



**THE REPUBLIC OF LIBERIA**  
LIBERIA MARITIME AUTHORITY

**Marine Notice**

**ADM-003**  
**Rev. 06/19**

---

**TO: ALL SHIPOWNERS, OPERATORS, MASTERS AND OFFICERS OF  
MERCHANT SHIPS, AND AGENTS**

**SUBJECT: Consolidated List of Fees and Charges for Official Documents and Services**

**Supersedes: Marine Notice ADM-003, dated 01/19**

**PURPOSE:**

This notice updates the fee structure, which became effective 1 January 2019.

**APPLICABILITY:**

The Notice is for the information of all owners and potential owners and operators of Liberian flag vessels and all seafarers having or intending to obtain Liberian seafarers documentation for service aboard Liberian flag vessels.

**DELIVERY OF DOCUMENTS:**

Documents with \* will be delivered by email without need for courier fee.

If a hard copy of the document is preferred, a courier fee of US \$50 will be applied for each courier shipment. Multiple certificates will be combined when possible in one courier delivery to save cost.

Certificates may also be picked up in person or sent by local courier from the Registry's regional offices.

**REQUIREMENTS:**

The fees in the following Sections are to be remitted by credit card, wire transfer or check.

**“For payment options and details please refer to the payment instructions listed on the last two pages”.**

**1.0 Initial Registration Fee and Annual Tonnage Tax**

- 1.1 Initial Registration Fee per vessel  
For vessels of 14,000 Net Registered Tons and above..... \$0.13/NRT  
(not to exceed \$3,900) plus .....\$1,500  
Registration Administrative Fee:.....\$6,500  
  
For vessels less than 14,000 Net Registered Tons .....\$2,500
- 1.2 Annual Fees per vessel  
For vessels of 14,000 Net Register Tons<sup>1</sup> and above:  
Annual Tonnage tax ..... \$0.11/NRT  
Plus .....\$3,900  
  
For vessels less than 14,000 Net Register Tons:  
Annual Tonnage tax ..... \$0.41/NRT  
(but not less than \$880.00)

**2.0 Marine Safety Inspection Compliance Program:**

- 2.1 Annual fee for each vessel 500 gross tons or over for funding the Marine Inspection Compliance Program and matters related thereto, as provided by Maritime Regulation 7.191 and Maritime Fee and Taxes Regulation 9 .....\$1, 900
- 2.2 Periodic unscheduled vessel inspection fee following detention, to examine and report on the correction of a deficiency, or for the restoration of documents, etc., or for any additional urgent inspection requested by the operator.....\$2,500
- 2.3 As indicated in Regulation 9 (5) of the Maritime Fees Regulations, the fee for Marine Inspection shall be adjusted in accordance with the inflation index in the form of the published Producer Price Index (PPI) of the United States Bureau of Labor Statistics with calendar year 1995 being the base year and \$1200 being the base price. Such adjustments may be subject to a delay in application due to delay in the publication of such statistics.

The Office of the Deputy Commissioner will make this adjustment by amendment to this Marine Notice, effective from the date of publication of said amended Marine Notice.

**3.0 Marine Investigations**

- 3.1.1 Annual fee payable under Maritime Regulation 2.4 for Marine Investigations and International Participation (MIIPS) for vessels of 14,000 Net Registered Tons and above is:  
..... \$.03 per net ton plus \$2,000.
- 3.1.2 Annual fee payable under Maritime Regulation 2.4 for Marine Investigations and International Participation (MIIPS) for vessels less than 14,000 Net Registered Tons is  
..... \$.07 per net ton plus \$1,000.
- 3.1.3 While no fees are payable regarding specific Hearings, the Parties and interested persons may be required to pay certain actual costs in connection therewith.

---

<sup>1</sup> The alternative pricing for vessels of 14,000 NRT and larger is applicable only for vessels entering the registry after July 1,2000.

