

**THE REPUBLIC OF LIBERIA**  
**SEAFARERS CERTIFICATION & DOCUMENTATION**  
**RECEIVING/FILING AGENTS MANUAL**



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**NOTICE:**

**THIS DOCUMENT IS INTENDED AS A GUIDE FOR RECEIVING/FILING AGENTS, SHIPOWNERS, SHIPMANAGERS, AND SEAFARERS AS TO PRACTICES ESTABLISHED IN THE OFFICE OF THE DEPUTY COMMISSIONER OF MARITIME AFFAIRS. IT IS NOT INTENDED TO DEROGATE FROM OR SUBSTITUTE FOR ANY REQUIREMENTS OF THE LIBERIAN MARITIME LAW, AS AMENDED, OR THE LIBERIAN MARITIME REGULATIONS.**

**SEAFARERS' IDENTIFICATION AND CERTIFICATION SYSTEM  
RECEIVING/FILING AGENTS MANUAL**

**TABLE OF CONTENTS**

<b>SECTION 1</b>	<b>INTRODUCTION</b>	
1.1	Purpose .....	1
1.2	Authority.....	1
1.3	Organization.....	2
1.4	Referencing.....	2
1.5	Revisions.....	2
<b>SECTION 2</b>	<b>GENERAL REQUIREMENTS</b>	
2.1	Medical Requirements.....	2
2.2	Acceptance/Rejection of Applications.....	3
2.3	Officer Certificate, SIRB and SQC Replacement.....	3
2.4	Mailing Address for Applications.....	4
<b>SECTION 3</b>	<b>FORM RLM-273/279, SEAFARERS' IDENTIFICATION AND RECORD BOOK APPLICATION</b>	
3.1	Purpose.....	8
3.2	Filing.....	8
3.3	Required Approvals.....	8
3.4	Receiving/Filing Agent Review and Acceptance Process.....	8
3.5	Special Qualification Certificates.....	10
3.6	Distributions.....	10
3.7	Sample Application-RLM-273/279.....	11
3.8	Step-by-Step Completion Guide.....	13
<b>SECTION 4</b>	<b>FORM RLM-273/279, CERTIFICATION OF SPECIAL QUALIFICATIONS APPLICATION</b>	
4.1	Purpose.....	14
4.2	Applications .....	14
4.3	Required Documents.....	14
<b>SECTION 5</b>	<b>FORM RLM-105, APPLICATION FOR OFFICER CERTIFICATE OF COMPETENCE</b>	
5.1	Purpose.....	15
5.2	Filing.....	15
5.3	Required Approvals .....	15
5.4	Receiving/Filing Agent Review and Acceptance Process.....	15

5.5	Sample Application: RLM-105.....	17
<b>SECTION 6</b>	<b>COURIER/MAILING POLICY</b>	
6.1	Courier/Mailing Policy.....	19
<b>SECTION 7</b>	<b>SEA System©</b>	
7.1	Sea System Seafarer Electronic Application System.....	19
<b>ANNEX 1</b>	<b>Height Chart.....</b>	<b>20</b>
<b>ANNEX 2</b>	<b>Weight Chart.....</b>	<b>21</b>
<b>ANNEX 3</b>	<b>CRA Policy.....</b>	<b>22</b>

## SECTION 1 INTRODUCTION

### 1.1 Purpose

- .1 This manual is promulgated for the use, assistance and guidance of all personnel performing duties as receiving/Filing Agents in the processing of applications for Officer Certificates, Seafarers' Identification and Record Books (SIRBs) and Special Qualification Certificates (SQC). It prescribes the essential functions, which must be performed by the Receiving/Filing Agent when application is made for Liberian Documents.
- .2 A uniform policy of screening applications is necessary for the successful operation of the Seafarers' Certification and Documentation System. This manual is intended to provide the instructions needed for processing such applications under this uniform policy of screening and to provide supplementary information to clarify possible areas of confusion.
- .3 Persons who perform duties as Receiving/Filing Agents shall become familiar with the provisions of this manual and adhere to the requirements contained herein in order to ensure timely and efficient processing of applications and issuance of documents and certificates. The main reference for all certification and documentation can be found in Liberian Publication RLM-118, Requirements for Merchant Marine Personnel Certification. This document can be found on our website at [www.liscr.com](http://www.liscr.com) under the online resources under the seafarer tab, please download it from this website.

### 1.2 Authority

- .1 Liberian Maritime Law  

Officer Certificates, Seafarers' Identification and Record Books and Special Qualification Certificates are issued under the authority of Sections 17 and 325 of the Liberian Maritime Law, RLM-107, as specified in Section 10.325 of the Liberian Maritime Regulations, RLM-108. All documents remain the property of the Republic of Liberia and may be withdrawn at any time. It may not be altered in any way nor be allowed to pass into the possession of an unauthorized person.
- .2 I.L.O. Convention  

The Seafarers' Identification and Record Book conforms to the requirements of the International Labour Organization's Convention No. 108 (Seafarer's Identity Documents Convention, 1958). It is issued to seafarers of Liberian flag vessels for use when traveling to or from an assigned vessel or pursuant to instructions from the master of such a vessel. Other uses of the book must be in conformity with Liberian regulations. I.L.O convention 108 does not in any way restrict the right of a member nation from preventing any particular individual from entering or remaining in its territory.
- .3 STCW Convention  

Both Officer Certificates and the Special Qualification Certificates conform to the requirements of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended. Documents are issued to seafarers of Liberian flag vessels who

form part of a navigational or engineering watch; participate in cargo loading or discharge operations aboard oil tankers, chemical and liquefied gas carriers; are directly involved with passengers aboard passenger carrying vessels; and hold positions of responsibility on Mobile Offshore Drilling Units.

