Welcome to SEA System

For specific questions, comments, and suggestions relating to SEA System:

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NOTICE

Applications for Liberian crew documents are only accepted from authorized filing agents. Any Liberian ship owner, or recognized ship operator, may become a filing agent upon request and apply for crew documents directly from Liberian International Ship and Corporate Registry (LISCR). A manning agent may also become a filing agent, if the manning agent has a letter of authorization from a Liberian ship owner or ship operator stating that the manning agent is so authorized to supply crew to named Liberian flagged vessels. A formal agency agreement between LISCR and the manning agency is required of all new filing agents.

Documentation supporting proof of training/certification are acceptable for the issuance of Liberian Special Qualification Certificates (SQC) if the course has the approved certification. Courses must be approved by a “White Listed” government, or have in place a quality management system acceptable to the DCO.

Filing Agent Duties

Refer to Filing Agent Agreement, located in the Receiving/Filing Agents manual, RLM-280.

- Verify that the photograph and identity documents submitted accurately identify the applicant.
- Verify that all copies of national certification submitted are actual copies of the original document.
- Your organization agrees to not knowingly submit fraudulent applications for seafarer documents.
- All photograph and identity documents submitted must be maintained on file in your office for a period no less than 5 years.

Requirements for Personnel Certification

Issuance of Licenses and Documents: The Commissioner and Deputy Commissioners of Maritime Affairs are authorized to issue licenses and documents to all merchant marine personnel. (Reference Liberian Maritime Law Section 17 and Section 325; Liberian Maritime Regulations 1.17 and 10.325).

Establishment of Standards: The Commissioner of Maritime Affairs is authorized to establish such standards as are necessary and proper for certificating and up-grading of merchant marine personnel and for the maintenance of high standards in the Liberian Merchant Marine. (Reference Liberian Maritime Law Section 17; Liberian Maritime Regulation 1.17).

Compliance with the STCW Convention, as amended: The standards established pursuant to “establishment of standards,” item listed above have been revised herein to fully comply with the provisions of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended (hereinafter referred to as “STCW”).

Note: The Liberian Maritime Law, Maritime Regulations, and Marine Notices referred to within this document may be found in the Combined Publications Folder (CPF), RLM-300, which is required to be carried aboard each Liberian Flag vessel.
SEA SYSTEM

STEP BY STEP;
HOW TO SUCCESSFULLY
PREPARE AND SUBMIT AN
APPLICATION FOR
LIBERIAN SEAFARER
DOCUMENTS

USER GUIDE
SEA SYSTEM APPLICATION OVERVIEW

STEP 1 - PREPARATION: Gather and scan necessary supporting documentation

STEP 2 - ENTER SEA SYSTEM: Login to SEA System: https://sea.liscr.com

STEP 3 – MY CREW/APPLICATION: Begin Applications and Create Crew List

STEP 4 – CREW DETAILS: Entering Crew details

STEP 5 – DOCUMENT SELECTION: Select the type(s) of Liberian documents needed

STEP 6 – ENDORSEMENT: Select and enter national document information endorsement

STEP 7 - SUPPORTING: Upload documentation: supporting proof of training/certification/verification

STEP 8 – SUBMISSION CART: Select and submit applications

STEP 9 - CRA & SUMMARY: Print Certificate of Receipt of Application and Summary page

STEP 10 – ORDER HISTORY: Review submission/applications, application status and invoices

STEP 11 - ADMIN: View, Edit, Add and Delete SEA System user information

STEP 12 – MY FLEET: View approved vessel(s) for your company
SEA SYSTEM USERS & MODELS

USER TYPES:

ADMINISTRATIVE USER:
This is the person or persons who are responsible for approving all applications. This is not necessarily the person who prepares the seafarer's application. They have the ability to prepare as well as submit applications, and are able to update user access. These individuals could be located in the main office or in a satellite office.

RESTRICTED USER:
This person or persons prepares the applications; they are not able to submit applications or update user access. These individuals could be located in the main office or in an office anywhere around the world.

AFFILIATED AGENT:
Autonomous Authorized Liberian Filing/Receiving Agent which is added as an affiliated agent to another agent’s account. An affiliated agent can select another Agent as the Bill To and/or Ship To for documents ordered.

MODEL TYPES:

ADMINISTRATIVE/RESTRICTED USER MODEL:
In this model, the Administrative User has the ability to create, prepare/edit, select, and the responsibility to submit applications. Administrative Users also have the ability to add, edit and delete system users. *Restricted Users can only create, prepare and save applications.

AFFILIATED AGENT MODEL:
With approval from the principal Agent, the autonomous Agent can select another Agent as the Bill To and/or Ship To Agent without oversight from the principal Agent’s office.

*This User Guide was created under an Administrative User type*
PRIMARY MENUS:

**HOME**: Annual Application Analysis, Recent Orders and Expiring Documents data charts

**MY CREW**: View/Search/Add/Create Seafarer Applications

**APPLICATIONS**: SEA System Application List and Preparation

**SUBMISSION CART**: View and submit completed applications

**ORDER HISTORY**: View all submitted orders and applications as well as request expedites and cancellations

**ADMIN**: For Admin Users to view/edit/delete/add users under their agency (only viewable under Administrative Users rights)

**MY FLEET**: View a list of your company’s appointed vessels

PROGRESS THROUGH AN APPLICATION:

- **INCOMPLETE** tasks will show in a red bubble

- **COMPLETED** tasks will show in a green bubble
STEP 1 - PREPARATION

SEA System automatically generates a list of required documentation supporting proof of training/certification based on the Liberian documents that are applied for.

