERIAN INTERNATIONAL SHIP & CORPORATE REGISTRY
SEAFARERS’ CERTIFICATION & DOCUMENTATION
22980 Indian Creek Drive, Suite 200
Dulles, Virginia, USA 20166**

- SEAFARERS must have a LIBERIAN SEAFARERS IDENTIFICATION AND RECORD BOOK or have submitted an application for same in order to apply for a SPECIAL QUALIFICATION CERTIFICATE.
- Applicants for SPECIAL QUALIFICATION CERTIFICATES and applicants renewing I.D. BOOKS should submit a copy of PAGE 2 of their current BOOK.
- Applicants should keep a photocopy of their completed APPLICATION as evidence that a LIBERIAN CERTIFICATE IS PENDING; however, a CRA is preferred.

3.8 Step-by-Step Completion Guide

1	Last (Family Name) Name	Last name as entered by the applicant.
2	First (Given Name) Name	First name as entered by the applicant.
3	Middle Initial	Middle Initial as entered by the applicant.
4	Date Of Birth	Birth date as entered by applicant.
5	Place Of Birth	City and Country of birth as entered by the applicant.
6	Citizenship	Citizenship as entered by the applicant.
7	Height	Physical characteristics as entered by the applicant. In the event that height and weight are not entered in feet and inches and in pounds, the Receiving/Filing Agent is to use the conversion chart in Section 4 for this purpose.
8	Weight	
9	Color Of Hair	
10	Color Of Eyes	
11	Sex	
12	Distinguishing Marks	
13	I.D. Book Applicants	Indicate if applying for new, renewal, or replacement.
14	Details Of Replacement	Provide old book number, if known. Reason for needing a new or replacement book.
15	Home Address	Where the seafarer lives when not at sea.
16	Mailing Address For Documents	In most cases, this will be the address of the Receiving/Filing Agent.
17	Officers Only	List current Liberian Officer Certificate now held. If applying for an Officer Certificate, list here.
18	This Section Is For Special Qualification Applicants	List all Liberian Special Qualification Certificates now applying for.
	Back of Form is for Sea Service Recordation	List sea service sufficient to qualify for the Special Qualification Certificate desired.
19	Required Documentation for Book Applicants	To be completed by Receiving/Filing Agent as checklist to ensure required documentation has been submitted.
20	Required Documentation For Special Qualification Applicants	To be completed by Receiving/Filing Agent as checklist to ensure required documentation has been submitted.
21	Applicant's Signature	Applicant's signature.
22	Identification Of Receiving/Filing Agent	Receiving/Filing Agent's name, signature, title, and company.
23	Company	If the Agent is <u>not</u> a direct employee of the Receiving/Filing Agent on whose behalf he/she is acting, each application must be forwarded to the Receiving/Filing Agent for review, countersignature, and transmittal to the Administration. The designated employee of the Receiving/Filing Agent will review the application and attachments, print the name of his/her company on line 23, and countersign the application in space 31 as follows: "Reviewed by (signature)" and print his/her own name beneath his/her signature.

SECTION 4 FORM RLM-273/279, CERTIFICATION OF SPECIAL QUALIFICATIONS APPLICATION

4.1 Purpose

Form RLM-273/279 is to be used by seafarers to apply for Special Qualification Certificates. Information supplied on this form is used to determine if the candidate is qualified for the appropriate endorsement. It is therefore essential that all information requested be accurately provided to avoid rejection.

4.2 Applications

1. Application for one or more Special Qualification Certificates (SQC) may be made on one form.
2. Both sides of the application must be completed.
3. A photocopy of the application should be provided to and retained by the applicant as evidence that the seafarer's application is being processed.

4.3 Required Documents

1. Physical Examination Report/Certificate is **NOT** required.
2. Supporting Documents
 - I. Copies of equivalent national documents, or pages from applicants' national Identity Document attesting to the qualification of the applicant for the SQC applied for.
 - II. An English language translation is required for documents not printed in English.
 - III. Documents not specifically supporting the request should not be sent. For example, do not send the applicant's firefighting certificate if applicant is applying for survival craft crewman.
3. Proof of Sea Time
 - I. It is only necessary to show proof of sea time for the SQC sought. It is not necessary to send proof of the applicant's entire seagoing career.
 - II. The required sea time for each Special Qualification may be found in the RLM-118 which is a part of the Combined Publications Folder RLM-300.
 - III. All applicants must show proof of having received Basic Training.
 - IV. Do not send photographs for a Special Qualification Certificate.