### **1.3 Organization**

- .1 This manual is divided into SEVEN (7) Sections on a function basis. Each functional area is then divided into logical sub-sections with numbered paragraphs.

### **1.4 Referencing**

- .1 Each page is identified by the publication number in the lower left corner, the latest revision date in the lower right corner and the page number. This particular paragraph can be identified by referencing "sub-section 1.4.1 on page2".

### **1.5 Revisions**

- .1 Suggestions for revisions may be submitted to:

Office of the Deputy Commissioner, of Maritime Affairs, R.L.  
Seafarers' Certification & Documentation Department  
22980 Indian Creek Drive, Suite 200  
Dulles, VA 20166 USA

## **SECTION 2 GENERAL REQUIREMENTS**

### **2.1 Medical Requirements**

- .1 All applicants documents, except as stated below, shall be required to have a physical examination reported on Physical Examination Report/Certificate Form RLM-105M/or national medical certificate completed by a licensed medical doctor/practitioner. The physical examination must be carried out not more than 12 months prior to date of making application. The report shall indicate that the applicant was examined for hearing, vision and general physical condition.
- .2 The following additional minimum requirements shall apply:
  - .1 All applicants must have hearing unimpaired for normal sounds.
  - .2 All applicants must have average blood pressure, taking age into consideration.
  - .3 Applicants afflicted with or having medical histories such as follows shall be disqualified for Seafarers' identity documents: epilepsy, insanity, senility, alcoholism, tuberculosis, acute venereal disease or neuro-syphilis, and/or the use of narcotics.
  - .4 Applicants holding a Liberian Certificate of Competency that has been issued within 12 months prior to the date of application will not be required to undergo a physical

examination. In this regard, they must present their Liberian Certificate of Competency and include a copy of the Certificate of Competency with their application for the Seafarers' Identification and Record Book.

- .3 A copy of Form RLM-105M or other national medical examination form must accompany the application.
- .4 The applicant should retain a copy of Form RLM-105M as evidence of physical qualification while serving on board Liberian flag vessels.

## **2.2 Acceptance/Rejection of Applications**

- .1 Upon final review by the Seafarers' Certification & Documentation Department in Dulles, Virginia, the Receiving/Filing Agent will be notified by email of acceptance or rejection of an application.
- .2 When an application is approved, the documents will be sent to the mailing address indicated on the work order application. It is highly recommended that the Receiving/Filing Agent's mailing address be used to avoid delivery problems.
- .3 Under no circumstances should a Post Office Box address be used by a filing agent or individual seafarers receiving documents by courier.
- .4 Where courier services are required to assure prompt and safe delivery, the courier fees will be charged, if payment for same was not included with applications, to the receiving/filing agent or other receiving party as designated.
- .5 Rejection of Application
  - .1 When applications are rejected, an email is sent to the Receiving/Filing Agent, ordering agent (or applicant, if filed directly) explaining the reason(s) for rejection.
  - .2 Common reasons for rejection include: lack of supporting documentation, insufficient funds, missing or poor quality of photographs and incomplete application.
  - .3 The same rejected application may be resubmitted or missing documentation may be emailed when the cause of the rejection has been corrected.

## **2.3 Officer Certificate, SIRB and SQC Replacement**

- .1 If the SIRB becomes filled with entries, requires alteration, or becomes damaged, application for a replacement SIRB should be made immediately.
- .2 If an Officer Certificate or SIRB is stolen, lost or accidentally destroyed, notification to support the claim of lost, stolen or destroyed certificate/SIRB should be given immediately to the Office of the Deputy Commissioner, R.L., in Dulles, VA and an application made for a replacement SIRB.

- .3 All SQCs issued under the Seafarers' Certification & Documentation System will be automatically replaced if and when a replacement SIRB application is made.

## **2.4 Mailing Address for Applications**

Completed Applications with all supporting documentation are to be mailed to:

Office of the Deputy Commissioner of Maritime Affairs, R.L.  
Seafarers' Certification & Documentation Department  
22980 Indian Creek Drive, Suite 200  
Dulles, VA 20166 USA

## **SECTION 3 FORM RLM-273/279, SEAFARERS' IDENTIFICATION AND RECORDBOOK APPLICATION**

### **3.1 Purpose**

Form RLM-273/279 is to be used by seafarers to apply for initial, renewal or replacement Liberian Seafarers' Identification and Record Books. Information obtained from Form RLM-273/279 will be entered in the SIRB, and then kept in secured computer and biographical files for storing and reporting information within the Seafarers' Certification and Documentation System. It is therefore important that all information requested be accurately provided on the application to avoid rejection.

### **3.2 Filing**

- .1 All applications for Seafarers' Identification and Record Books must be filed through a Receiving/Filing Agent duly authorized by the Office of the Deputy Commissioner of Maritime Affairs in Dulles, VA.

### **3.3 Required Approvals**

- .1 Applications are subject to the approval of the Office of the Deputy Commissioner of Maritime Affairs, Republic of Liberia.
- .2 For initial applications, approvals are required first by the Receiving/Filing Agent and finally by the Seafarers' Certification & Documentation Department in Dulles, VA.
- .3 Renewal and replacement applications for SIRBs require only the approval of the Seafarers' Certification & Documentation Department in Dulles, VA. The mailing address may be found in sub-section 2.4.