Before you begin a SEA System application it is recommended that you gather all necessary supporting documents including a photograph, scan each item, and save them to a readily accessible folder on your computer or network server. *Note the photograph must be saved as an IMAGE file but supporting documents may now be saved as IMAGE or PDF.

Please review RLM-118: REQUIREMENTS FOR MERCHANT MARINE PERSONNEL CERTIFICATION to gain a thorough understanding of the necessary supporting documents required for each application.

Scanned photographs must meet minimum quality requirements. Please review PHOTO GUIDELINES to ensure successful processing of your application.

For efficiency in entry of your SEA System application, and to help you meet document retention requirements, it is recommended that you create a logical electronic storage structure for documents.
STEP 2 - ENTER SEA SYSTEM

Access SEA System at www.sealiscr.com. Enter your Username and Password to LOGIN.

*Passwords are case sensitive*

FIRST TIME USERS will use the temporary password generated and login name, sent via e-mail. Upon initial login, you will be directed to answer three security questions and reset your password to a permanent password of your choice.

If you have forgotten your password, you may click the ‘Forgot your password’ link, where you will need to enter your User Name and answer your security questions, to reset your password. A new temporary password will be sent to the email on file associated with your user name. Please use this temporary password to login. Once logged in, you will be prompted to create a new permanent password of your choice.
Once logged in, please choose the Liberian Flag, on the left, to apply for Liberian seafarer documents.

Once you have selected the Liberian Flag you will be directed to the **HOME** page. Under the **HOME** menu, you will be able to see three data charts related to your company’s **SEA System** account, **Annual Application Analysis**, **Recent Orders** and **Expiring Documents data**.
You are able to see an overview of the status of your company’s recently submitted orders. Orders are under either Received Status (orange), Processing Status (yellow), Processed Status (green) or Shipped Status (blue).

If you click on the ‘View Details’ button below the Recent Orders chart, you will be directed to a page detailing the recent orders. Click on the Submission Number to view more information about the application. If the application is still in a received or processing status, you will have the option to cancel its submission.

You are also able to see an overview of documents applied for, due to expire shortly. Expiring documents are separated as Book (light red), License (dark red) or SQC (pink).

If you click on the ‘View Details’ button below the Expiring Documents chart, you will be directed to a detail page where can see the seafarers’ details and document type details which are expiring. The information is filtered by document type and can be viewed by switching tabs at the top of the data chart.

Below the two pie charts you will find the Annual Application Analysis data, composed of Completed Applications (green bar), Incomplete Applications (white bar), Rejected Applications (yellow bar) and Cancelled Applications (red bar) for the past year.
At the bottom of SEA System HOME page, you will have links to the User Manual, Terms and Conditions, Frequently Asked Questions (FAQ) and Privacy Policy. You will also be able to see our company’s address, phone, fax and SEA System email address. Lastly, you may also submit an email directly to us by entering your name, email address and a message under *Get in touch with us*, to the right.

*Please note you will need to scroll down the page to view the bottom options*
STEP 3 – MY CREW/APPLICATION

Under the MY CREW menu, you will be able to see a list of all previously added seafarers. You will have three tabs; My Crew, Add Crew and Create Crew.

**MY CREW Tab**

My Crew tab, you are able to search and begin an application directly from any previously added seafarer on the list, by selecting the box to left of the seafarer name and then clicking on the ‘Start Application’ button to the bottom left. You are also able to remove any seafarer from your crew list by clicking the same box to left of the seafarer name and then clicking on the ‘Remove from My Crew’ button to the bottom right.

**ADD CREW Tab**

Here you will be able to search for existing seafarers. You will need to enter TWO of the three sections: Last Name, Date of Birth or FIN.

*NOTE: When applying for existing crew members, it is highly recommended to input the applicant’s FIN in order to avoid FIN duplication and possible rejection.*
If the individual being searched for is not an existing Liberian seafarer, you will receive a no record alert and may proceed to the CREATE CREW tab.

If the individual being searched for is an existing Liberian seafarer, you will see the seafarer’s information. Next to the seafarer’s information, an ADD button will be available for selection to move the existing seafarer to the MY CREW list.
If you do not wish to add the existing seafarer to the MY CREW list, you are able to skip this step and begin the application process immediately by clicking the box to the left of the seafarer’s information and then clicking the GREEN ‘Start Application’ button.

If the seafarer is an existing crew, then several of the required fields for crew details will auto populate. Please make sure you are verifying the accuracy of the information and make any corrections before continuing.
STEP 4 – CREW DETAILS

CREATE CREW Tab

If the seafarer is new and you were not able to find an existing record, you will need to enter the appropriate data in all required fields under Create Crew, Step 1: Crew Information page.

Required fields will have a RED * next to the field name.

NOTE: PROPER FORMATTING OF DATA AND ACCURACY OF DATA ENTRY IS ESSENTIAL

LAST NAME/FIRST AND SUBSEQUENT NAMES:
Enter the seafarer’s name as shown on the National Passport or National Certificate. Please note the proper format required; as outlined below.

