



Office of  
Deputy Commissioner  
of Maritime Affairs

**THE REPUBLIC OF LIBERIA**  
LIBERIA MARITIME AUTHORITY

**Marine Notice**

**ADM-005**  
**Rev. 07/20**

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

**SUBJECT: Services of Liberian Consular Officers**

**Reference: [Section 79 of Liberian Maritime Law](#)**

**Supersedes: Marine Notice ADM-005, dated 06/12.**

The following changes have been included: **It revises a change in address to Liberia Maritime Authority instead of the Bureau of Maritime Affairs to page 3**

**PURPOSE:**

As provided in Section 79 of Liberia Maritime Law, Liberian Consular Officers have limited discretionary authority to board Liberian vessels in foreign ports. Because the nature and scope of such authority is sometimes misunderstood, the following guidance is issued for clarification.

**APPLICABILITY:**

This guidance is offered for the benefit of ship masters and ship agents.

**DESCRIPTIONS:**

**1.0 Boarding without Prior Invitation**

1.1 Boarding by a Consular Officer under his own authority and without prior invitation is limited to the following circumstances:

- .1 the Consular Officer meets the vessel on arrival and during the customary hours of business in the port of arrival; and
- .2 the person boarding the vessel is the Liberian Consul or Vice Consul--employees of the consulate have no discretionary authority to board vessels; and
- .3 the port is the place where the Liberian Consul or Vice Consul has his principal office--not sub-office; and

- .4 the purpose of the boarding is to examine only the vessel's Certificate of Registry and Annual Tonnage Tax Receipt; and
  - .5 the Certificate of Registry and Annual Tonnage Tax Receipt have not been displayed to the consulate in that port within 90 days previously; and
  - .6 no fee is requested by the Consul or Vice Consul for displaying the above papers to him.
- 1.2 In the event the papers listed in 1.1.5 are not displayed, Section 79(3) provides that the Consul or Vice Consul shall not take any action to detain the vessel, but shall report the matter as in paragraph (6) following.

## **2.0 Collection of Government Revenues**

Section 78 of the Maritime Law does not apply to Consuls or Vice Consul(s). The officers therein referred to are customs officers or revenue agents.

## **3.0 Special Powers of Consuls**

Special Powers of Consuls to board ships are limited to cases in which the vessel has been wrecked within the Consul's jurisdiction, or when a crime has allegedly been committed on board--in which case the local police customarily board with the Consul. No fee is chargeable for the exercise of such a special power by a Consul.

## **4.0 Consular Services**

Consular Services on board or off the ship, such as witnessing the signing on or off of crew or the acknowledgment, stamping or legalizing of any ship or crew documents, may be performed, when specifically requested in advance by the Master, only by the Consul or Vice Consul in person, and not by an employee of the consulate. Note that under Maritime Law Section 79(4) such services are not required by Liberia in connection with clearance of a vessel.

## **5.0 Consular Fees**

- 5.1 Consular fees are otherwise payable only when the services performed have been specifically requested in advance by the vessel's Master. The amounts of all consular maritime fees are as specified in Marine Notice [ADM-003](#) (Consolidated List of Fees).
- 5.2 Consular invoices should be signed and/or paid by the Master or an officer of the vessel or an agent only when the services invoiced have actually been requested in advance of performance.

## 6.0 Reporting Problems

Problems encountered with regard to consular services and/or fees should be reported promptly to one of the following:

Office of the Deputy Commissioner of  
Maritime Affairs, R.L.  
C/O LISCR, LLC  
22980 Indian Creek Dr., Ste. 200  
Dulles, Virginia 20166

Telephone: (703) 790-3434  
Fax: (703) 790-5655  
E-Mail: [investigations@liscr.com](mailto:investigations@liscr.com)

Commissioner of Maritime Affairs  
Liberia Maritime Authority  
P.O. Box 10-9042  
Tubman Boulevard, Sinkor  
1000 Monrovia 10, Liberia

Telephone: 231 226-069  
Fax: 231 227-044

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