#### **4.0 Change of Name**

- 4.1 For securing the change of name of a vessel under Section 77 of the Maritime Law: .....\$100
- 4.2 A supplemental fee is also charged to cover the cost of publishing name changes .....\$150

#### **5.0 Documentation of Vessels**

- 5.1 For the issuance of a Certificate of Registry  
(Permanent or Provisional).....\$250
- 5.2 For the re-issuance of a Certificate of Registry  
(Permanent or Provisional).....\$250
- 5.3 For the issuance of an Extension to a Provisional Certificate of Registry:
  - .1 For a vessel in navigation .....\$500
  - .2 For a vessel in Laid-up Status.....\$250
- 5.4 For the issuance of a Port Authority Letter .....\$100
- 5.5 For the issuance of a Letter of Consent to Bareboat Charter Register .....\$100
- 5.6 For the issuance of a Letter of Consent to Foreign Bareboat Charter Register.....\$100
- 5.7 For issuance of a Certificate of Permission for Bareboat Charter Registration .....\$100
- 5.8 For issuance of a Certificate of Permission for Foreign Bareboat Charter  
Registration .....\$250
- 5.9 For Bareboat Charter Registration renewal.....\$500
- 5.10 For Foreign Bareboat Charter Registration renewal .....\$500
- 5.11 For termination of Bareboat Charter or Foreign Bareboat Charter Registration .....\$300
- 5.12 For Bareboat Charter Deletion Notation .....\$250
- 5.13 For processing of documentation in connection with re-registration (does not include  
issuance of Permanent and Provisional Certificates of Registry) .....\$1,500
- 5.14 For processing of documentation in connection with bareboat re-registration of a Liberian  
flagged vessel from a regular official number to a bareboat official number or from a  
bareboat official number to a regular official number .....\$2,500
- 5.15 For the issuance of a Certificate of Permission to Sell for re-registration .....\$250
- 5.16 For the issuance of a Certificate of Permission to Transfer out of Liberian Registry:
  - .1 90 days validity .....\$250

.2	180 days validity.....	\$350
5.17	For the issuance of Certificate of Cancellation of Registry of Liberia .....	\$250
5.18	For processing of documentation in connection with deletion of directly registered vessel (does not include issuance of Permission for Transfer and Certificate of Cancellation) .....	\$750

**6.0 Recording of Instruments**

6.1	For recording a Bill of Sale of a vessel .....	\$250
6.2	For the recordation of any other instrument, including a Mortgage, Amendment, Supplement or other instrument recordable under the Liberian Maritime Act or Regulations, whether or not it provides for the addition of new security, or deals with an obligation unrelated to that described in the original Mortgage .....	\$600
6.3	For the recording of a Mortgage Satisfaction, Release or Discharge.....	\$300
6.4	For recording Fleet Mortgage (per vessel).....	\$600
6.5	For Fleet Mortgage Release (per vessel).....	\$300

**7.0 Radio Communications**

7.1	For the issuance of a Temporary Authority to operate a Ship Station at registration .....	\$100
.1	First renewal .....	\$100
.2	Second and subsequent renewals.....	\$200
7.2	For Ship Permanent Station License at registration: Original issuance; amendment: .....	\$200
7.3	Renewal of Ship Permanent Station License .....	\$500

**8.0 LRIT Fees**

The following fees shall apply to LRIT documentation issued by The Liberian Administration:

8.1	Initial Conformance Test Report.....	\$250
8.2	Amended and/or subsequent Conformance Test Report.....	\$250
	For duplicate Conformance Test Report .....	\$150
8.3	The Conformance Test Report will be returned by courier to the applicant.	

