



SUBJECT: Application for Seafarer Documents

REFERENCE:

- a) *Antigua and Barbuda Merchant Shipping Act 2006, as amended*
- b) *International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (STCW) 1978, as amended*

TO: Ship-owners, operators, masters and officers of Antigua and Barbuda flagged ships, and recognized filing agents.

1. PURPOSE

This Circular provides information on the requirements for endorsements and other documents required by seafarers on Antigua and Barbuda ships and ensures that the national requirements (which are in line with those in the STCW convention) are clear for Port State Control Officers.

2. APPLICATION

This Circular applies to all Antigua and Barbuda flagged ships.

3. BACKGROUND

All crew members on board 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. In case a recognition endorsement is required an application must be submitted prior to the officer boarding the ship.

A CRA, which provides proof of application for an endorsement, will then be issued and is valid for a maximum period of 3 months.

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 Circular 2002-001).

4. OBLIGATIONS AND RESPONSIBILITIES

1. In addition to the Seafarer's Book all masters, deck officers and engineer officers at the management and operational levels must hold a valid Antigua and Barbuda endorsement recognizing 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.
2. On board ships of less than GT 300 which are not GMDSS-equipped, masters and deck officers are not obliged to have a GMDSS Radio Operator certificate.

3. Additional endorsements for Certificates of Proficiency (CoP) will be issued as follows:
 1. **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.
 2. **Tanker endorsements** in accordance with Reg. V/1-1 (oil and chemical) and Reg. V/1-2 (liquefied gas) of the STCW Convention will be issued for officers at the management and operational level upon submission of the relevant national certificate in **advanced** training:
 1. For **ratings**, tanker endorsements will only be issued upon specific request and only upon the submission of an **advanced** training certificate. National certificates of basic tanker trainings are **not** being endorsed but should also be submitted for registration.
4. The Flag State Administration of Antigua and Barbuda (ADOMS) does **NOT** issue endorsements for the **support** level.
5. 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.
6. 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.

7. IASS Applications

1. When using the IASS please refer to the following items which are valid both for online as well as for hard copy applications:
 1. Do not copy more than one document on one page.
 2. Documents must be in the English language. Otherwise, a certified translation must be attached.
 3. Verification, authenticity, completeness, and correctness of an application must be confirmed by a recognized Filing Agent.
 4. The application must be submitted to ADOMS prior to the seafarer boarding the vessel.

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

1. For an application for a Seafarers' Book the following documents must be submitted:
 1. A copy of the applicant's current passport
 2. 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 the country is a signatory to the STCW Convention 1978, as amended (see STCW Circular 2014-001)
 3. A copy of a valid certificate of proficiency on basic training (please refer to STCW Circular 2012-002). Alternatively, proof of seagoing service (minimum 6 months within the preceding five years) must be entered into the IASS.
 4. One colour photograph, passport size, recently taken (unscarred and not stamped) must be submitted.
 5. All available STCW certificates in accordance with the Regulations II/4 and III/4 or II/5 and III/5 (Rating forming part of a navigational/an engineering watch or Able Seafarer Deck/Engine) must be submitted.

9. Application for an endorsement in accordance with the STCW Convention 1978, as amended

1. In addition to the above documents, the following must also be submitted:
 1. a complete copy of the national certificate of competency plus its national STCW endorsement plus
 2. verification by the issuing administration in the form of a database printout
 3. Proof of seagoing service (minimum of one year within the preceding five years) must be entered into the IASS. Alternatively, evidence of participation in refresher courses in the areas described in the STCW Convention 1978, as amended, Reg. VI/1, must be submitted.

10. Application for a GMDSS endorsement

1. For officers in the deck department a flag State endorsement will only be issued in connection with an endorsement for GMDSS Radio Operators. Therefore, the following must also be submitted:
 1. a copy of the national GMDSS certificate of competency plus its national STCW endorsement
 2. verification by the issuing administration in the form of a database printout

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

1. This applies for applicants who are in possession of certificates of special qualification according to the STCW Convention 1978, as amended, Reg. V/1-1 and V/1-2 (tanker certificates) and/or Reg. VI/5 (Ship Security Officer). The application should include:
 1. a copy of certificate of proficiency as Ship Security Officer and / or
 2. a copy of the 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).

12. Certificate of Receipt of Application (CRA).

1. Within three working days 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 will not be accepted.

13. Revalidation of Seafarers’ Documents.

1. 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 valid less than five years.
2. 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.
3. Changes in personal data (e.g., name, passport number) will be made by the issuance of a self-adhesive sticker to be inserted in the appropriate page of the SFB.

14. Declaration of Familiarization

1. 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.

2. For Senior Officers on 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.
 3. 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.
- 15. In exceptional cases where, for some reason, it is not possible to apply via the IASS, we are currently also still accepting applications submitted on a hard copy basis.**
1. Hard copy applications must be:
 1. accompanied by a cover letter summarising the details of the application (number, names of applicants, vessels, owner, documents applied for, mailing and invoicing instructions).
 2. accompanied by a completed form FO-C01 which must be completely readable and clear (preferably in block capital letters).
 3. signed and dated by a recognized Filing Agent.
 4. accompanied by a completed check list for verification of application documents:
 1. 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.

Issued by

Antigua and Barbuda
Department of Marine Services and Merchant Shipping
(ADOMS) St. John’s