

**[MARINA MEMORANDUM CIRCULAR NO. 87,
September 15, 1994]**

**GUIDELINES ON THE ISSUANCE OF THE SEAFARER'S
IDENTIFICATION AND RECORD BOOK (SIRB)**

I

Legal Basis and Purpose

Pursuant to Section 12 par. (j) of EO No. 125-A dated 13 April 1987, and in conformity with the provisions of ILO Convention No. 108, the Seafarer's National Identity Documents Convention, 1958, this Memorandum Circular is issued to prescribe the policies, minimum requirements and procedures for the issuance of the Seafarer's Identification and Record Book and to establish systems and procedures for the promotion of an efficient and effective means of identification of Filipino seafarers and to maintain a complete and continuing record of their services on board vessels.

II

Coverage

In order to establish a system of identification, registration and qualification of Filipino seafarers, it shall be mandatory for all merchant marine officers and ratings on board vessels of 35 gross tons or over, to secure a Seafarer's Identification and Record Book and to show same to proper boarding authorities whenever demanded for routine check and inspection.

In addition, off-shore workers seeking employment are likewise required to secure a Seafarer's Identification and Record Book.

III

Definition of Terms

1. **Merchant Marine Officers** — refers to duly licensed deck and engine officers of commercial ships, propelled by machinery, public and private, strictly engaged in maritime commerce, both foreign and local trades, vessels engaged in the training of cadets for the maritime profession, and non-combatant vessels of the Philippine navy engaged in operations similar to a commercial ship.
2. **Master** refers to a duly licensed and registered Master Mariner.
3. **Radio Officer** refers to a licensed First Class Radiotelegraph Operator.
4. **Seafarer** refers to rated and non-rated skills manning merchant marine vessels and off-shore oil rigs.
5. **Seafarer's Identification and Record Book (SIRB)** refers to a document issued by the Maritime Industry Authority (MARINA) to qualified merchant marine

officers and ratings including fishermen and off-shore workers, to provide the holders with identity papers and a record of their sea service as well as for the seafarer's registration purposes.

6. **Seafarer's Registry Book** refers to the roll of merchant marine personnel, including overseas off-shore workers, to be maintained by the MARINA.

7. **Revalidation of SIRB** refers to the process in which the effectivity of an SIRB is extended. The maximum number of times that an SIRB can be revalidated is three (3).

8. **Replacement of filled/damaged SIRB** refers to the process in which the SIRB, though not yet expired, has to be replaced either because its pages have been filled up or that or it has been worn out or damaged rendering it unusable.

9. **Replacement of lost SIRB** refers to the process in which the SIRB has to be replaced due to loss.

IV

Procedures for SIRB Issuance

To insure a smooth and expeditious processing of documents of applicants for SIRB, the following procedures are hereby set forth:

A. Applicants shall apply directly in person at the MARINA Central Office or in any of the Maritime Regional Offices (MROs).

B. In cases of applications for renewal/revalidation, applicants shall apply at least one (1) month before the expiration date. Applications for replacement of SIRB due to damage or loss of the book shall be made immediately.

C. SIRBs may be claimed twenty four (24) hours after receipt by the SIRB Processing Unit except for applications filed at the MROs, in which case, they may be claimed ten (10) days from date of filing.

D. SIRBs issued for overseas employment shall be acceptable for use in fishing and domestic employment.

E. Shipping companies/manning agencies, through their duly authorized representatives, shall be allowed to apply for revalidation/replacement of SIRB in behalf of their seafarers who are actually on board ship at least sixty (60) days before expiration of said document. They shall be required to submit a copy of the Seafarer's 201 file.

F. In case of damaged/lost SIRB, seafarers on board vessels shall apply for the issuance of a replacement SIRB through their respective shipping company or manning agency by presenting an Affidavit of Loss executed and authenticated by the Philippine Embassy or Consulate and all other pertinent documents required for the re-issuance of an SIRB.

G. Special processing shall be entertained only if applicant is leaving the country within eight (8) hours, provided he submits his documents, including proof of his embarkation/departure, two (2) hours before the close of the official working days.

V

Qualifications and Requirements for SIRB Issuance

A. Basic Qualifications:

1. Filipino Citizen; and,
2. Not less than 18 years old.

B. Interview — All applicants for the issuance of an SIRB may be subjected to interview, if necessary, to ascertain the validity and authenticity of their license and other supporting documents required for the issuance of an SIRB.

C. Documentary Requirements (1-set original and 1-set photocopy, unless otherwise specified):

1. Overseas

a. New

1. Birth Certificate duly certified by the National Statistics Office (NSO) or Local Civil Registrar. In the absence of a Birth Certificate, an Affidavit of two (2) disinterested persons.
2. NBI Clearance (VISA Seaman).
3. SOLAS Certificates
4. Two (2) latest black and white, 2" x 2" head photographs, uncapped, with signature at the back.
5. Documentary Stamp
6. A, B, C, D, E as applicable* (See below)

b. *Revalidation*

1. Old SIRB
2. NBI Clearance (VISA Seaman)
3. SOLAS Certificates if within five (5) years from previous issuance of SIRB, applicant was not able to render at least two (2) years sea service.
4. One (1) latest black and white, 2"x2" head photograph, uncapped, with signature at the back.
5. Documentary Stamp.

c. *Replacement of Filled SIRB*

1. Old SIRB
2. Authenticated PRC License, if applicable.
3. NBI Clearance (VISA Seaman)
4. Two (2) latest black and white, 2"x2" head photographs, uncapped, with signature at the back
5. Documentary Stamp

d. *Replacement of Damaged/Lost SIRB*

1. NBI Clearance (VISA Seaman)
2. Two (2) latest black and white, 2"x2" head photographs, uncapped, with signature at the back
3. Documentary Stamp
4. Duly notarized Affidavit of Loss (for lost SIRBs)
5. POEA Adjudication Division Clearance.

(*)

A. For Licensed Marine Officers/Professional License holders: Authenticated PRC/NTC License, as applicable.

B. For Graduates of Nautical and Marine Engineering: Transcript of Records indicating Special Order Number.

C. For Graduates of Basic Seaman Courses: Transcript of Records indicating Special Order Number

D. Retired/Honorably Discharged Naval Personnel

1. Service Records issued and duly certified by the Naval Adjutant.
2. True copy of retirement/discharge orders.
3. Clearance from all accountabilities.

E. Applicants with Special Skills with limited/unlimited experience.

1. Service Records or proof of specialized services rendered.
2. Employment Contract or Letter Request from contracting shipping/manning agency.

2. **Domestic**

a. New

1. Birth Certificate duly certified by the National Statistics Office (NSO) or Local Civil Registrar. In the absence of a Birth Certificate, an Affidavit of two (2) disinterested persons.
2. NBI Clearance (for local employment)
3. SOLAS Certificates
4. Two (2) latest black and white, 2"x2" head photographs, uncapped, with signature at the back.
5. Documentary Stamp
6. A, B, C, D, E as applicable * (see below)

b. Revalidation

1. Old SIRB
2. NBI Clearance (for local employment)
3. SOLAS Certificates if within five (5) years from previous issuance of SIRB, applicant was not able to render at least two (2) years sea service.
4. One (1) latest black and white, 2"x2" head photograph, uncapped, with signature at the back.
5. Documentary Stamp

c. Replacement of Filled SIRB

1. Old SIRB
2. Authenticated PRC License, if applicable.
3. NBI Clearance (for local employment)
4. Two (2) latest 2" x 2" head photographs, uncapped, with signature at the back of the picture
5. Documentary Stamp

d. Replacement of Damaged/Lost SIRB