SECTION 5 FORM RLM – 105, APPLICATION FOR OFFICER CERTIFICATE OF COMPETENCE

5.1 Purpose

Form RLM-105 is to be used by seafarers to apply for initial, renewal, and replacement Liberian Officer Certificates of Competency. Information from the Form RLM-105 is used in the computer biographical files for storing and reporting information in the Seafarers' Certification and Documentation system. It is important that all information requested be accurately provided on the application to avoid rejection and potential fraud charge.

It is particularly important that the Receiving Filing Agent witness signatures of the applicants and visually sight the original documents that are used as supporting documents with the application.

5.2 Filing

1. Applications for Officer Certificates must be filed by agents duly authorized by the Office of the Deputy Commissioner of Maritime Affairs, R.L.
2. Individual filing is possible through LISCR's Seafarer Portal which is available on the LISCR website located under Online Portals as [Seafarer Certification Application](#) for documents.

5.3 Required Approvals

1. All applications are subject to evaluation by the Office of the Deputy Commissioner of Maritime Affairs, R.L.
2. Certain nations' officer certificates have been fraudulently reproduced. Therefore, all National COC's are required to be verified prior to sending them to LISCR for endorsement.

5.4 Receiving/Filing Agent Review and Acceptance Process

1. Applications for new issue, replacement, or renewal of an Officer Certificate are to be made on form RLM-105.
2. Please follow the instructions carefully by filing out the form. It is particularly important that both the cover letter and the application state exactly what type and grade of Officer Certificate is to be issued. Agents may duplicate the forms, subject to 1. above.
3. Applications must be completed in the English language. Supporting documents must be in English or supplied with a translation.
4. The following documents should be submitted with the application.
 - 5.4.1.1 Two or more passport size photos. Two are required for issuance of the Officer Certificate, and one goes to the file. If a CRA is requested, then a third photo is required. A front view with the applicant not wearing a hat or tinted glasses is expected. Applicant's name should be printed on the back of the photo.

- 5.4.1.2 Physical Examination Report/Certificate – Forms RLM-105M & RLM-105-2. Only one form is needed when the applicant is applying for an I.D. Book, SQCs, and an Officer Certificate.
 - 5.4.1.3 Copies of all current Officer Certificates and evidence of compliance with all STCW requirements. Please do not send original certificates.
 - 5.4.1.4 A letter of assignment to employment aboard a Liberian flagged vessel.
5. Each Filing Agent shall carefully review the original documents to ensure that they are current and not fraudulent. The Filing Agent shall verify with the issuing authority that the document is valid and current.
 6. Signatures on the applicant's documents shall be compared to the signature of the applicant on his/her application. Photographs shall be compared to the way the applicant actually appears. Old photographs shall be rejected.
 7. Incomplete applications and lack of a comprehensive cover letter will delay the issuance of documents. No processing is performed on an incomplete application.



**REPUBLIC OF LIBERIA
OFFICE OF THE DEPUTY COMMISSIONER**

ANNEX 1

APPLICATION FOR OFFICER CERTIFICATE OF COMPETENCE

PART I. PERSONAL DESCRIPTION AND INFORMATION: (Type or print clearly)

1. LAST NAME (FAMILY NAME)	FIRST NAME(GIVEN NAME)	Middle Initial	2. Date of Birth month day year	3. Place of Birth (City and Country)
4. Permanent address (street, city and country).			5. Address to which certificate is to be mailed.	
6. Name and relationship of person to be notified in emergency.			7. Citizenship	8.Height
10. Address of person named in 6 (If same as 4, write "same").			11. Color of hair	12. Color of eyes
			13. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	

PART II. DESCRIPTION OF HIGHEST GRADE LIBERIA AND FOREIGN OFFICER CERTIFICATE NOW HELD, IF ANY

	Grade of Officer Certificate	Certificate No.	Date Issued	Date Expires	Country of Issue
(a) Liberia					Liberia
(b) Foreign					
(c) GMDSS					

COMPLETE ONLY IF NATIONAL OFFICER CERTIFICATE DOES NOT REQUIRE TRAINING AS OUTLINED ON PAGE 4.