### **3.4 Receiving/Filing Agent Review and Acceptance Process**

- .1 Initial applications made for Seafarers' Identification and Record Books on Form RLM-273/279, the "Application for Seafarers' Identification and Record Book and Special Qualifications," must go through the following review and acceptance process.



- .2 The instructions for RLM-273/279 must be carefully reviewed and followed. Use of a typewriter or clear legible long hand print is highly recommended when filling out the application. Agents may computer generate and print their own forms.
- .3 All applicable information must be entered in English. If the documents presented are not in the English language, a certified translation of the documents into English must be enclosed with the application. These certified translations must identify the translator for verification purposes.
- .4 The following documents, letters and/or proofs must be submitted along with the application form:
  - .1 Two Photographs – Applicant should not wear a hat while being photograph. Facial front view of applicant, passport size, taken within a year preceding application, with applicant's name printed on the reverse side and signature on the front side without marring the features. Photo should be 1.75" X 1.75" (45mm X 45mm) and portray a good likeness of and satisfactorily identify the applicant. Applications received with poor quality photos will be rejected.
  - .2 Physical Examination Report/Certificate - Form RLM-105M (See 2.1, Medical Requirements, Page 3.)
  - .3 An Identity Document - A copy of a valid passport, Seafarer's I.D. Book from his/her nation, or other official national identity document (e.g., Hong Kong Certificate of Identity, birth certificate, certificate of naturalization, baptismal certificate, or parish record recorded within one year of birth).
  - .4 Evidence of Basic Training - Certification evidence receipt of Basic Training (See 6.1.3 of RLM-118).
  - .5 A letter of commitment of employment from a shipping company for service aboard a Liberian flag merchant vessel.
- .5 Applications for renewal should include a copy of the previous SIRBs identification pages 1 & 2 as proof of identity, current copy of national passport and physical examination report.
- .6 Each Receiving/Filing Agent must take the following final precautions against the issuance of fraudulent Seafarers' Identity Documents.
  - .1 Review those sections of the application required to be completed by the applicant to ensure completeness and accuracy referring to Sections 3.6 and 3.7 as necessary.
  - .2 Witness applicant signing the application.
  - .3 Verify the photographs and identify documents submitted as legitimately belonging to the applicant.
  - .4 Sign the application and complete the section of the application reserved for Receiving/Filing Agents.

- .7 Failure to assure proper completion of the application or submission of required supporting proofs will result in rejection or delay in the processing of the application by the Seafarers' Certification & Documentation Department.

### **3.5 Special Qualification Certificate (SQC)**

- .1 Applicants needing both a Liberian Seafarers Identification and Record Book (SIRB) and one or more Special Qualification Certificates should complete both sides of the application form RLM-273/279. LIST ALL SQCs THAT YOU ARE APPLYING FOR.
- .2 Applicants already having a SIRB should complete boxes 1, 2, and 18, and then sign. Turn page over and complete the back section. Additional photos are not required. See section 4.0 of this publication for more information.
- .3 Special Qualification Certificates previously issued will be re-issued with charge when the SIRB is renewed. It is necessary to re-apply for these SQCs.

### **3.6 Distribution**

- .1 Original goes to Seafarers' Certification & Documentation Department at the address in section 2.4.
- .2 A copy, (stamped by the Receiving/Filing agent) of the application for a Seafarers' Identification and Record Book, Form RLM-273/279, should be retained by the seafarer as evidence that the seafarer's application and special qualifications are being processed.
- .3 A copy of the Seafarers' Identification and Record Book application Form RLM-273/279 is to be retained in the Receiving/Filing Agent's file for reference and follow-up.