**9.0 Merchant Marine Personnel Certification**  
(See publication RLM-118 for further details.)

9.1	For examination of an applicant, and/or initial issuance of Officer Certificate upon qualification, as follows:	
-----	---	--

.1	Charge for submitting paper applications per application; this does not include charges for secure handling and processing .....	\$100
.2	For all officers' navigational and engineering licenses ..... (Fee includes GMDSS and other required officer functions)	\$275
.3	First and Second Class Radio Electronic Operator – GMDSS ..... (Fee includes GMDSS and other required officer functions)	\$275
.4	Examination Fee for any Navigational Engineering or MOU Officer exam.....	\$275
.5	Certification Fee for Officer's Certificate after successfully completing Liberian Officer's Examination.....	\$275
.6	Re-examination Fee after failure of one or more sections of Liberian Officer examination.....	\$275
9.2	Translation Fee for examination, if taken in any language other than English.....	\$100
9.3	For license renewal.....	\$275
9.4	For issuance of Certificate of Receipt of Application (if done by the agent) ..... If done by Seafarer's Documentation Department Client Services Staff.....	\$35 \$50
9.5	For replacement of lost officer certificate .....	\$100
9.6	For Seafarer's Identification and Record Book	
.1	Issuance of Seafarer's Identification and Record Book.....	\$60
.2	Issuance of Supernumerary Book .....	\$60
.3	Renewal of Seafarer's Identification and Record Book .....	\$60
.4	Replacement of lost Seafarer's Identification and Record Book.....	\$60
9.7	For issuance of the following special qualification certificates:	
.1	Wiper, Junior Ordinary Seaman, GP-Trainee, Messman with book .....	n/c
.2	Wiper, Junior Ordinary Seaman, GP-Trainee, Messman w/o book .....	\$35
.3	For issuance of the following special qualification certificates when requested to be placed in applicant's Seaman's book; Basic Training, GMDSS, Advanced Firefighting, Medical Care Person in Charge, First Aid Provider, and Proficient in Survival Craft/Rescue Boats.....	\$35
.4	For issuance of the following special qualification certificates when not included on an officer certificate; GMDSS, Advanced Firefighting, Medical Care Person in Charge, First Aid Provider, and Proficient in Survival Craft/Rescue Boats .....	\$35

RATINGS

.5	For issuance of the following special qualification certificates: Able Seafarer Deck II/5, Ordinary Seaman II/4, and Bosun II/5 .....	\$35
.6	For issuance of the following special qualification certificate: Chief Steward, Chief Cook, Cook, and Assistant Cook .....	\$35
.7	For issuance of the following special qualification certificates: Able Seafarer Engine III/5, Oiler/Motorman, Fireman/Watertender, GP-1, GP-2 Electrician, and Pumpman .....	\$35
.8	Proficient in Survival Craft/Rescue Boats and Fast Rescue Boat Operator .....	\$35
.9	All Tankerman special qualification certificates .....	\$35
.10	Examination Fee to take Able Seafarer Deck, Able Seafarer Engine, or any other Rating exam .....	\$30
.11	Returned Check Fee .....	\$35
.12	Same Day / Next Day expediting of applications (all applications within the work order will be charged this fee) .....	\$100
.13	2-3 day expediting of applications (all applications within the work order will be charged this fee) .....	\$50
.14	Ship Security Officer Special Qualification Certificate .....	\$35
.15	Special qualifications renewals/replacements (when ordered with a renewed book).....	\$20
9.8	All applications reviewed and rejected are subject to an assessment for work performed of up to .....	\$100
9.9	Training course approval.....	Cost Recovery Basis
9.10	Secure delivery (courier) packaging and handling fees:	
.1	Per Identification and Record Book (after the first seven docs).....	\$5
.2	Per Officer Certificate of Competence (after the first seven docs).....	\$5
.3	Per special qualification certificates sent separately (after the first seven docs).....	\$5
.4	Per special qualification certificates sent with book.....	n/c
.5	Minimum secure delivery fee (up to the first seven documents).....	\$50
<b>10.0</b>	<b>Miscellaneous</b>	
10.1	For the issuance of each Certificate of Ownership and Encumbrance of a vessel .....	\$200
10.2	For Certified Extract of Preferred Mortgage Index .....	\$200