TRAINING Name of School and address	Dates Attended		Type of Certificate Receive Upon Graduation
	From	To	

PART III. ELIGIBILITY BASIS ON WHICH APPLICATION IS MADE

Complete either A, B or C, whichever is appropriate, by placing an "X" in the proper box.
Applicants for examination are further required to complete Items 14 through 18.

A	I hereby apply for issuance of a Liberian officer certificate in a grade equivalent to my foreign officer certificate described in Part II (b) above. Applicants for engineer certificate must indicate mode of propulsion qualified for and desired: (e.g.: Steam, Motor, Steam & Motor).	
B	I hereby apply for renewal of my Liberian officer certificate described in Part II (a), above.	
C	I hereby apply for examination in the grade of:	

14. The documents indicated below will be submitted by me to the Test Supervisor:
 Seafarer's Book or Card No. Passport No. Liberian Certificate No.

15. Test Center at which examination will be taken (see para. 10 page 4).

16. Date on which will report for examination.

17. Language in which require examination questions.

18.

19. Name of vessel on which now serving (or will join).

PART IV. AFFIDAVIT OF APPLICANT CERTIFICATE CANNOT BE ISSUED UNLESS APPLICANT SIGNS LABEL IN BLOCK #21

I hereby affirm that all information provided by me in this application and its supporting documents and proofs are true and correct to the best of my knowledge and belief; further, that no certificate issued to me heretofore by any Government has ever been revoked or suspended; or, if revoked or suspended, a full explanation of the circumstances is attached hereto and made part of this application.

20. Date of Application	21. Signature of Applicant on Label
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DO NOT WRITE BELOW THIS LINE (For Use of Office of the Deputy Commissioner). STCW 1978 Certificate STCW 1995 Certificate

	GMDSS REST.	NWO	M (NT)	EWO	Steam	RTO-S	RT-PHONE	OIM	Date and Initials of Grader
	GMDSS GEN.	NWO	MATE (NT)	EWO	Motor	RTO-2	APPROVED	BS	
	GMDSS 1st Cl.	CM	CE (NT)	IAE	Steam & Motor	RTO-1	REJECTED	BCO	
	GMDSS 2nd Cl.	M	AE (LM)	CE	RADAR OBSRVR	RTO-GENERAL	REJECTED	MS ETO	

PREVIOUS EDITIONS OF THIS FORM MAY NOT BE USED

PART V. CERTIFICATE VERIFICATION

The undersigned filing agent confirms that they have verified and confirmed with the certificate's issuing authority that the original foreign office Certificate of Competence as described in Part II(B) is a valid original certificate. An attached copy of the verification is provided on the application.

PART VI. SEA SERVICE		List and submit proof of at least the minimum service required during the last five years or more to establish eligibility for the officer certificate requested. If you list service aboard Liberian Flag Vessels in an officer capacity, you must describe the Liberian officer certificate held in Part II(a).													
Propulsion		Deck Officers list				PERIOD OF SERVICE						TOTAL SERVICE			
Steam or Motor)	Name of Vessel	Gross Tons/Engineers list kW Propulsion Power	Flag	Name of Managing Operator	Capacity in which served	From			To			years	months	days	
						day	month	year	day	month	year				

PART VII. NAUTICAL, ENGINEERING OR RADIO SCHOOLS ATTENDED. (To be completed by all applicants claiming school attendance to supplement or in lieu of seervice.)

Name of School	Address	Dates Attended		Type of Degree or Diploma Received upon Graduation
		From	To	

PART VIII. APPLICANTS FOR RADIO OPERATORSCERTIFICATE MUST READ AND SIGN THIS OBLIGATION:

By affixing my signature below, I acknowledge that I am obliged to ensure and maintain the secrecy of all telecommunications of which I may gain knowledge in the course of my services, and that I am likewise obliged not to reveal the existence or contents of any correspondence to anyone other than the addressee. My signature further acknowledges that, if I should breach these obligations, my Certificateof Competence issued pursuant to this application may be suspended and/or revoked.