**REPUBLIC OF LIBERIA**  
**OFFICE OF THE DEPUTY COMMISSIONER**

**ANNEX 3**

**APPLICATION FOR SEAFARERS' IDENTIFICATION BOOK AND SPECIAL QUALIFICATION CERTIFICATES**

1. LAST NAME (FAMILY NAME)			2. FIRST NAME (GIVEN NAME)			3. MIDDLE INITIAL		
4. DATE OF BIRTH		5. PLACE OF BIRTH			6. CITIZENSHIP			
MONTH	DAY	YEAR	CITY	COUNTRY				
7. HEIGHT		8. WEIGHT		9. HAIR COLOR		10. EYES COLOR		11. SEX
FEET		INCHES		POUNDS				<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
12. DISTINGUISHING MARKS (SCAR, BIRTHMARK, TATTOOS, ETC.)				13. FOR I.D. BOOKS ONLY:				
				<input type="checkbox"/> NEW BOOK <input type="checkbox"/> BOOK RENEWAL <input type="checkbox"/> BOOK REPLACEMENT				
14. FOR BOOK RENEWAL, PLEASE GIVE THE OLD BOOK NUMBER, FOR BOOK REPLACEMENT, GIVE OLD NUMBER, IF KNOWN, AND GIVE REASONS FOR THE NEED TO REPLACE THE I.D. BOOK.								
15. SEAFARER'S PERMANENT ADDRESS					16. MAILING ADDRESS FOR DOCUMENTS			
17. OFFICERS ONLY – LIST CURRENT LIBERIAN CERTIFICATE HELD AND/OR THE OFFICER'S CERTIFICATE APPLYING FOR.								
18. CURRENT I.D. BOOK NUMBER _____ . <b>LIST ALL SPECIAL QUALIFICATION CERTIFICATES APPLYING FOR:</b>								
<b>19. REQUIRED DOCUMENTS FOR BOOK APPLICANTS</b> <ol style="list-style-type: none"> <li>1. THIS FORM COMPLETED AND SIGNED BY APPLICANT AND FILING AGENT</li> <li>2. TWO PASSPORT SIZE PHOTOGRAPHS SHOWING FACIAL FRONT VIEW. (ATTACH TO THIS FORM)</li> <li>3. ACCEPTABLE PROOF OF IDENTIFICATION, SUCH AS A COPY OF A PASSPORT</li> <li>4. PROOF OF STCW BASIC TRAINING</li> <li>5. COPY OF PHYSICAL EXAMINATION CONDUCTED WITHIN PAST 12 MONTHS</li> <li>6. REQUISITE FEE</li> </ol>						<hr/> I.D. BOOK APPLICANTS:  PLEASE ATTACH TWO 1.75" X 1.75" (45 CM. X 45 CM.) PHOTOGRAPHS HERE.		
<b>20. REQUIRED DOCUMENTS FOR SPECIAL QUALIFICATION APPLICANTS</b> <ol style="list-style-type: none"> <li>1. THIS FORM COMPLETED FRONT AND BACK AND SIGNED BY APPLICANT AND FILING AGENT</li> <li>2. COPY OF PHYSICAL EXAMINATION CONDUCTED WITHIN THE PAST 12 MONTHS</li> <li>3. COPIES OF SUPPORTING DOCUMENTATION, SUCH AS TRAINING SCHOOL CERTIFICATES AND GOVERNMENT ISSUED CERTIFICATES AND LICENSES</li> <li>4. REQUISITE FEE</li> </ol>								
21. _____ APPLICANT TO SIGN IN PRESENCE OF RECEIVING/FILING AGENT								
22. _____ SIGNATURE OF RECEIVING/FILING AGENT								
23. _____ NAME OF AGENCY OR COMPANY/ DATE OF APPLICATION								

**SEA SERVICE:** LIST AND SUBMIT PROOF OF AT LEAST THE MINIMUM SERVICE REQUIRED TO ESTABLISH ELIGIBILITY FOR THE SPECIAL QUALIFICATION CERTIFICATE REQUESTED. MOST RECENT SERVICE SHOULD BE LISTED FIRST.

NAME OF VESSEL (M.V. or S.S)	VESSEL TYPE (TANKER, OBO)	GROSS TONS KILOWATTS	FLAG	VESSEL OPERATOR	JOB	PERIOD OF SERVICE		TOTAL SERVICE		
						FROM	TO	YEARS	MONTHS	DAYS

**DESCRIPTION OF SPECIAL QUALIFICATION CERTIFICATES NOW HELD, IF ANY**

NATIONAL CERTIFICATE HELD	(THIS SPACE FOR EVALUATOR USE ONLY)	CERTIFICATE NUMBER	ISSUING COUNTRY	DATE ISSUED	DATE EXPIRES

**GENERAL INSTRUCTIONS:**

1. Age, experience and medical requirements for "SEAFARER IDENTIFICATION AND RECORD BOOKS," and "SPECIAL QUALIFICATION CERTIFICATES" are listed in "REQUIREMENTS FOR MERCHANT MARINE PERSONNEL CERTIFICATION," publication RLM-118.
2. Fee for an original, renewal, or replacement ID BOOK is \$50. There is no penalty if the I.D. BOOK has expired.. Fee for each SPECIAL QUALIFICATION CERTIFICATE is \$30, except for, "JUNIOR ORDINARY SEAMAN," "WIPER," AND "G.P. TRAINEE," which are FREE with the BOOK, BUT MUST BE APPLIED FOR.
3. Fees are payable in US Dollars by Bank Draft or Certified Check (no Personal Checks can be accepted) and are payable at a Bank located in the United States, payable to " LISCR, LLC – Maritime Account VA.," or by CREDIT CARD using the form found in Annex 6 of RLM 118.
4. FILING AGENTS will send completed applications and fees to any REGIONAL OFFICE, or direct to:

**DEPUTY COMMISSIONER OF MARITIME AFFAIRS, R.L.  
LIBERIAN INTERNATIONAL SHIP & CORPORATE REGISTRY  
SEAFARERS' CERTIFICATION & DOCUMENTATION  
22980 Indian Creek Drive, Suite 200  
Dulles, Virginia, USA 20166**

5. SEAFARERS must have a LIBERIAN SEAFARERS IDENTIFICATION AND RECORD BOOK, or have submitted an application for same in order to apply for a SPECIAL QUALIFICATION CERTIFICATE.
6. Applicants for SPECIAL QUALIFICATION CERTIFICATES and applicants renewing I.D. BOOKS should submit a copy of PAGE 2 of their current BOOK.
7. Applicants should keep a photocopy of their completed APPLICATION as evidence that a LIBERIAN CERTIFICATE IS PENDING.