10.3	For providing certified copies of a Mortgage.....	\$350
10.4	For providing PDF copies of recorded mortgage instruments .....	\$200
10.5	For replacement of pages of recorded instrument (including courier fees) .....	\$200
10.5	For providing certified copies of documents (other than mortgage instruments), for first copy of each document provided and certified (plus costs) .....	\$100
	Additional certified copies, each (plus costs).....	\$100
10.6	For issuance of a waiver under Section 51(5), 51(6) or 51(7) of the Liberian Maritime Law:	
	.1 Under Section 51(5), or 51(7) of the Liberian Maritime Law .....	\$250
	.2 Under Section 51(6) of the Liberian Maritime Law .....	\$500
10.7	For certification of Articles of Agreement, entire set .....	\$100
10.8	For signing on or off Articles of Agreement, each crewmember.....	\$10
10.9	For issuance of Minimum Safe Manning Certificate .....	\$200
	For replacement/duplicate of Minimum Safe Manning Certificate .....	\$200
10.10	For issuance of Manning Dispensation .....	\$200
10.11	For certification of extract from log book .....	\$50
10.12	For noting or receiving Note of Protest in duplicate, and certifying two copies Hereof.....	\$50
10.13	Investigation (Narrative) Report approved for release and published.....	\$50
	(Plus shipping & handling charge). Each additional copy.....	\$25
	(Plus shipping & handling charge).	
10.14	The Liberian Administration is issuing initial and renewal liability convention certificates for vessels registered in Liberia and non-Liberian flagged vessels registered in States that are not yet a Party to one or more of the conventions.	

**Please Note:** Applications for certificates will be processed through a new online application system available at <https://waypoint.lisr.com>.

Liability conventions:

International Convention on Civil Liability for Oil Pollution Damage, 1992 (CLC),  
International Convention on Civil Liability for Bunker Oil Pollution Damage, 2001 (BCLC);  
Nairobi International Convention on the Removal of Wrecks, 2007 (WRC);

The following fees apply for WRC, BCLC and CLC certificates processed online:

10.14a Liberian registered vessels single certificate:

WRC per initial and renewal certificate..... \$100

BCLC per initial and renewal certificate.....	\$200
CLC per initial and renewal certificate .....	\$200

10.14b Liberian registered vessel multiple certificates:

WRC, BCLC and CLC initial and renewal certificates, if processed online .....	\$425
WRC and BCLC initial and renewal certificates, if processed online .....	\$250

10.14c Non Liberian registered vessels:

WRC per initial and renewal certificate.....	\$300
BCLC per initial certificate .....	\$300
BCLC for certificate renewal .....	\$200
CLC per initial certificate.....	\$300
CLC for certificate renewal.....	\$200

**Note:** A processing fee of US\$100 will be added for certificates not processed through the online application system.

10.15 Approving Shipboard Oil Pollution Emergency Response Plan, per vessel.....	\$500
For each additional plan submitted by an owner based on the original approved plan, per vessel.....	\$250

10.16 Continuous Synopsis Record (CSR):

1. Issuing or Updating the Continuous Synopsis Record (CSR).....	\$250
2. For replacing a ship's Liberian CSR file.....	\$300
For duplicate Continuous Synopsis Record (CSR).....	\$100

10.17 Ship Security:

1. Approving Ship's Security Plan .....	\$1000
2. Verification audit with issue of International Ship Security Certificate .....	\$2100

10.18 Loadline Alteration Book.....	\$500
-------------------------------------	-------

10.19 For exemptions granted under IMO Conventions for Load Line, SOLAS, MARPOL, COLREG or IMO Codes .....	\$150 – \$1,000
---	-----------------

10.20 For a Certificate of a Marriage, Birth, Death or Burial at Sea .....	\$100
--	-------

10.21 For issuance of exemptions, approvals or authorizations not otherwise specified.....	\$*
	*Case by case basis.

10.22 For issuance of any Certificate or document not otherwise specified (plus costs).....	\$200
--	-------

10.23 For Certified Extract of BCR Index .....	\$200
--	-------

10.24 For Certified Extract of FBCR Index.....	\$200
--	-------

10.25 For authentication of any document not otherwise specified.....	\$100
---	-------



**11.0 Fees for Special Services**

**11.1 New York Office:**

11.1.1 The fees for services requiring the attendance of a representative of the Office of The Deputy Commissioner during a transaction conducted outside the normal hours of business 0900 to 1700 hours:

First two (2) hours of transaction or any portion thereof.....	\$525
Each additional one (1) hour or portion thereof .....	\$175

11.1.2 The fees for services requiring the attendance of a representative of the Office of The Deputy Commissioner during a transaction conducted after 1700 on Friday and before 0700 on Monday, or is scheduled on a holiday as defined by the New York Office of The Deputy Commissioner:

First two (2) hours of transaction or any portion thereof.....	\$650
Each additional one (1) hour or any portion thereof.....	\$225

**11.2 Regional Office:**

11.2.1 For services performed by the personnel in a Regional Office outside of normal business hours:

First two (2) hours of transaction or any portion thereof.....	\$250
Each additional one (1) hour of transaction or any portion thereof.....	\$125

If the above transaction commences after 1700 on Friday and before 0700 hours on Monday, or is scheduled on a local holiday, the fees for the services are:

First two (2) hours of transaction or any portion thereof.....	\$350
Each additional one (1) hour transaction or any portion thereof .....	\$175

Where such services are made available outside the normal business hours of a regional office, the actual cost of meals & transportation shall also be applied per transaction.

11.2.2 For services performed outside of the Regional Office during weekdays and travel is requested,

First two (2) hours of transaction or any portion thereof.....	\$250
Each additional one (1) hour transaction or any portion thereof .....	\$125

Plus the actual cost of meals, lodging, transportation or any portion thereof.

11.3 Fees for secretarial, cable, fax, photocopying and secure delivery expenses incurred for the convenience of the requesting party and/or for the secure delivery of Official Documents shall be charged as follows:

Special Service fixed fee for vessel initial registration transaction.....	\$150
Special Service fixed fee for vessel registration transaction.....	\$100
Secure delivery fee per Seafarers Identification and Record Book.....	\$5
Secure delivery fee per Officer Certificate of Competence .....	\$5
Delivery of any other Official Documents listed in §5.0 thru §9.0.....	Actual Cost

## 12.0 Consular Fees

The following are only payable in U.S. Dollars directly to a Liberian Consul who issues the indicated document or performs the indicated services at the prior request of the shipowner or Master

12.1	Bill of Health, issue or certification, in duplicate.....	\$25
12.2	Bill of Health, supplement, in duplicate.....	\$25
12.3	Bill of Health, variance .....	\$25
12.4	Bill of Health, certification, in duplicate.....	\$25
12.5	Manifest or Cargo list, certification of each list, in duplicate .....	\$25
12.6	Manifest or cargo list, certification of each additional copy .....	\$25
12.7	Passenger list, certification of each list .....	\$25
12.8	Passenger List, certification of each additional copy .....	\$25
12.9	Crew List, certification of each list .....	\$50
12.10	Crew List, certification of each additional copy .....	\$50
12.11	Articles of Agreement, certification of entire set and attachments .....	\$50
12.12	Articles of Agreement, opening and closing.....	\$50
12.13	Articles of Agreement, signing on or off, per crewmember	
	.1 For one (1) to ten (10) crewmembers.....	\$25
	.2 For eleven (11) or more crewmembers .....	\$10
12.14	Logbooks, opening (stamping all pages).....	\$50
12.15	Logbooks, closing (stamping cover and all pages) .....	\$50
12.16	Logbooks, certification of original extract therefrom, .....	\$25
12.17	Logbooks, certification of original extract therefrom, each additional copy .....	\$25
12.18	Protests, noting or receiving, in duplicate .....	\$25
12.19	Protest, certification thereof, in duplicate .....	\$25
12.20	Protests, certification of each additional copy.....	\$25
12.21	Verification of sea time for Seafarer's Identification and Record Book.....	\$25
12.22	Issuance of (Port) Clearance only where it is required by local authorities.....	\$25

### **13.0 Corporate Fees**

#### 13.1 Initial Fees

The following are payable to LISCR Corporate department prior to completion of the registration of the ship owning entity in Liberia. The fee includes the first year's annual fees.

