

	GOVERNMENT OF ANTIGUA AND BARBUDA DEPARTMENT OF MARINE SERVICES AND MERCHANT SHIPPING (ADOMS) Circular 01-001-04 APPLICATION FOR SEAFARER'S DOCUMENTS	Document	Circ. 01-001-04
		Revision	01
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		Reference	ARP C01 – C04 STCW 1978, as amended. Merchant Shipping Act (MSA)

This circular supersedes Circular 01 001-03 and will enter into force on 1 September 2004.

All crew members on board of ships flying the flag of Antigua and Barbuda must be in possession of valid Seafarers' documents of the Flag State or must prove the application for these documents respectively.

The Seafarer's Book (SFB) is mandatory under national law for all crew members but it is not subject to inspections according to Article X of the STCW Convention (see Circular 01 001-02).

All masters, deck and engineer officers in the management and operational level have to hold a valid endorsement of their national certificate of competency in addition to the SFB. Endorsements for masters, chief mates and deck officers will be issued only if they have submitted a valid national GMDSS-operator certificate as well. On board of ships of less than GT 300 and which are not GMDSS equipped, masters and deck officers are not obliged to have a GMDSS-operator certificate. The national GMDSS-operator certificate may be part of the certificate of competency, if the national administration certifies that no separate GMDSS-operator certificate will be issued.

Additional endorsement for the management and operational level, e.g. according to Reg. V/1 or Reg. VI/5 of the STCW Convention, may be issued upon request and submission of the relevant national certificates.

Additional endorsements for the support level will not be issued by the Flag State Administration of Antigua and Barbuda (ADOMS) but can be attested on request.

Seafarers' documents may be applied for by the individual seafarer, by the crewing company or by the owner. A recognized Filing Agent of ADOMS has to confirm the verification and authenticity of the application and will be held responsible for any irregularities. In many cases the submitting company itself is a recognized Filing Agent. Otherwise one of the recognized Filing Agents, shown on the "List of Filing Agents" must be contacted prior to submitting the application to the Flag State Administration.

As from 1 September 2004 no applications will be processed which are not verified by a recognized Filing Agent of Antigua and Barbuda. Applications without this verification will be returned to the originator. Likewise this applies to applications which are not accompanied by an official cover letter of the crewing company/owner/filing agent (see 1.1. of this circular). It is strongly recommended to use the latest updated forms, available on the ADOMS website.

1. Application Form (FO-C01)

1.1. General Remarks

- All applications must be accompanied by a cover letter summarizing the details of the applications (number, names of applicants, vessels, owner, documents applied for, mailing and invoice instructions).
- The application must be signed and dated by the individual seafarer, the crewing company or the owner.
- Verification, authenticity, completeness and correctness of an application must be confirmed by a recognized Filing Agent.
- The application must be completed readable (preferably in capital block letters or typing).
- All requested copies of documents must be attached to form FO-C01.
- Documents must be in English language. Otherwise a certified translation has to be attached.
- Do not copy more than one document on one page.
- One photograph (preferably coloured), passport size, recently taken and not used before (unscarred and not stamped) must be attached.
- Due to further processing by scanner do not use any staples. The photograph must be fixed safely by glue at the upper left side of form FO-C01.
- Application has to be submitted to ADOMS prior to the seafarer joining the vessel.

1.2. Remarks to Part I of FO-C01

- Items 1 – 11 must be completed
- Name/first name must be checked for correctness (spelling of the name is in accordance with the passport/seaman's passport)

1.3. Remarks to Part II of FO-C01

- If the applicant holds already an ADOMS endorsement, the details must be recorded.
- All details of the national Certificate of Competency must be recorded (capacity, number, date of issuance, expiry date, issuing administration).
- Details of watchkeeping certificates according to STCW Reg. II/4 or III/4 must be recorded.

1.4. Remarks to Part III of FO-C01

- The document applied for must be marked correctly in the cross boxes A to E.
- All relevant documents and certificates (see checklist FO-C14) must be attached in copy.
- Name of the vessel/company for which the applicant has been contracted or will be contracted must appear in item 14.

1.5. Remarks to Part IV of FO-C01

- Item 15 must be duly signed and dated by the submitting individual seafarer or the company/owner.
- Item 16 must be duly signed and dated by a Filing Agent, confirming that the application has been checked carefully.