Follow the seafarer’s National Passport for ALL information. Exceptions are:

- Seaman’s Passports for individuals from the following countries which were part of the former USSR: Russia, Ukraine, Estonia, Lithuania, Latvia, and Belarus.

- Seaman’s Passports for individuals from the People’s Republic of China.

- Individuals working aboard Mobile Offshore Units located within coastal waters of their home country who may only possess a national identity card or similar government issued identity document.
Seaman’s Passports are not acceptable from any other country. All other individuals must hold and submit a copy of a proper National Passport. If they do not, the application will be rejected.

Enter NAME as indicated on the National Passport. Please note the following:

- Enter LAST NAME as indicated on the Last/Surname line of the National Passport.
- Enter all Given/First/Middle and subsequent names as shown on the National Passport in the FIRST NAME field. Do not abbreviate, leave out, or truncate any of the subsequent names.
- For applicants with only one name, or a name not differentiated as First Name/Last Name, enter their Name as shown on the National Passport in the LAST NAME field.

**DATE OF BIRTH:**
You are able to enter the date DD-MMM-YYYY manual or use the provided Calendar Picker to enter Date of Birth as indicated on the National Passport. You are able to view all months, by clicking on the Month and Year at the top of the Calendar Picker. You will then see the year and all 12 months. If you need to see more year selections, click on the year at the top of the Calendar Picker once or twice more to view more decades.

**PLACE OF BIRTH:**
Enter Place of Birth as indicated on the National Passport. When entering, please include both a City and Country. The proper format is CITY, COUNTRY. If the National Passport does not indicate City, then only enter the Country indicated. Often times a code is used on the Passport to indicate country, such as UKR for Ukraine. You must always enter the full name of the Country.

**CITIZENSHIP:**
Enter Citizenship as indicated on the National Passport. The section is a dropdown menu. Once you begin to enter the country name, the system will automatically filter the country names for selection. For individuals who hold an “Alien’s Passport” and do not have an official Citizenship Status, please select **UNKNOWN** from the list of Countries.

**PASSPORT NUMBER:**
Enter the listed passport number. This may be located in the top right corner of the nationally issued passport.

**COUNTRY OF ISSUE:**
Enter the issuing country of the seafarer’s national passport. Like the citizenship, the section is a dropdown menu. Once you begin to enter the country name, the system will automatically filter the country names for selection. For individuals who hold an “Aliens Passport” and do not have an official Citizenship Status, please select **UNKNOWN** from the list of Countries.

**HEIGHT/WEIGHT:**
Enter Height and Weight as indicated on the Liberian Physical Examination Report (RLM-105M.) You may enter this data in either CM and KG or Feet/Inches and Pounds. The system will automatically fill in the other format base on the entered information.
HAIR COLOR/EYE COLOR:
Select the seafarer’s Hair Color and Eye Color. Some discretion may be required to select from the list of available options. Your best judgment is expected.

DISTINGUISHING MARKS:
Enter any Distinguishing Marks such as scars, tattoos, moles, birthmarks, etc. Some discretion may be required. Your best judgment is expected.

SEX: Select the gender of the seafarer.

LAST PHYSICAL:
Using the provided Calendar Picker, please enter the issue date of the seafarer’s valid medical physical. *Please Note: you will not be able to select a date older than two years from the current date.

PHOTO:
The applicant’s photo must be uploaded at this time. Photos are subject to minimum file parameters and quality requirements. Please refer to PHOTO GUIDELINES for further information.

Photos MUST be cropped to a SQUARE area surrounding the Head and Upper Shoulders of the individual. A SQUARE is a geometric shape having four equal sides: HEIGHT = WIDTH. The photo must be the same size horizontal as well as vertical. The photographs pixels count must also be under 300. The photo file must be an IMAGE file.
To upload the photo, click the **SELECT AN IMAGE** button. A new window will open:

Locate the photograph file, stored on your computer and click on the file name to select the photo and hit the Open button:
The selected photo will now appear on the **CREW INFORMATION** page:

![CREW INFORMATION](image)

Click **NEXT** to save all data entered on the **CREW INFORMATION** page. You will now proceed to the second page: **CREW ADDRESS**.

**CREW ADDRESS**
Enter the applicant’s **FULL** permanent address, phone number (if applicable) and email information.

![CREW ADDRESS](image)

Once all information has been entered, click **NEXT** to save all data entered on the **CREW ADDRESS** page. You will now proceed to the third page: **CREW EMERGENCY CONTACT**.
CREW EMERGENCY CONTACT
Enter the Name and Relationship of the seafarer’s emergency contact. Then continue and enter the contact’s FULL address information along with a phone number and email address. This is the person who will be notified in case of an emergency involving the applicant.

If the emergency contact’s address is the same as the seafarers, you may click on the Same as Crew Address to automatically duplicate the information.

Once all information has been entered, click the SUBMIT button to save all data on the CREW EMERGENCY CONTACT page. This will add the new seafarer to your MY CREW list.
You will then have the option to start the application process by clicking on the green the START APPLICATION button.
STEP 5 - DOCUMENT SELECTION

You may use SEA System to apply for any Liberian Seafarer Document:

- Seafarer’s ID Book (SIRB)
- Officer’s Certificate (COC)
- Special Qualification Certificate (SQC)
- Certificate of Receipt of Application (CRA)

If you wish to obtain a CRA for an application, you must select it at this time. The CRA will be generated upon submission of the application and may also be accessed and printed later, from the ORDER HISTORY page.