Signature

PART VIII. APPLICANTS FOR OFFICER'S CERTIFICATE AT THE MANAGEMENT LEVEL MUST SIGN THIS AFFIDAVIT/ACKNOWLEDGMENT.

These applicants include Master and Chief Mate applicants for service on board ships of 500 gross tonnage or more, as well as Chief Engineer and First Assistant Engineer applicants for service on board ships powered by main propulsion machinery of 750 kW propulsion power or more.

I hereby acknowledge and affirm that I have received from the Administration a copy of the publication RLM-105A ("Familiarization with the National Maritime Legislation") which I will review to ensure that I become familiar with the national maritime legislation of the Republic of Liberia relevant to the functions to be performed by me for which I have applied to be certificated.

Signature

**PHYSICAL EXAMINATION REPORT/CERTIFICATE
DEPUTY COMMISSIONER OF MARITIME AFFAIRS**

ANNEX 2

THE REPUBLIC OF LIBERIA

LAST NAME OF APPLICANT			FIRST NAME			MIDDLE INITIAL		
DATE OF BIRTH			PLACE OF BIRTH			SEX		
MONTH	DAY	YEAR	CITY	COUNTRY		MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>	
EXAMINATION FOR DUTY AS:				MAILING ADDRESS OF APPLICANT:				
MASTER	<input type="checkbox"/>	RATING	<input type="checkbox"/>					
MATE	<input type="checkbox"/>	MOU DECK	<input type="checkbox"/>					
ENGINEER	<input type="checkbox"/>	MOU ENGINE	<input type="checkbox"/>					
RADIO OFF	<input type="checkbox"/>	SUPERNUMERARY	<input type="checkbox"/>					
MEDICAL EXAMINATION (SEE PAGE 2) STATE DETAILS ON PAGE 2								
HEIGHT	WEIGHT	BLOOD PRESSURE	PULSE	RESPIRATION	GENERAL APPEARANCE			
VISION:		RIGHT EYE	LEFT EYE					
WITHOUT GLASSES		_____ / _____	_____ / _____					
WITH GLASSES		_____ / _____	_____ / _____					
DATE OF LAST COLOR VISION TEST (Month/Day/Year) _____				Testing Required every 6 years				
COLOR VISION MEETS STANDARDS IN STCW CODE, TABLE A-1/9?				YES <input type="checkbox"/> NO <input type="checkbox"/>				
COLOR TEST TYPE: BOOK " LANTERN " CHECK IF COLOR TEST IS NORMAL				YELLOW <input type="checkbox"/> RED <input type="checkbox"/> GREEN <input type="checkbox"/> BLUE <input type="checkbox"/>				
HEARING:			RT. EAR _____ LEFT EAR _____					
HEAD AND NECK			HEART (CARDIOVASCULAR)					
LUNGS			SPEECH (DECK/NAVIGATIONAL OFFICER AND RADIO OFFICER) IS SPEECH UNIMPAIRED FOR NORMAL VOICE COMMUNICATION?					
EXTREMITIES:								
UPPER _____			LOWER _____					
IS APPLICANT SUFFERING FROM ANY DISEASE LIKELY TO BE AGGRAVATED BY, OR TO RENDER HIM UNFIT FOR SERVICE AT SEA OR LIKELY TO ENDANGER THE HEALTH OF OTHER PERSONS ON BOARD? IF YES, EXPLAIN IN DETAILS OF MEDICAL EXAMINATION ON PAGE 2.								
SIGNATURE OF APPLICANT _____			DATE OF EXAM _____			EXPIRY DATE _____		
THIS SIGNATURE SHOULD BE AFFIXED IN THE PRESENCE OF THE EXAMINING PHYSICIAN.								
THIS IS TO CERTIFY THAT A PHYSICAL EXAMINATION WAS GIVEN TO: _____ (NAME OF APPLICANT)								
(HE) (SHE) IS FOUND TO BE (FIT) (NOT FIT) FOR DUTY AS A: (MASTER, MATE, ENGINEER, RADIO OFFICER, RATING, MOU DECK, MOU ENGINE or SUPERNUMERARY). IF EMPLOYED AS A WATCHSTANDER (HE) (SHE) IS FOUND TO BE (FIT) (NOT FIT) FOR LOOKOUT DUTIES?								
NAME AND DEGREE OF PHYSICIAN _____								
ADDRESS _____								
NAME OF PHYSICIAN'S CERTIFYING AUTHORITY _____								
DATE OF ISSUE OF PHYSICIAN'S CERTIFICATE _____								
SIGNATURE OF PHYSICIAN _____					DATE OF EXAMINATION: _____			
This certificate is issued by authority of the Deputy Commissioner of Maritime Affairs, R.L. and in compliance with the requirements of the Maritime Labour Convention, 2006 for the Medical Examination of seafarers. The Medical Certificate shall be valid for no more than two (2) years from the date of the Examination for those over 18 years of age and for no more than one (1) year for those under 18 years of age.								

