

	<b>STCW CIRC 2004-001 (Revised)</b>				
	DEPARTMENT OF MARINE SERVICES AND MERCHANT SHIPPING (ADOMS)				
	<b>Application for Seafarer Documents.</b>	<table border="1"> <tr> <td style="text-align: center;">Ref</td> <td style="text-align: center;">STCW</td> </tr> <tr> <td> </td> <td> </td> </tr> </table>	Ref	STCW	
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**Companies operating ships registered in Antigua and Barbuda,  
Ships registered in Antigua and Barbuda.**

This Circular was originally published as 01-001-04. It was revised in 2012 and is now republished in this new numbering form with minor editorial changes.

All crew members on board of ships flying the flag of Antigua and Barbuda are required to be in possession of valid Seafarers' documents plus, where required, a valid recognition endorsement from Antigua and Barbuda. A CRA which provides proof of application for an endorsement can be accepted for a maximum of 3 months only.

Antigua and Barbuda law makes the carriage of an Antigua and Barbuda Seafarer's Book (SFB) mandatory for all crew members but this document is not subject to Port State Control inspections according to Article X of the STCW Convention (see STCW Circ 2002-001).

In addition to the Seafarer's Book all masters, deck officers and engineer officers at the management and operational levels have to hold a valid Antigua and Barbuda endorsement recognising their national **Certificate of Competency (CoC)**. Antigua and Barbuda endorsements for masters, chief mates and deck officers will be issued only if they hold and have submitted a valid national GMDSS Radio Operator certificate or if their national Certificate of Competency indicates "Radiocommunications – at the operational level" in the list of functions.

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 Radio Operator certificate.

Additional endorsements for **Certificates of Proficiency (CoP)** will be issued as follows:

- Tanker endorsements in accordance with Reg. V/1-1 and Reg. V/1-2 of the STCW Convention will be issued for officers at the management and operational level upon submission of the relevant national certificate.
- Tanker endorsements in accordance with Reg. V/1-1 and Reg. V/1-2 of the STCW Convention will be issued for ratings only upon specific request. However, the national certificate must always be submitted for registration.
- Ship Security endorsements in accordance with Reg. VI/5 of the STCW Convention will be issued for all seafarers upon submission of the relevant national certificate. Please refer to STCW Circ 2007-004.

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

Seafarers' documents should be applied for via the **Interactive online Application System for Seafarers documents (IASS)**. The IASS is quite self-explanatory and there is no need to submit additional hard copy applications.

However, in any case where, for some reason it is not possible to apply via IASS, we are currently also still accepting applications submitted on a hard copy basis. All applications must be prepared by a recognised and authorised Filing Agent. The Filing Agent will be held responsible for any irregularities pertaining to the application. In some cases the ship owning company itself is a recognised Filing Agent. Otherwise one of the recognised Filing Agents, shown on the "List of Filing Agents", must be contacted prior to submitting the application to the Flag State Administration.

### **General Remarks**

All hard copy applications must;

- be accompanied by a cover letter summarising the details of the application (number, names of applicants, vessels, owner, documents applied for, mailing and invoicing instructions).
- be accompanied by a completed form FO-C01 which must be completely readable and clear (preferably in block capital letters).
- be signed and dated by the applicant, the crewing agent or the shipping company.
- be accompanied by a completed check list for verification of application documents (FO-C14)

As from 01 March 2003 all applications made on a hard copy basis must be accompanied by a checklist (form FO-C14). This checklist contains all the requirements for a proper application. The Filing Agent is responsible for its completion. After receipt of the application a counter check will be made by ADOMS.

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

### **IASS Applications**

The above is not applicable if using the online application system (IASS). When using IASS please refer to the following items valid for online as well as for hard copy applications:

- Do not copy more than one document on one page.
- Documents must be in the English language. Otherwise a certified translation has to be attached.

- One colour photograph, passport size, recently taken (unscarred and not stamped) must be submitted.
- Verification, authenticity, completeness and correctness of an application must be confirmed by a recognized Filing Agent;
- The application must be submitted to ADOMS prior to the seafarer boarding the vessel.