*Please note that you will be charged in accordance with RLM-118 for all SQCs requested. If the applicant is an officer, then qualifications which appear on the Liberian Officer License (Proficient in Survival Craft, Medical Care and Advanced Fire Fighter) are not to be applied for unless you require that a separate SQC to be issued in the SIRB. Please refer to RLM 118 for further details.
**Seafarer’s ID Book**

Please select if you are requesting the 5-year Seaman’s Book as *5 Year Book*, 18-month Supernumerary Book as *Supernumerary* or 5-year Hotel Book for crew on Passenger ships as *Hotel Staff*.

If this is a new seafarer, the type will automatically generate as New Issue. If it is a returning seafarer, you will be able to select if it is Renewal or Replacement. Renewal will generate the previous book number. Replacement will also generate the previous book number and you will need to enter the reason you are requesting a replacement, such as; lost, stolen or damaged.

*Note: Renewals are only valid if the seafarer's current book is active and due to expire within the year of the listed expiration date of the seaman’s book.*
Officer’s Certificate

If the seafarer requires an officer endorsement, you will be able to begin the process with the officer certificate section under the Requested Documents tab.

You will need to select the level, either Operational or Management. The specific options for Operational and Management are listed at the end of the manual under Personnel Descriptions.

If this is a new seafarer, the type will automatically generate as New Issue. If it is a returning seafarer, you will be able to select if it is Renewal or Replacement. Renewal will generate the previous license number. Replacement will also generate the previous license number and you will need to enter the reason you are requesting a replacement, such as: lost, stolen or damaged.

*Note: Renewals are only valid if the seafarer's current License is active and due to expire within the year of the listed expiration date of the License.
Special Qualifications Certificate (SQC)

If the seafarer needs any SQCs, click Special Qualifications Certificate (S.Q.C.) on the requested documents page. Requesting the individual types will be selectable later in the application, under the SQC tab.

SPEC

IAL NOTES REGARDING SQCs

RENEWAL OF SPECIAL QUALIFICATION CERTIFICATES:
All SQCs expire when the SIRB in which they are contained expires, regardless of any date of expiry or "no date of expiry" indicated on the individual SQC.

All SQCs must be applied for specifically, even when the SIRB is renewed. For issuance of an SQC, whether new issue, renewal, or replacement, proof of current training/certification must be included with the application. Copies of previously issued SQCs do not meet this requirement.

BASIC TRAINING:
Basic Training Special Qualification Certificate is not automatically issued with a Liberian SIRB. You must specifically apply for this document.
STCW Basic Training Consists of Four Components:
- Personal Survival Techniques
- Fire Prevention & Fire Fighting
- Elementary First Aid
- Personal Safety and Social Responsibilities

Documentation supporting proof of training/certification in all four components must be submitted with the application.

MOU/MODU:
Special Qualification Certificates marked MODU/MOU(M) are intended only for personnel serving onboard Mobile Offshore Units operating under IMO Resolution A.1079(28).
Vessel Information

You will also need to enter the vessel information under the Requested Documents Page. Applications should be submitted for Liberian Vessels for which your company has been approved to apply. When you select Liberian Vessel, a section will generate below where you will be able to begin entering the vessel name.

This is a self-populating box after you begin typing the first three characters. Please note it is not a free text box and you will need to select the correct vessel name from the dropdown list. Once selected the Type and Subtype information will generate automatically, allowing you to proceed by clicking the GREEN Save button.

**NOTE: the vessel name will not include MV or MT, so please do not include when searching.**

Once saved you are able to amend any of this information, by clicking the Edit button. If no changes are needed, you may proceed to the next step, by clicking the Next button.
STEP 6 - ENDORSEMENT

SQC PAGE
This page will be where you select and enter the special qualification certificate information.

By clicking on the left button ‘Add SQC’ a pop-up window will appear, where you will be able to select the SQC you wish to apply for as well as add the national information for endorsement purpose.
Clicking on the section under SQC Code, a dropdown menu will generate, which is searchable by typing the SQC name. Example Basic Training SQC below. Please note this is not a free text box and you will need to select the correct SQC type from the dropdown list.

Once you have selected the SQC you require for the seafarer, you can indicate if the SQC is new, renewal or replacement. Please note renewal SQC require a renewal book to be applied for at the same time.

You will also be able to enter the issuing country, certificate number, issue date and expiration date (if applicable) in the listed fields. Please note any SQC being applied as an endorsement off another national original Certificate of Proficiency (CoP) will require the issuing country, Certificate number and issue date. The expiration date should be entered if listed on the original certificate as well.
Once the information is entered, you may click the **GREEN Save** button. If you do not wish to save the entered information or SQC request, you may click the **RED Cancel** button. Once saved, it will list the information on the SQC page. You may repeat the above SQC steps to continue to add additional SQCs the seafarer will need.

On the right ‘Add SQC Exam’ button is available for an applicant who is applying for Liberian examination for SQC.