### 3.8 Step-by-Step Completion Guide

1	Last (Family Name) Name	Last name as entered by the applicant
2	First (Given Name) Name	First name as entered by the applicant
3	Middle Initial	Middle Initial as entered by the applicant
4	Date Of Birth	Birth date as entered by applicant
5	Place Of Birth	City and Country of birth as entered by the applicant
6	Citizenship	Citizenship as entered by the applicant
7	Height	Physical characteristics as entered by the applicant. In
8	Weight	the event that height and weight are not entered in feet
9	Color Of Hair	and inches and in pounds, the Receiving/Filing Agent
10	Color Of Eyes	is to use the conversion chart in Section 4 for this
11	Sex	purpose.
12	Distinguishing Marks	
13	I.D. Book Applicants	Indicate if applying for new, renewal, or replacement
14	Details Of Replacement	Give old book number, if known. Reason needing a new or replacement book
15	Home Address	Where the seafarer lives when not at sea
16	Mailing Address For Documents	In most cases, this will be the address of the receiving/filing agent
17	Officers Only	List current Liberian officer certificate now held. If applying for an officer certificate, list here.
18	This Section Is For Special Qualification Applicants	List all Liberian Special Qualification Certificates now applying for.
	Back of Form is for Sea Service Recordation	List sea service sufficient to qualify for the Special Qualification Certificate desired
19	Required Documentation for Book Applicants	To be completed by Receiving/Filing Agent as checklist to ensure required documentation has been submitted
20	Required Documentation For Special Qualification Applicants	To be completed by Receiving/Filing Agent as checklist to ensure required documentation has been submitted
21	Applicant's Signature	Applicant's signature
22	Identification Of Receiving/Filing Agent	Receiving/Filing Agent's name, signature, title, and company
23	Company	If the Agent is <u>not</u> a direct employee of the Receiving/Filing Agent on whose behalf he/she is acting, each application must be forwarded to the Receiving/Filing Agent for review, counter-signature and transmittal to the Administration. The designated employee of the Receiving/Filing Agent will review the application and attachments, print the name of his/her company on line 23, and countersign the application in space 31 as follows: "Reviewed by (signature)" and print his or her own name beneath his or her signature.

## SECTION 4 FORM RLM-273/279, CERTIFICATION OF SPECIAL QUALIFICATIONS APPLICATION

### 4.1 Purpose

Form RLM-273/279 is to be used by Seafarers to apply for Special Qualification Certificates. Information supplied on this form is used to determine if the candidate is qualified for the appropriate endorsement. It is therefore essential that all information requested be accurately provided to avoid rejection.

### 4.2 Applications

- .1 Application for one or more Special Qualification Certificates (SQC) may be made on one form.
- .2 Both sides of the application must be completed.
- .3 A photocopy of the application should be provided to and retained by the applicant as evidence that the seafarer's application is being processed.

### 4.3 Required Documents

- .1 Form RLM-105M, Physical Examination Report/Certificate.
  - .1 The examination must be taken within the 12 months preceding the application and is good for a period of 2 years, **unless the seafarer is under the age of 18, in which case validity is one year.** See Section 2.1, Medical Requirements, page 2.
  - .2 If an application for a Seafarers' Identification and Record Book is sent with the RLM-273/279, then a separate copy of the physical is not necessary.
- .2 Supporting documents
  - .1 Copies of equivalent national documents, or pages from applicant's national Identity Document attesting to the qualification of the applicant for the SQC applied for.
  - .2 An English language translation is required for documents not printed in English.
  - .3 Documents not specifically supporting the request should not be sent. For example, do not send the applicant's fire fighting certificate if applicant is applying for survival craft crewman.
- .3 Proof of Sea time
  - .1 It is only necessary to show proof of sea time for the SQC sought. It is not necessary to send proof of the applicant's entire seagoing career.

- .2 The required sea time for each Special Qualification may be found in the RLM-118 which is a part of the Combined Publications Folder RLM-300.
- .3 All applicants must show proof of having received Basic Training
- .4 Do not send photographs for a Special Qualification Certificate

## **SECTION 5 FORM RLM – 105, APPLICATION FOR OFFICER CERTIFICATE OF COMPETENCE**

### **5.1 Purpose**

Form RLM-105 is to be used by seafarers to apply for initial, renewal, and replacement Liberian Officer Certificates of Competency. Information from the Form RLM-105 is used in the computer, biographical files for storing and reporting information in the Seafarers' Certification and Documentation System. It is important that all information requested be accurately provided on the application to avoid rejection and potential fraud charge.

It is particularly important that the receiving filing agent witness signatures of the applicants and visually sight the original documents that are used as supporting documents with the application.

### **5.2 Filing**

- .1 Applications for officer certificates must be filed by agents duly authorized by the Office of the Deputy Commissioner of Maritime Affairs, R.L.
- .2 Individual filing is prohibited.

### **5.3 Required Approvals**

- .1 All applications are subject to evaluation by the Office of the Deputy Commissioner of Maritime Affairs, R.L.
- .2 Certain nations' officer certificates have been fraudulently reproduced. Therefore, all National COC's are required to be verified prior to sending them to LISCR for endorsement.

### **5.4 Receiving/Filing Agent Review and Acceptance Process**

- .1 Applications for new issue, replacement, or renewal of an officer certificate are to be made on form RLM-105.
- .2 Please follow the instructions carefully in filling out the form. It is very important that both the cover letter and the application state exactly what type and grade of officer certificate is to be issued. Agents may duplicate the forms, subject to .1 above.
- .3 Applications must be completed in the English language. Our printers cannot print letters with punctuation marks over the letters. If you send them to us with these marks, we will process at

the nearest English language equivalent. Supporting documents must be in English, or supplied with a translation.