MEDICAL REQUIREMENT

All applicants for an officer certificate, Seafarer's Identification and Record Book or certification of special qualifications shall be required to have a physical examination reported on this Medical Form completed by a certificated physician. The completed medical form must accompany the application for officer certificate, application for seafarer's identity document, or application for certification of special qualifications. This physical examination must be carried out not more than 24 months prior to the date of making application for an officer certificate, certification of special qualifications or a seafarer's book. Such proof of examination must establish that the applicant is in satisfactory physical condition for the specific duty assignment undertaken and is generally in possession of all body faculties necessary in fulfilling the requirements of the seafaring profession. In addition, the following minimum requirements shall apply:

- (a) All applicants must have unimpaired hearing for normal sounds and be capable of hearing a whispered voice in the better ear at 15 feet and in the poorer ear at 5 feet.
- (b) Deck officer applicants must have (either with or without glasses) at least 20/20 vision in one eye and at least 20/40 in the other. If the applicant wears glasses, he must have vision without glasses of at least 20/160 in both eyes. Deck officer applicants must also have normal color perception and be capable of distinguishing the colors red, green, blue, and yellow.
- (c) Engineer and radio officer applicants must have (either with or without glasses) at least 20/30 vision in one eye and at least 20/50 in the other. If the applicant wears glasses, he must have vision without glasses of at least 20/200 in both eyes. Engineer and radio officer applicants must also be able to perceive the colors red, yellow, and green.
- (d) An applicant's blood pressure must fall within an average range, taking age into consideration.
- (e) Applicants afflicted with any of the following diseases or conditions shall be disqualified: epilepsy, insanity, senility, alcoholism, tuberculosis, acute venereal disease or neurosyphilis, AIDS and/or the use of narcotics.
- (f) Deck/Navigational officer applicants and Radio officer applicants must have speech which is unimpaired for normal voice communication.
- (g) Applicants for able seafarer deck, bosun, GP-1, ordinary seaman and junior ordinary seaman must meet the physical requirements for a deck/navigational officer's certificate.
- (h) Applicants for fireman/watertender, oiler/motorman, able seafarer engine pumpman, electrician, wiper, tankerman and survival craft/rescue boat crewman must meet the physical requirements for an engineer officer's certificate.

DETAILS OF MEDICAL EXAMINATION

(To be completed by examining physician)

SECTION 6 COURIER & MAILING POLICY

6.1 Courier/Mailing Policy

1. Seafarer documents are couriered to an Authorized Liberian Filing or ordering agent.
2. If more than seven books and/or licenses are issued, an additional \$5.00 per each SIRB and Officer Certificate will be charged to the courier fee.
3. There is a minimum charge for documents mailed by courier. See RLM 118 ANNEX 5 for the latest schedule of fees.