Like the endorsement SQC, a pop-up box will generate. Clicking on the section under SQC Code, a dropdown menu will generate, which is searchable by typing the SQC exam name. Please note this is not a free text box and you will need to select the correct SQC type from the dropdown list.
Once you have selected the SQC, you may click the **GREEN** Save button. If you do not wish to save the entered information or SQC request, you may click the **RED** Cancel button. Once saved, it will list the information on the SQC page.

**NOTE:** *Add SQC Exam is ONLY for EXAM SQC(s).* In addition, if you are applying for an exam, the application should be submitted as a single application, as exams take longer to process than other applications.
Removing Saved/Added SQC(s)
If you have added a SQC or Exam SQC that you do not require, you are able to delete the request by clicking on the RED Delete button.

A pop-up will appear to confirm you wish to delete the SQC. You may select Yes or No.

Once you have completed this section by requesting all required SQC(s) for the seafarer, you may select the Next button to continue to the COC Page (if a License was applied for) or Supporting Documents page.
COC PAGE
This page will be where you will need to select and enter the officer certificate information.

Click on the dropdown menu, where *SELECT* is visible. You will see the available types of officer licenses. Please note the list will show either operational or a management licenses, based on what was selected under Requested Documents. If you do not see the license you require, you may go back to Requested Documents tab, to change the level type.
Once you have selected the Officer Certificate the seafarer requires, you will have two options; Unlimited or Limited. If you click Unlimited, a pop-up will generate, where you will be able to add the national information for endorsement purpose. Please make sure to enter the country where the original national CoC was issued, along with the certificate number, issue date and expiration date.

Once the endorsement information has been entered, you will be able to select Save and Close to return to the CoC page or Cancel to delete and return to the CoC page.
The entered information will generate on the CoC page. If you need to edit the information for any reason, you can click on the Grade name which is a **BLUE** hyperlink, as shown below.

If you select Limited, you will be able to view the limitation type list, such as, NO ECDIS or NEAR COASTAL, etc.
You may also be able to enter Gross Tonnage limitation for deck officers or Kilowatt limitation for engine officers, if needed.

Note many of our officer Licenses, require seafarer’s to receive and sign an affidavit of acknowledgement, for management level and/or radio deck officers. The form, if required, will generate on this page. You are able to view and print the form by clicking on the BLUE Print button. Once the seafarer has been given and signed the affidavit, you can click the box at the bottom left corner and continue with the application process.

☑️ By checking this box, I signify that the applicant has the original certificate and I will include a copy of the original signed form with the supporting documents.

Once you have clicked the GREEN SAVE button, you will be able to edit the COC Page if needed, or click Next, to continue on to the next page, Supporting Documents.
EXAM LICENSE APPLICATION

When applying for an exam license application, you may scroll through the officer certificates (COC) options, until you find ‘Exam Application’ choice. This selection is available on both Operational and Management Level dropdown lists.

Once selected, a second section will generate: Exam Type. Scroll through the second exam list dropdown menu, to find the correct exam license you are applying for.
The information will display for your review. Click on the GREEN Save button if correct.

Once you have clicked the GREEN Save button, you will be able to edit the COC Page if needed, or click Next, to continue onto the next page, Supporting Documents.
STEP 8 - SUPPORTING DOCUMENTS

LIST OF SUPPORTING DOCUMENTS REQUIRED: SEA System automatically generates a list of required documentation, supporting proof of training, certification and verification, based on the Liberian documents that are applied for. The required documents are listed in the Document Type column. All supporting documentation must meet minimum requirements set forth by STCW and RLM-118.

*If a document is optional, there will not be the GREEN check mark under the Required Document column and will allow you to proceed without uploading the supporting documentation.*

You can begin to upload the supporting documents by clicking UPLOAD next to one of the Document Types in the list. A new window will open and you can then click SELECT FILE to locate the supporting document file stored on your computer.

NOTE: SEA System allows IMAGE and PDF documents to be uploaded.
If you need to view any document uploaded, you may click on the light blue bubble of the supporting document title, under Uploaded Document(s) column. This will generate a second window of the document uploaded for your review.
If you need to remove an uploaded document or multiple documents, click on the small x next to the document name, under the Uploaded Document(s) column.

Once all supporting documents have been uploaded, the Supporting Documents tab will change from red to green and you may click the NEXT button to continue to the Fee Details page.
**FEE DETAILS**

The fee detail page will list the requested documents and associated fees. Please note this is an estimated fee, which does not include the courier and handling fee applied to each submission. This fee will be added and calculated later under the Submission Cart page.

Click the Complete button to finish the application and update the status from Incomplete to Complete.

If desired, you may immediately add the completed application directly to the submission cart, by clicking the **ADD TO CART** button.
You are also able to exit the application process by selecting any of the main menus; Home, My Crew, Applications, Submission Cart, Order History, Admin or My Fleet. Be aware that by doing this, only the information entered up to your last save point will be stored to your application list, under the Application menu.
APPLICATIONS Page

Under the Application menu, you are able to view; complete applications, incomplete applications as well as applications submitted but rejected and returned to your application list.

You are able to ADD completed applications to the submission cart from this page, by clicking the cart on the right side of the application. Note: the shopping cart and the estimated fee price will only show on completed applications.

You will also be able to edit applications by clicking on the BLUE hyperlink under Application # column.