- .4 The following documents should be submitted with the application.
  - .1 Two or more passport size photos. Two are required for issuance of the officer certificate, and one goes to the file. If a CRA is requested, then add a third photo. A front view with the applicant not wearing a hat or tinted glasses is expected. Applicant's name should be printed on the back of the photo.
  - .2 Physical Examination Report/Certificate – Form RLM-105M. Only one form is needed when the applicant is applying for an I.D. Book, SQCs, and an officer certificate.
  - .3 Copies of all current officer certificates and evidence of compliance with all STCW requirements. Please do not send original certificates.
  - .4 A letter of assignment to employment aboard a Liberian flagged vessel.
- .5 Each filing agent shall carefully review the original documents to ensure that they are current and not fraudulent. If a document appears to be suspicious, the filing agent shall verify with the issuing authority that the document is valid and current.
- .6 Signatures on the applicant's documents shall be compared to signature of the applicant on his application. Photographs shall be compared to the way the applicant actually appears. Old photographs shall be rejected.
- .7 Incomplete applications and lack of a comprehensive cover letter will delay the issuance of documents. No processing is done on an incomplete application.



**PHYSICAL EXAMINATION REPORT/CERTIFICATE  
DEPUTY COMMISSIONER OF MARITIME AFFAIRS**

**ANNEX 2**

**THE REPUBLIC OF LIBERIA**

LAST NAME OF APPLICANT			FIRST NAME			MIDDLE INITIAL		
DATE OF BIRTH			PLACE OF BIRTH			SEX		
MONTH	DAY	YEAR	CITY	COUNTRY		MALE	FEMALE	
EXAMINATION FOR DUTY AS:						MAILING ADDRESS OF APPLICANT:		
MASTER	<input type="checkbox"/>	RATING	<input type="checkbox"/>					
MATE	<input type="checkbox"/>	MOU DECK	<input type="checkbox"/>					
ENGINEER	<input type="checkbox"/>	MOU ENGINE	<input type="checkbox"/>					
RADIO OFF	<input type="checkbox"/>	SUPERNUMERARY	<input type="checkbox"/>					

**MEDICAL EXAMINATION (SEE PAGE 2) STATE DETAILS ON PAGE 2**

HEIGHT	WEIGHT	BLOOD PRESSURE	PULSE	RESPIRATION	GENERAL APPEARANCE
--------	--------	----------------	-------	-------------	--------------------

VISION: RIGHT EYE LEFT EYE  
 WITHOUT GLASSES \_\_\_\_\_ / \_\_\_\_\_  
 WITH GLASSES \_\_\_\_\_ / \_\_\_\_\_

DATE OF LAST COLOR VISION TEST (Month/Day/Year) \_\_\_\_\_ Testing Required every 6 years

COLOR VISION MEETS STANDARDS IN STCW CODE, TABLE A-I/9? YES  NO

COLOR TEST TYPE: BOOK " LANTERN " CHECK IF COLOR TEST IS NORMAL YELLOW \_\_\_ RED \_\_\_ GREEN \_\_\_ BLUE \_\_\_

HEARING: RT. EAR \_\_\_\_\_ LEFT EAR \_\_\_\_\_

HEAD AND NECK	HEART (CARDIOVASCULAR)
LUNGS	SPEECH (DECK/NAVIGATIONAL OFFICER AND RADIO OFFICER) IS SPEECH UNIMPAIRED FOR NORMAL VOICE COMMUNICATION?

EXTREMITIES: UPPER \_\_\_\_\_ LOWER \_\_\_\_\_

IS APPLICANT SUFFERING FROM ANY DISEASE LIKELY TO BE AGGRAVATED BY, OR TO RENDER HIM UNFIT FOR SERVICE AT SEA OR LIKELY TO ENDANGER THE HEALTH OF OTHER PERSONS ON BOARD? IF YES, EXPLAIN IN DETAILS OF MEDICAL EXAMINATION ON PAGE 2.

\_\_\_\_\_  
SIGNATURE OF APPLICANT DATE OF EXAM EXPIRY DATE

THIS SIGNATURE SHOULD BE AFFIXED IN THE PRESENCE OF THE EXAMINING PHYSICIAN.

THIS IS TO CERTIFY THAT A PHYSICAL EXAMINATION WAS GIVEN TO: \_\_\_\_\_  
(NAME OF APPLICANT)

(HE) (SHE) IS FOUND TO BE (FIT) (NOT FIT) FOR DUTY AS A: (MASTER, MATE, ENGINEER, RADIO OFFICER, RATING, MOU DECK, MOU ENGINE or SUPERNUMERARY). IF EMPLOYED AS A WATCHSTANDER (HE) (SHE) IS FOUND TO BE (FIT) (NOT FIT) FOR LOOKOUT DUTIES?

NAME AND DEGREE OF PHYSICIAN \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 NAME OF PHYSICIAN'S CERTIFICATING AUTHORITY \_\_\_\_\_  
 DATE OF ISSUE OF PHYSICIAN'S CERTIFICATE \_\_\_\_\_  
 SIGNATURE OF PHYSICIAN \_\_\_\_\_ DATE OF EXAMINATION: \_\_\_\_\_

This certificate is issued by authority of the Deputy Commissioner of Maritime Affairs, R.L. and in compliance with the requirements of the Maritime Labour Convention, 2006 for the Medical Examination of Seafarers.  
 The Medical Certificate shall be valid for no more than two (2) years from the date of the Examination for those over 18 years of age and for no more than one (1) year for those under 18 years of age.

