



## INFORMATION LETTER 001-2005

to

**all Owners, Managing Owners, Filing Agents and Crewing Companies  
operating ships and crew under the flag of Antigua and Barbuda**

Subject	Preparation of Applications for Seafarer's Documents Revalidation and re-issuance of Seafarer's Documents
Reference	Circular 01 001-04

### 1. Preparation of applications

A careful preparation of the applications for seafarer's documents is a basic requirement for a correct, smooth and fast processing of the applications. Due to a new technology in the ADOMS office for final filing of the successfully processed applications, all filing agents and crewing companies are requested to follow the procedure as mentioned below:

- use latest application form FO-C01
- do not use staples to affix the photograph (use glue instead), and do not staple the pages (instead of staples please use removable paper clips)
- only one photograph is requested
- use paper size A4 (no legal or letter size , no smaller sizes than A4)
- copy reverse of FO-C01 on a second page
- do not copy on both sides of paper
- submit only readable copies

A thorough conformity with the above instructions will improve the process and leads to acceleration in the issuance of seafarer's documents.

### 2. Revalidation and re-issuance of Seafarer's Documents

Please note that the revalidation of a document is only possible if the document is still valid at the date of receipt in the ADOMS office. In this case, the document will be revalidated for a fee of USD 50.--. If the document is already expired, a new document will be issued for a fee of USD 80.-- (Seafarer's Book), respectively USD 75.-- (Endorsement Deck /Engine). This regulation will be applied as from 1 March 2005.