*Note if the application has already been added to the Submission Cart, this link will be unavailable. You must remove it from the submission cart, in order to edit or delete an application.
From here, you are also able to delete or submit orders directly on this page, by clicking on the box on the left side of the applicant. This will activate the **DELETE APPLICATION(S)** and **SUBMIT ORDER** buttons at the bottom.

Note: You are able to submit or delete multiple applications with this tool.

*Batching multiple applications into one submission will cut down on the courier and handling fee. A flat rate is applied to each submission. The flat rate covers up to 7 books and/or licenses issued and shipped. An additional fee of 5.00 USD will be added to any additional book or license produced in the submission.*
STEP 8 – SUBMISSION CART

Once a completed application or applications have been added to the submission cart, you will be able to view the information under Submission Cart menu. Please review the list to ensure you wish to proceed with the application(s) selected for submission before clicking CHECKOUT button.

You are able to remove an application from the submission cart, by clicking the cart with the RED X to the right of the application details.

Applications which are in the submission cart currently will have the RED X vs GREEN +. The GREEN + means they are completed and available to be added from the application list to the submission cart.
You are also able to view and submit applications under the Submission Cart menu. All applications currently in the submission cart will be submitted as a batched order if you click the Checkout button.

Once you click the Checkout button, the payment screen and Agent Bill To as well as Ship To information will generate.

The estimated courier fee (which is generated once a Ship To Agent is selected) and the submission fees are added together and displayed as the Cart Total under the Payment Screen page.
*BILL TO AGENT: By default, the registered SEA System Filing Agent will generate. To select a third party affiliate Bill To Agent please contact the Liberian Registry to obtain approval to add an Affiliated Agent to your SEA System Account.

*SHIP TO AGENT: By default, the registered SEA System Filing Agent will generate. To select a third party affiliate Ship To Agent please contact the Liberian Registry to obtain approval to add an Affiliated Agent to your SEA System Account.

Once Payment, Bill To, and Ship To information has been entered, click the GREEN Submit button. You will then receive a submission number as well as be able to view and download all applied for CRA(s) in the submitted order.
STEP 9 - CRA & SUMMARY

You have successfully submitted the listed application(s) to the Liberian Registry for processing and the RECEIPT Page is displayed. If you have any questions about your order or a specific application contained in the order, please reference the SUBMISSION NUMBER, when contacting our office.

If you selected to receive a Certificate of Receipt of Application (CRA) for any of the seafarers in this order you may print the document by clicking the BLUE hyperlink under CRA column. A new window will open to display the CRA for printing.

CRA(s) must be stamped by your agency, with an approved Company Stamp. Please refer to the below and next page for examples of the stamp and CRA.

Replace "XXXXX" with the Filing Agent Number assigned by LISR
Certificate of Receipt of Applications must be signed by authorized person(s) in your agency, as the ISSUING OFFICER. The applicant must sign the document, next to SIGNATURE OF THE HOLDER. The applicable areas for signature are indicated with red boxes, in the below example. Designated signees of the CRA must have completed the CRA Signature Form, which must be filed with our offices.

* Please Note Stamp Placement: The stamp should be placed on the upper left-hand corner of the seafarer’s picture, without covering up the applicant’s face in any way.
STEP 10 – ORDER HISTORY

You may review the details of Submitted Orders / Applications and request Expedites or Cancellations through the ORDER HISTORY menu.

To search for a specific Order, click SUBMITTED ORDERS tab. You can use the search fields or the filter functions on the title bar.

For Closed and Shipped applications an invoice price will generate. The BLUE invoice price is a hyperlink, when clicked it will direct you to a viewable and printable invoice copy.
This is where you will be able to request an expedite for submitted orders, as long as the Order Status is received or processing. To request an expedite, click on the box to the right of the submission(s) you wish to expedite and then click on the EXPEDITE SELECTED SUBMISSIONS button.

A pop-up box will appear asking you to select 1-2 or 3-4 day expedite for the entire submission. Select the expedite service you require, by clicking on the circle, then the SAVE button. This will send your request to our client services team to process accordingly.

If you do not wish to proceed with expediting the submission, click the RED Cancel button instead.
Also under the ORDER HISTORY menu, if you click the BLUE hyperlinked submission number, you are able to see the submission details as well as request a cancellation through SEA System, as long as the status is received or processing.

To request a cancellation of an application, click on the check box to the right of the seafarer’s information and then click on the RED Cancel Apps button. You are able to select more than one seafarer name if necessary/applicable.
Once selected, a new screen will generate confirming you wish to cancel the one or multiple applications under the submission.

Click on the left box and then the RED continue button to complete the cancel request. Once completed, you will be directed back to the Submitted Order page.

At any time you may click on the BLUE Back button to return to the previous screen and abandon the cancellation request.

**Viewing and Printing CRA(s) from Submitted Applications**

Also under the ORDER HISTORY menu, if you click the BLUE hyperlinked submission number, you are able to view all ordered CRA(s) in that submission.

To view and reprint the CRA, click the BLUE ‘View CRA’ hyperlink. A new page will generate the applicant’s CRA for viewing and reprinting capabilities.