## MEDICAL REQUIREMENT

All applicants for an officer certificate, Seafarer's Identification and Record Book or certification of special qualifications shall be required to have a physical examination reported on this Medical Form completed by a certificated physician. The completed medical form must accompany the application for officer certificate, application for seafarer's identity document, or application for certification of special qualifications. This physical examination must be carried out not more than 12 months prior to the date of making application for an officer certificate, certification of special qualifications or a seafarer's book. Such proof of examination must establish that the applicant is in satisfactory physical condition for the specific duty assignment undertaken and is generally in possession of all body faculties necessary in fulfilling the requirements of the seafaring profession. In addition, the following minimum requirements shall apply:

- (a) All applicants must have hearing unimpaired for normal sounds and be capable of hearing a whispered voice in the better ear at 15 feet and in the poorer ear at 5 feet.
- (b) Deck officer applicants must have (either with or without glasses) at least 20/20 vision in one eye and at least 20/40 in the other. If the applicant wears glasses, he must have vision without glasses of at least 20/160 in both eyes. Deck officer applicants must also have normal color perception and be capable of distinguishing the colors red, green, blue and yellow.
- (c) Engineer and radio officer applicants must have (either with or without glasses) at least 20/30 vision in one eye and at least 20/50 in the other. If the applicant wears glasses, he must have vision without glasses of at least 20/200 in both eyes. Engineer and radio officer applicants must also be able to perceive the colors red, yellow and green.
- (d) An applicant's blood pressure must fall within an average range, taking age into consideration.
- (e) Applicants afflicted with any of the following diseases or conditions shall be disqualified: epilepsy, insanity, senility, alcoholism, tuberculosis, acute venereal disease or neurosyphilis, AIDS and/or the use of narcotics.
- (f) Deck/Navigational officer applicants and Radio officer applicants must have speech which is unimpaired for normal voice communication.
- (g) Applicants for able seafarer deck, bosun, GP-1, ordinary seaman and junior ordinary seaman must meet the physical requirements for a deck/navigational officer's certificate.
- (h) Applicants for fireman/watertender, oiler/motorman, able seafarer engine pumpman, electrician, wiper, tankerman and survival craft/rescue boat crewman must meet the physical requirements for an engineer officer's certificate.

### DETAILS OF MEDICAL EXAMINATION

(To be completed by examining physician)

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## **SECTION 6 COURIER & MAILING POLICY**

### **6.1 Courier/Mailing Policy**

- .1 Seafarer documents are couriered by TNT (or other courier recognized by the Administration) to an Authorized Liberian Filing or ordering agent.
- .2 If more than seven books and or licenses are issued, an additional \$5.00 per each SIRB and officer certificate will be charged to the courier fee.
- .3 There is a minimum charge for documents mailed by courier. See RLM 118 Annex 5 for the latest schedule of fees.

## **SECTION 7 SEA SYSTEM©**

### **7.1 SEA System©-Seafarer Electronic Application System**

- .1 The Liberian International Ship & Corporate Registry has developed a computer program, called the SEA System, whereby agents can electronically submit applications to our office in Dulles, VA. This process saves incoming courier expenses, added paper application costs, reduced CRA charges and time saved processing orders. If you would like further information about the SEA System, please contact the Seafarer Certification & Documentation department. All agents are highly urged to submit applications electronically.
- .2 The internet location of the web-based version of Sea System is <http://sea.liscr.com>. To apply via SEA System, for Liberian seafarer's documents, you have to become an authorized filing agent for Liberia. This process is free of charge. Please let us know who we should forward the filing agent agreement to. Once you have been approved as an authorized filing agent, you will be able to access our Seafarers Electronic Application (SEA) System which allows you or your company to apply online for documents and print your own CRAs (Certificate of Receipt of Application). The use of the system is free of charge. The SEA System is a great opportunity for crewing agencies to save time and money especially when dealing with larger volume of Liberian applications. To become a Liberian filing agent please send your request to Anthony Geegbae at [ageegbae@liscr.com](mailto:ageegbae@liscr.com) and CC Nestor Fontanilla at [Nfontanilla@liscr.com](mailto:Nfontanilla@liscr.com), Nicole Bowley at [nbowley@liscr.com](mailto:nbowley@liscr.com) and Marybeth Klein at [mklein@liscr.com](mailto:mklein@liscr.com). For questions concerning SEA System contact Carl Drumgoole at [Cdrumgoo@liscr.com](mailto:Cdrumgoo@liscr.com) and CC Nestor Fontanilla, Nicole Bowley and Marybeth Klein.

## ANNEX 1 CONVERSION CHARTS

### Height Chart

<u>METRES</u>	<u>CENTIMETRES</u>	<u>FT./IN</u>
1.53 -----	153 -----	5' 0"
1.55 -----	155 -----	5' 1"
1.58 -----	158 -----	5' 2"
1.60 -----	160 -----	5' 3"
1.63 -----	163 -----	5' 4"
1.65 -----	165 -----	5' 5"
1.68 -----	168 -----	5' 6"
1.70 -----	170 -----	5' 7"
1.73 -----	173 -----	5' 8"
1.75 -----	175 -----	5' 9"
1.78 -----	178 -----	5'10"
1.80 -----	180 -----	5'11"
1.83 -----	183 -----	6' 0"
1.85 -----	185 -----	6' 1"
1.88 -----	188 -----	6' 2"
1.90 -----	190 -----	6' 3"
1.93 -----	193 -----	6' 4"
1.95 -----	195 -----	6' 5"
1.98 -----	198 -----	6' 6"
2.00 -----	200 -----	6' 7"
2.03 -----	203 -----	6' 8"
2.05 -----	205 -----	6' 9"
2.08 -----	208 -----	6'10"
2.10 -----	210 -----	6'11"
2.13 -----	213 -----	7' 0"