SECTION 7 SEAFARER PORTAL - SEA SYSTEM© WITH CREW360

7.1 SEA System Seafarer Electronic Application System & Electronic Documents

1. The Liberian International Ship & Corporate Registry has developed a computer program, called the SEA System, whereby agents can electronically submit applications to our office in Dulles, VA. This process saves incoming courier expenses, added paper application costs, reduced CRA charges and time saved processing orders. If you would like further information about the SEA System, please contact the Seafarers' Certification & Documentation Department. All agents are highly urged to submit applications electronically.
2. The internet location of the web-based version of SEA System is [Seafarer Portal](#). To apply via SEA System, for Liberian seafarer's documents, you must become an Authorized Filing Agent for Liberia. All Receiving/Filing Agents shall navigate to the official website at [Seafarer Portal](#) and apply under the Filing Agent tab in order to become authorized as Liberian Filing Agents. Thereafter, applications can be submitted on the same website under the SEA System menu. See Marine Notice [SEA-006](#) Rev.09/24.
3. Once you have been approved as an Authorized Filing Agent, you will be able to access our Seafarers Electronic Application (SEA) System which will allow you and your company to apply online for documents and print your own CRAs (Certificate of Receipt of Application). The SEA System is an excellent opportunity for crewing agencies to save time and money, especially when dealing with larger volume of Liberian applications.
4. Authorized Liberian Filing Agents shall take note of the CREW360 tab which integrates international and OFAC compliance checks into the digital ecosystem, providing more security to Liberian shipowner/operators and ease to fellow Liberian seafarers.
5. Furthermore, all seafarer documents, inclusive of CRAs, shall be embedded with QR codes to facilitate easy verification for PSC Authorities and other relevant parties.
6. A further enhancement to Liberia's digital ecosystem is the simultaneous issuance of electronic documents for each seafarer who has been processed through SEA System.
7. Electronic documents issued to individual seafarers shall be available via Liberia's mobile app entitled SEA360. Notification of available Liberian documents shall be transmitted to each individual seafarer via their personal e-mail as provided by Authorized Liberian Filing Agents during their application process.

ANNEX 1 CONVERSION CHARTS

Height Chart

<u>METRES</u>	<u>CENTIMETRES</u>	<u>FT./IN</u>
1.53 -----	153 -----	5' 0"
1.55 -----	155 -----	5' 1"
1.58 -----	158 -----	5' 2"
1.60 -----	160 -----	5' 3"
1.63 -----	163 -----	5' 4"
1.65 -----	165 -----	5' 5"
1.68 -----	168 -----	5' 6"
1.70 -----	170 -----	5' 7"
1.73 -----	173 -----	5' 8"
1.75 -----	175 -----	5' 9"
1.78 -----	178 -----	5' 10"
1.80 -----	180 -----	5' 11"
1.83 -----	183 -----	6' 0"
1.85 -----	185 -----	6' 1"
1.88 -----	188 -----	6' 2"
1.90 -----	190 -----	6' 3"
1.93 -----	193 -----	6' 4"
1.95 -----	195 -----	6' 5"
1.98 -----	198 -----	6' 6"
2.00 -----	200 -----	6' 7"
2.03 -----	203 -----	6' 8"
2.05 -----	205 -----	6' 9"
2.08 -----	208 -----	6' 10"
2.10 -----	210 -----	6' 11"
2.13 -----	213 -----	7' 0"

1 METRE = 3.28 FEET

1 CENTIMETRE = .39 INCHES

ANNEX 2

Weight Chart

<u>KILOS</u>		<u>POUNDS</u>	<u>KILOS</u>		<u>POUNDS</u>	<u>STONES</u>		<u>POUNDS</u>
45	—	99	78	—	172	7	—	98
46	—	101	79	—	174	8	—	112
47	—	103	80	—	177	9	—	126
48	—	105	81	—	179	10	—	140
49	—	108	82	—	181	11	—	154
50	—	110	83	—	183	12	—	168
51	—	112	84	—	186	13	—	182
52	—	114	85	—	188	14	—	196
53	—	116	86	—	190	15	—	210
54	—	119	87	—	192	16	—	224
55	—	121	88	—	194	17	—	238
56	—	123	89	—	196			
57	—	125	90	—	198			
58	—	128	91	—	200			
59	—	130	92	—	202			
60	—	132	93	—	204			
61	—	134	94	—	206			
62	—	136	95	—	208			
63	—	139	96	—	211			
64	—	141	97	—	213			
65	—	143	98	—	215			
66	—	145	99	—	217			
67	—	147	100	—	219			
68	—	150	101	—	221			
69	—	152	102	—	224			
70	—	154	103	—	226			
71	—	157	104	—	229			
72	—	159	105	—	231			
73	—	161	106	—	233			
74	—	164	107	—	235			
75	—	166	108	—	238			
76	—	168	109	—	240			
77	—	170	110	—	242			