**NOTE:** Liberian Certificate of Receipt of Application (CRA) issued from Liberia’s web based SEA System, is faxed or emailed to a seafarer, is considered genuine and should be accepted as original, per STCW Reg I/10 para 5.
ALL APPLICATIONS Tab

To search for a specific individual application, regardless of which submission their application was in, click ALL APPLICATIONS tab, under Order History menu. You can use the search fields or the filter functions on the title bar.
A summary of an individual’s application may be viewed and printed by clicking the blue **LAST NAME** hyperlink. You are able to print the summary application, by clicking the print button at bottom of the page.
The printable version will have a watermark listing ‘This is not a CRA.’ Please note the summary page cannot replace a CRA but may be used with a valid issued CRA.
STEP 11 – ADMIN

As an Admin user, you will have the ability to view, edit, add and delete SEA System users for the company account.

You are able to search for an existing user with the tool bar at the top by entering the user login, first or last name. To add a user, click on the BLUE Add User button at the bottom of the page on the left hand side.

Once clicked, a new pop-up window will appear. You will need to enter the user’s first name, last name, login name and valid email address. There is also a section at the bottom left of the pop-up window to allow them Admin user rights. Without clicking the Admin box, the user created will have restrictive access.

Once completed, click the BLUE Save button to save and create the user. You also may click the RED Cancel button to remove all information and return to the Admin page.
If you would like to edit an existing user, you may click on the BLUE hyperlink under User Login.

A pop-up window will appear where you are able to make changes to the user’s information, such as first name, last name, email address or user rights. You are also able to request a password reset. Select the box to the left of the Reset Password and click the BLUE UPDATE button. This will generate a temporary password, which will be sent to the user’s email address. Upon initial login, the user will need to update the temporarily provided password to one of their choice.

If you would like to delete an existing user, you may click on the box to the left of the user’s information. Once selected the RED Deactivate User button at the bottom right will be activated. You are able to select multiple users, to deactivate from SEA System.
Once the user is selected and the **RED** Deactivate User button is clicked, a pop-up window will appear to confirm you wish to deactivate the selected user(s). You may click Yes to proceed with the deletion or No to be brought back to the Admin page with no changes.
STEP 12 – MY FLEET

You will be able to view all approved Liberian vessel(s) associated with your company under the My Fleet menu. To add a vessel or vessels, you will need to provide an appointment letter form the Liberian vessel owner/operator designating or appointing your company as the intended manning agent or crew manager for their vessel or group of vessels. Once this letter is received, vetted and approved, the vessel(s) will be added to the fleet list. The letter should be emailed to the Seafarer’s Department at SEASystemHelp@liscr.com.
GLOSSARY OF TERMS

Approved Courses – Courses must be approved by a “White Listed” government, or have in place, a quality management system acceptable to the DCO.

As Amended – That the certificate or endorsement was issued “under the provisions of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended”, which takes into account all the amendments made to the Convention subsequently.

Certificate Receipt of Application – Documentation given to a crew while waiting processing of their application. While holding this (CRA) and their foreign certificate, provided it is current, the applicant may serve aboard Liberian Flag vessels for a period up to 90 days while their application for Liberian documents is being processed.

Office of Deputy Commissioner of Maritime Affairs – (DCO)

Endorsement Certificate – A license or SQC issued to an applicant who holds an appropriate and valid national certificate from another country in accordance with STCW. This license type may not be re-endorsed by another White-Listed flag-state.

File Identification Number – (Crew Number), the number that LISCR uses to uniquely identify each crew.

Liberian License - Allows the holder to work in a position of authority on board Liberian vessels as indicated on the License. There are two types of Liberian Licenses: a National Certificate, and an Endorsement Certificate.

Mobile Offshore Unit (MOU) – Vessels which can be readily relocated and can perform an industrial function involving offshore operations other than those traditionally provided by the vessels covered in Chapter I of the 1974 SOLAS Convention, Resolution 1079(28). A unit capable of engaging in drilling operations for the exploration for, or exploitation of, resources beneath the sea-bed such as liquid or gaseous hydrocarbons, sulfur, or salt

National Certificate – A license issued to an applicant who has satisfactorily met the requirements for service, age, medical fitness, training, qualification and examination in accordance with STCW. This certificate type may be endorsed by another flag-state for use on their flag vessels.

Near Coastal Voyages – Trade exclusively within the 200 mile Exclusive Economic Zone of Liberia, or no more than 200 miles off the coast of or within, a similarly established zone of another country, as requested in the application.

Rating – A member of the ship’s crew other than the Master or an officer.

Seafarers Identification and Record Book (SIRB) – Contains all certificates of special qualifications issued to the holder by the Office of the Deputy Commissioner of Maritime Affairs, Republic of Liberia.

Special Qualifications Certificates (SQC) – A certificate issued in sticker format indicating a special qualification that the holder possesses.


Supporting Documents – With each properly completed application form, there shall be submitted all necessary documents, letters and/or proofs of training, certification and verification.

“White List” - IMO list of nations found to be in compliance with the STCW Convention.
PERSONNEL DESCRIPTIONS

Management level:

The level of responsibility associated with serving as a master, chief mate, chief engineer or second engineer on board a seagoing vessel and ensuring that all functions within the designated area of responsibility are properly performed.