13.1.1 Liberian Corporation, LLC Registration Cost.....	\$713.50
13.1.2 Foreign Maritime Entity (FME) Registration Cost .....	\$1,525
13.1.3 Limited Partnership .....	\$1,225
13.2. <u>Recurring Annual Fees</u>	
13.2.1 Liberian Corporation, LLC Annual Fees .....	\$450
13.2.2 Foreign Maritime Entity (FME), Limited Partnership Annual Fees .....	\$500

### **14.0 Electronic Data Exchange Platform Administrative Fee:**

For development and operation of the automated, real-time Electronic Data Exchange Platform. The fee is applicable to Recognized Organizations (RO) for:

14.1 Issuance of each statutory and/or technical certificate (full and short term) on behalf of the Republic of Liberia by the RO .....	\$75
14.2 Each endorsement (annual, intermediate) of a statutory or technical certificate issued on behalf of the Republic of Liberia by the RO	\$50

### **15.0 Publications**

The following Maritime Publications may be purchased online.

To use this option, establish a personal online account through the following link [WayPoint](#)

To order by email complete the Publications Order Form and email to [publications@liscr.com](mailto:publications@liscr.com).

- 15.1 Articles of Agreement
- 15.2 Official Log Book
- 15.3 Ballast Water Record Book
- 15.4 MARPOL Annex I - Oil Record Book (Part I) - All Ships
- 15.5 MARPOL Annex I - Oil Record Book (Part II) - Oil Tankers
- 15.6 MARPOL Annex II - Cargo Record Book - Ship carrying NLS
- 15.7 MARPOL Annex V - Garbage Record Book - Ships that do not carry Solid Bulk Cargoes
- 15.8 MARPOL Annex V - Garbage Record Book - Ships that carry Solid Bulk Cargoes
- 15.9 MARPOL Annex VI - Ozone Depleting Substances Record Book

- 15.10 Maritime Law, Regulations, Notices & Requirements Combined Publications Folder
- 15.11 Operational Safety Checklist
- 15.12 Cyber & Ship Security Computer Based Training CD
- 15.13 Marine Environmental Awareness Computer Based Training CD

## PAYMENT INSTRUCTIONS

**In order to make the payment of Seafarers & Maritime Operation invoices simpler and more efficient for our clients, we have changed and expanded our Banking affiliations. Please use the following instructions to submit all future payments for Seafarers & Maritime Operation Invoices only!**

**Please ensure that the name and registration number of the Liberian entity for which payment is being made, and, where available, the invoice number in respect in which you are making payment, are clearly stated on the payment. Available payment methods are listed below:**

### **I. AMERICAN EXPRESS, VISA OR MASTERCARD**

Please use the “Maritime & Tonnage or Seafarer” payment option:

<https://www.liscr.com/pay-online-corporate-registry-invoices>

- Select the “Pay by Invoice” if you received a final copy of the issued invoice
- Select the Pre-Payment (No Invoice Numbers) if not yet provided, or if the invoice received lists “Pre Order Invoice”
- The “Customer Number” can be found under the invoice “Agent Number” details
- You may add your PO number or Vessel Name as reference to identify the payment, or if you issue your own work order, include the Work Order number

### **II. CHECK OR BANK DRAFT**

Checks must be in U.S. dollars and drawn on a bank located in the United States, payable to:

**"LISCR, LLC-Maritime Account VA"**

### **III. BANK (WIRE) TRANSFER**

To send your payment by bank transfer, your bank will require the following information:

<b>Wire Transfers</b>	WELLS FARGO
Bank Name:	BANK
	420 Montgomery
	Street
	San Francisco, CA
	94101 USA
ABA Number:	121000248
Swift Code:	WFBIUS6S
Account Name and	LISCR, LLC -
Address:	Maritime
	22980 Indian Creek
	Drive, Suite 200
	Dulles, VA 20166
	USA
Account Number:	4128526019