### **Application for the issuance of a Seafarer's Book (SFB)**

For an application for a Seafarer's Book the following documents must be submitted:

- A copy of the applicant's current passport;
- A Medical certificate duly signed and stamped by an approved medical practitioner who is authorised to issue such certificates in the country of issue provided that country is a signatory to the STCW Convention 1978, as amended (see STCW Circ 2012-004).

- A copy of a valid certificate of proficiency on basic training; **or**

Alternatively, proof of seagoing service (minimum 6 months within the preceding five years) must be provided. In case of applications via IASS the seagoing service must be entered into the system.

- One colour photograph, passport size, recently taken (unscarred and not stamped) must be submitted.
- STCW watchkeeping certificate in accordance with STCW Reg. II/4 or III/4 (if available).

### **Application for an endorsement in accordance with STCW Convention 1978, as amended**

In addition to the above documents, the following must also be submitted:

- a complete copy of the national certificate of competency plus its national STCW Endorsement,
- verification by the issuing administration which may be:  
a database printout **or**  
an e-mail or fax confirmation from the issuing administration **or**  
a confirmation letter ,
- Proof of seagoing service (minimum of one year within the preceding five years) must be provided. In case of applications via IASS the seagoing service must be entered into the system.  
Alternatively, evidence of participation in refresher courses in the areas described in STCW Convention 1978, as amended, Reg. VI/1, must be submitted.

**Application for a GMDSS endorsement.**

In addition to the documents required above, the following must also be submitted:

- a copy of the national GMDSS certificate of competency plus endorsement,
- verification by the issuing administration which may be:  
a database printout **or**  
an e-mail or fax confirmation from the issuing administration **or**  
a confirmation letter

**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 Convention 1978, as amended, Reg. V/1-1 and V/1-2 (tanker certificates) or Reg. VI/5 (Ship Security Officer). The application should include;

- a copy of certificate of proficiency as Ship Security Officer,
- a copy of certificate of proficiency (for ratings) or endorsement to a certificate of competency (for masters and officers) – on oil and chemical and/or liquefied gas tankers in accordance with STCW Reg. V/1-1 and/or Reg. V/1-2 (as appropriate).

**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 the management and operational levels who require endorsements to certificates of competency. This CRA is issued in accordance with the STCW Convention 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 by e-mail directly to the submitting company (filing agent). A CRA will only be issued on receipt of a complete application. Applications for a CRA by fax or e-mail copy basis are not being accepted

**Revalidation of Seafarers’ Documents.**

All Antigua and Barbuda seafarers’ documents are valid for a maximum period of five years unless validity is specified in a seafarer’s national certificate of competency and/or endorsement to be less than five years.

The revalidation of an endorsement or seafarer’s book will be made by issue of a self-adhesive sticker which has to be inserted in the appropriate pages of the seafarer’s book. The application for revalidation of an endorsement or SFB may be submitted within the nine months period prior to the expiry date.

Changes in personal data (e.g. name, passport number) will be made by issuance of a self-adhesive sticker to be inserted in the appropriate page of the SFB.

**Declaration of Familiarization**

In accordance with the STCW Convention , Reg. I/10, all seafarers at the management level must have appropriate knowledge of the maritime legislation and administrative procedures of the flag State Administration relevant to the function they are entitled to perform.

For Senior Officers in Antigua and Barbuda ships ADOMS provides the “Senior Officer’s Handbook” on its website. Senior officers must be familiar with the contents of this. Since an understanding of the operation and requirements of flag State administrative procedures is a requirement for the issue of a flag state endorsement for Masters, Chief Mates, Chief Engineers and Second Engineers, all applicants for an endorsement in these capacities are required to submit a signed declaration to state that they have read the “Senior Officer’s Handbook” and become familiar with its contents.

To provide this evidence they have to sign the “Declaration of Familiarisation” (form FO-C13) which is an essential part of the application for the issuance of seafarers’ documents.

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Nov 2012.