- **Master** – The person commanding the vessel.
- **Chief Mate** – Any person, other than a pilot, who is for the time being actually in charge of navigation or maneuvering of a vessel.
- **Chief Engineer** – The senior engineer officer responsible for the mechanical propulsion and the operation and maintenance of the mechanical and electrical installations of the vessel.
- **Second Engineer** – Any person who is for the time being actually in charge of the vessel’s main propulsion system and its associated equipment.

Operational level:

The level of responsibility associated with serving as a second mate, third mate, third engineer, fourth engineer or radio operator on board a seagoing ship, and maintaining direct control over the performance of all functions within the designated area of responsibility in accordance with proper procedures and under the direction of an individual serving in the management level for that area of responsibility.

- **Navigational Watch Officer** – Any person, other than a pilot, who is for the time being actually in charge of the navigation or maneuvering of a vessel.
- **Engineering Watch Officer** – Any person who is for the time being actually in charge of the vessel’s main propulsion system and associated equipment.
- **Electro-Technical Officer** – Any person who is for the time being actually in charge of the vessel’s electrical, electronic and control, systems.

Support level:

The level of responsibility associated with performing assigned tasks, duties or responsibilities on board a seagoing ship under the direction of an individual serving in the operational or management level.

- **Rating** – A member of the ship’s crew other than the Master or an officer.

**MOU/MOUD Officer Options:**

Management level:

- **Officer Installation Manager** - Any person competent and certified in accordance with the requirements to manage the offshore activities of the MOU.
- **Maintenance Supervisor** – Any person assigned responsibility for the inspection, operation and testing of all machinery and equipment.

Operational level:

- **Ballast Control Operator** – Any person assigned responsibility for the normal day-to-day control of trim, draught and stability.
- **Barge Supervisor** – Any person who may provide support to the Offshore Installation Manager in certain essential marine matters.
- **Chief Electrician** – Any person for the time being who is actually in charge of the MOUs main propulsion as well as its mechanical and electrical installations.
- **Chief Mechanic** - Any person for the time being who is actually in charge of the MOUs main propulsion as well as its mechanical and electrical installations.
How to Decode Machine Readable Passports

National Passports may contain a Machine Readable Code (MRC) at the bottom of the passport. The MRC contains information about the Seafarer, such as: Type of Passport, Country, Last Name, First Name and Date of Birth.

The first character on the MRC indicates the type of passport. There are four primary types of identity documents which use machine readable code, they are:
*P - National Passport  *V – Visa  *I – Identification  *S – Seaman’s Passport

Last Name and First Name are separated by TWO separators. Middle and First Name are separated by one.

The MRC also contains separators (<) between some fields. If there is only one separator between the code, the data after the separator indicates a second data string within the same field. If there are two separators, this indicates a complete separation between data. (NOTE: Last Name and First Name are always indicated by two separators.)
SEA SYSTEM QUALITY GUIDELINES FOR PHOTOGRAPHS

Photo must be a 2” x 2” (50mm x 50mm) SQUARE and be scanned between resolution of 200 dpi/ppi and 300 dpi/ppi.

You must CROP the photo to a square surrounding the head and shoulders of the individual, where height equals width.

We recommend that you do not try to use the scanner settings/software to change the output dimensions of the image. The only settings change you should insure on your scanner is the resolution of 200dpi – 300dpi. Scan the photo as is where output size equals original size of the photograph.

The photo must be cropped to a square by you after you scan the image! An example strategy to produce properly cropped and sized photos:

1. Scan the photo
2. Save/export to your desktop as a JPEG file
3. Open the file with Microsoft Photo Editor (or other basic image editor program)
4. Crop as square (surrounding head and shoulders) and resize as necessary
5. Insure that the final properties of the image fit within the parameters indicated in SEA System.
Photograph Quality

The photographs must be:
- No more than 6-months old
- 45x45mm in size SQUARE
- Close up of your head and top of your shoulders so that your face takes up 70–80% of the photograph
- In sharp focus and clear
- Of high quality with no ink marks or creases

The photographs must:
- Show you looking directly at the camera
- Show your skin tones naturally
- Have appropriate brightness and contrast
- Be scanned at high quality resolution and in JPEG format
Style and Lighting

The photographs must:

- Be color neutral
- Show your eyes open and clearly visible—no hair across your eyes
- Show you facing square on to the camera, not looking over one shoulder (portrait style) or tilted, and showing both edges of your face clearly
- Be taken with a plain light-colored background
- Be taken with uniform lighting and not show shadows or flash reflections on your face and no red eye
**Glasses and Obstructions**

If you wear glasses:

- The photograph must show your eyes clearly with no flash reflection off the glasses, and no tinted lenses. (If possible, avoid heavy frames—wear lighter framed glasses if you have them)
- Make sure that the frames do not cover any part of your eyes.

**Obstructions:**

- Clothing, head coverings, jewelry, scarves, etc may not obstruct facial features from bottom of chin to top of forehead and both edges of your face must be clearly shown.

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**Expression and Frame**

Your photographs must:

- Show you alone (no furniture, equipment, or other people visible), looking at the camera with a neutral expression.
PHOTO QUALITY

EXCELLENT PHOTO

POOR PHOTO
PHOTO CROPPING

WRONG

RIGHT

![Wrong Photo Example](image1)

![Right Photo Example](image2)

![Wrong Photo Example](image3)

![Right Photo Example](image4)

![Wrong Photo Example](image5)

![Right Photo Example](image6)