1 METRE = 3.28 FEET

1 CENTIMETRE = .39 INCHES

## ANNEX 2

### Weight Chart

<u>KILOS</u>		<u>POUNDS</u>	<u>KILOS</u>		<u>POUNDS</u>	<u>STONES</u>		<u>POUNDS</u>
45	—	99	78	—	172	7	—	98
46	—	101	79	—	174	8	—	12
47	—	103	80	—	177	9	—	126
48	—	105	81	—	179	10	—	140
49	—	108	82	—	181	11	—	154
50	—	110	83	—	183	12	—	168
51	—	112	84	—	186	13	—	182
52	—	114	85	—	188	14	—	196
53	—	116	86	—	190	15	—	210
54	—	119	87	—	192	16	—	224
55	—	121	88	—	194	17	—	238
56	—	123	89	—	196			
57	—	125	90	—	198			
58	—	128	91	—	200			
59	—	130	92	—	202			
60	—	132	93	—	204			
61	—	134	94	—	206			
62	—	136	95	—	208			
63	—	139	96	—	211			
64	—	141	97	—	213			
65	—	143	98	—	215			
66	—	145	99	—	217			
67	—	147	100	—	219			
68	—	150	101	—	221			
69	—	152	102	—	224			
70	—	154	103	—	226			
71	—	157	104	—	229			
72	—	159	105	—	231			
73	—	161	106	—	233			
74	—	164	107	—	235			
75	—	166	108	—	238			
76	—	168	109	—	240			
77	—	170	110	—	242			

**1 KILO = 2.2 POUNDS**  
**1 STONE = 14 POUNDS**

## ANNEX 3

### **LIBERIAN REGISTRY'S CERTIFICATE OF RECEIPT OF APPLICATION (CRA)**

#### **BACKGROUND & LIBERIAN MARITIME LAW:**

Every Liberian flagged ship must have a Liberian certificated Master in command. The Liberian maritime law requirement for a certificated Master is based on Liberian Maritime Law, Chapter 10, Sections 296-299, wherein certain rights and duties of the master are indicated. In order for these rights and duties to have legal effect, the Master of each Liberian ship must therefore hold a valid Liberian Master's certificate of competency when in command.

Section 293, Officers' Licenses [certificates], further states that, "Except when prevented by force majeure, all [other] officers of Liberian vessels shall obtain licenses [certificates] to fill their relative positions from the Commissioner of Maritime Affairs or any Deputy Commissioner authorized to issue licenses [certificates]."

Liberian Maritime Regulations, Chapter I, section 1.17, Licenses and Certificates of Merchant Marine Personnel, (1) Equivalent states, "A person holding a valid license or certificate issued by a State fully applying the provisions of the International Convention on Standards of Training and Watchkeeping (STCW) currently in force, as amended, and who is not otherwise disqualified in the opinion of the Commissioner or Deputy Commissioner to whom application is made shall be eligible for an equivalent Liberian License or Certificate, subject to proof of physical fitness and adequate English language ability." **In accordance with Regulation 1/10 of the STCW, as amended, there must exist between Liberia and the country of the seafarer's national license, an Undertaking agreement for the recognition and issuance of equivalent license.**

**Pending the issuance of a license by equivalency (or exam when application has been made), a CRA can be issued for 3 months (90 days) for all officers. The vessel officers could meet the requirement by being issued a Liberian CRA upon screening by our representatives at any LISCR office or approved CRA issuing agent. The other crew member such as deck/engine watch ratings may apply for a CRA if they do not hold a Liberian special qualification in their Liberian seafarer book. Copies of the CRA must be retained on board or upon receipt of their Liberian certificate, whichever occurs first.**

**The current equivalency endorsements requirement applies only to those countries recognized by Liberia in ANNEX 8 B of the RLM-118. Upon review and processing of each certificate of application received by the staff of the Deputy Commissioner of Maritime Affairs, a Liberian certificate is issued and forwarded to vessel agent. Copies of the CRA must be retained on board or upon receipt of their Liberian certificate, whichever occurs first.**

## **THE LIBERIAN REGISTRY'S POLICY REGARDING CRAs:**

**In order to (to be employed) on board a Liberian flagged vessel, the officer must have a Liberian license. However, the officer (without a Liberian certificate) may be allowed to serve on board a Liberian vessel if he has (applied for an equivalent license and has) been issued a CRA**

**In order for a Master or other officer to serve in a capacity on board a Liberian flagged vessel, they must have a valid Liberian license or a CRA issued in accordance with RLM 118. An officer without a valid Liberian license may be allowed to serve on board a Liberian vessel for a period up to 90 days, if they have made application for an equivalent license and have in their possession a CRA issued by the Administration.**

It should be clearly understood that obtaining a CRA is a very temporary substitute for a Liberian officer's certificate. While it is acceptable to Liberian Nautical Inspectors, it may not be acceptable to certain Port State Control officials or vetting inspectors.

All authorized agents that have unrestricted authorization of SEA System have a unique company stamp and authorization letters on record as to who from the company can sign the CRA. These can be verified by authenticity of the signer by contacting [nfontanilla@liscr.com](mailto:nfontanilla@liscr.com), [nbowley@liscr.com](mailto:nbowley@liscr.com) or [mklein@liscr.com](mailto:mklein@liscr.com). Also acceptable are faxed or computerized scanned copies of a CRA as an email attachment and issued out of our LISCR Headquarters in Dulles, Virginia.