1.6. Application for the issuance of a Seafarer's Book (SFB)

Following documents must be submitted:

- Passport copy
- Physical examination report duly signed and stamped by an approved medical practitioner. (Either form FO-C02 can be used or a copy of any national medical certificate which is in accordance with the ILO Regulations No. 73 can be submitted);
- Proof of sea service times (minimum 6 months within the last five years), which can be entered into the table on reverse side of FO-C01. A printout of the company's sea service records is also acceptable. Alternatively, a
- Copy of a basic safety training certificate can be submitted if the seafarer cannot prove any sea service times so far (e.g. cadets).
- One photograph (see 1.1. – General Remarks)
- STCW watchkeeping certificate (if available)

1.7. Application for the issuance of an endorsement in accordance with STCW 1978, as amended

Following documents must be submitted additionally:

- a copy of the national certificate of competency plus endorsement, as well as the referring

- verification by the issuing administration which may be:
 - a) a database printout or
 - b) an e-mail or fax confirmation from the issuing administration or
 - c) a confirmation letter.
- Proof of sea service times (minimum one year within the last five years), which can be entered into the table on reverse side of FO-C01. A printout of the company's sea service records is also acceptable.
- Alternatively a proof of participation in a refresher course can be submitted.
- Copy of a Ship Security Officer Certificate (if available).

1.8. Application for the issuance of a GMDSS endorsement

- Following documents must be submitted additionally:
 - a copy of the national GMDSS certificate plus endorsement as well as the referring
 - verification by the issuing administration which may be:
 - a) a database printout or
 - b) an e-mail or fax confirmation from the issuing administration or
 - c) a confirmation letter.

1.9. Application for the issuance of an endorsement for certificates of special qualifications

This applies for applicants who are in possession of certificates of special qualification according to STCW 1978, as amended, Reg. V/1 (tanker certificates) or Reg. VI/1 (Ship Security Officer)

- A copy of the respective certificate must be submitted additionally.

1.10. Check list for verification of application documents (FO-C14)

As from 1 March 2003 all applications must be accompanied by a checklist (form FO-C14). This checklist contains all requirements for a proper application. The Filing Agent is responsible for completion. After receipt of application a counter check will be made by ADOMS. The Filing Agent must also ensure that prior to submitting an application the ADOMS online database has been questioned for the applicant's data in order to avoid duplicates.

Negative results of the ADOMS' counter check will lead to rejection of the application.

2. Certificate of Receipt of Application (CRA)

Immediately upon receipt of an application a “**Certificate of Receipt of Application**” will be issued for the applicants at management and operational level. This CRA is in accordance with the STCW Reg. I/10. The validity of a CRA is three months and within this time the final endorsement will be issued by ADOMS. The CRA is EDP generated and will be sent per e-mail directly to the submitting company. A CRA will only be issued on receipt of an **original** application. Applications for CRA on fax or e-mail copy basis are not being accepted.

3. Revalidation of Seafarers’ Documents

In general, all Antigua and Barbuda seafarers’ documents are valid for a period of five years. A&B endorsements (deck/radio/engine) are basically valid for five years **unless** the basic national document states another expiry date.

Medical examination reports completed on FO-C02 are valid for a period of two years unless the medical practitioner specifies the validity otherwise.

The revalidation of an endorsement or seafarer’s book will be made by issuance of a self-adhesive sticker which has to be inserted in the seafarer’s book on page 32.

The application for revalidation of an endorsement or SFB may be submitted within nine month prior to the expiry date. It has to contain form FO-C01, a valid physical examination report, the prolonged national Certificate of Competency plus verification by the issuing administration and all other documents which have been changed in comparison to the former application.

In case the national Certificate of Competency is an upgrade or has been newly issued by the national administration with another number, a new A&B endorsement will be issued.

Change in personal data (e.g. passport number) will be corrected by a self-adhesive sticker to be inserted on page 33 of the SFB.

4. Declaration of Familiarization

According to STCW 1978, as amended, Reg. I/10, all seafarers in the management level must have an appropriate knowledge of the maritime legislation of the Flag State Administration, relevant to the function they are entitled to perform.

To familiarize masters and senior officers (management level) with the Antigua and Barbuda National Legislation and Requirements they have to study carefully the Director’s Directive 02-2002 (an excerpt of the Merchant Shipping Act of Antigua and Barbuda), as well as all other Directives, Circulars and Information Letters, published by the Flag State Administration of Antigua and Barbuda.

In order to give evidence, they have to sign the “Declaration of Familiarization” (form FO-C13) which is an essential part of the application for the issuance of seafarers’ documents.