1 KILO = 2.2 POUNDS
1 STONE = 14 POUNDS

ANNEX 3

LIBERIAN REGISTRY'S CERTIFICATE OF RECEIPT OF APPLICATION (CRA)

BACKGROUND & LIBERIAN MARITIME LAW:

Every Liberian flagged ship must have a Liberian certificated Master in command. The Liberian maritime law requirement for a certificated Master is based on Liberian Maritime Law, Chapter 10, Sections 296-299, wherein certain rights, and duties of the Master are indicated. In order for these rights and duties to have legal effect, the Master of each Liberian ship must therefore hold a valid Liberian Master's certificate of competency when in command.

Section 293, Officers' Licenses [Certificates], further states that, "Except when prevented by force majeure, all [other] officers of Liberian vessels shall obtain licenses [certificates] to fill their relative positions from the Commissioner of Maritime Affairs or any Deputy Commissioner authorized to issue licenses [certificates]."

Liberian Maritime Regulations, Chapter I, Section 1.17, Licenses and Certificates of Merchant Marine Personnel, (1) Equivalents states, "A person holding a valid license or certificate issued by a State fully applying the provisions of the International Convention on Standards of Training and Watchkeeping (STCW) currently in force, as amended, and who is not otherwise disqualified in the opinion of the Commissioner or Deputy Commissioner to whom application is made shall be eligible for an equivalent Liberian License or Certificate, subject to proof of physical fitness and adequate English language ability." **In accordance with Regulation 1/10 of the STCW, as amended, there must exist between Liberia and the country of the seafarer's national license, an Undertaking Agreement for the recognition and issuance of equivalent license.**

Pending the issuance of a license by equivalency (or exam when application has been made), a CRA can be issued for 3 months (90 days) for all officers. The vessel officers could meet the requirement by being issued a Liberian CRA upon screening by our representatives at any LISCR office or approved CRA issuing agent. The other crew members such as deck/engine watch ratings may apply for a CRA if they do not hold a Liberian special qualification in their Liberian seafarer book.

Upon review and processing of each certificate of application received by the staff of the Deputy Commissioner of Maritime Affairs, a Liberian certificate is issued and forwarded to the vessel agent. Copies of the CRA must be retained on board or upon receipt of their Liberian certificate, whichever occurs first.

THE LIBERIAN REGISTRY'S POLICY REGARDING CERTIFICATE OF RECEIPT OF APPLICATION:

In order to be employed on board a Liberian flagged vessel, each officer must have a Liberian license. However, the officer (without a Liberian certificate) may be allowed to serve on board a Liberian vessel if he has applied for an equivalent license and has been issued a CRA.

In order for a Master or other officer to serve in a capacity on board a Liberian flagged vessel, they must have a valid Liberian license or a CRA issued in accordance with RLM-118. An officer without a valid Liberian license may be allowed to serve on board a Liberian vessel for a period up to 90 days if they have made an application for an equivalent license and have in their possession a CRA issued by the Administration.

It should be clearly understood that obtaining a CRA is a very temporary substitute for a Liberian Officer's Certificate. While it is acceptable to Liberian Nautical Inspectors, it may not be acceptable to certain Port State Control officials or vetting inspectors.

All Authorized Liberian Filing Agents with unrestricted authorization of SEA System have a unique company stamp and documentation on record specifying who is authorized to sign the CRAs. These can be verified by authenticity of the signer.

As part of the Liberian Registry's E-Certificate Program, the addition of SEA System within the Seafarer Portal allows all newly issued documents to be imbedded with a scannable QR code that verifies the authenticity of each Liberian document including newly issued CRAs.

Also acceptable are faxed or computerized scanned copies of a CRA as an email attachment and issued out of our LISCR offices in Manila, Mumbai, or HQ.