

[MIA MEMORANDUM CIRCULAR NO. 97, March 16, 1995]

REVISED GUIDELINES ON THE ISSUANCE OF THE SEAFARER'S IDENTIFICATION AND RECORD BOOK

I.

Legal Basis and Purpose

Pursuant to Section 12 para. (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 revised 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 commercial and fishing vessels 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, offshore 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 and Second Class Radiotelegraph Operator.
4. Seafarer - refers to rated and non-rated skills manning merchant marine and fishing vessels and offshore 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, fishermen and offshore workers to provide the holder with identity papers and record of their sea service as well as for the seafarer's registration purposes.

6. Register of Filipino Seafarer - refers to the roll of merchant marine personnel, including fishermen and off-shore workers, to be maintained by the MARINA.

7. Revalidation of SIRB - Refers to the process of extending validity of expired SIRBs without necessarily replacing the existing SIRB. The maximum number of times that an SIRB can be revalidated is three (3).

8. Re-issuance of SIRB - refers to the process in which the SIRB, though not yet expired, has to be replaced due to loss or because its pages have been filled up or that it has been worn out or damaged rendering it unusable.

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). Applications through MARINA accredited Liaison Officers (LOs) shall be allowed only when filed in accordance with rules and regulations to be adopted and prescribed by the MARINA.

B. Applications for revalidation/reissuance of SIRB must be filed at least one (1) month before expiry date.

C. SIRBs may be claimed within 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. Only applicants who have complied with all the herein requirements shall be entertained. Authentication of valid SOLAS Certificates shall be simultaneous with SIRB issuance.

E. SIRBs issued for overseas employment shall be acceptable for use in fishing and domestic employment, but not vice versa.

V.

Qualifications and Requirements for SIRB Issuance

A. Basic Qualifications:

1. Filipino Citizen;
2. Not less than 18 years old; and
3. High school graduate.

B. Interview - 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.

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 attesting to the birth of the applicant.
2. NBI Clearance (VISA Seaman).
3. SOLAS Certificates
4. One (1) latest black and white, 2" x 2" head photographs, uncapped, with signature at the back. For Merchant Marine/Radio/Medical Officers/Electricians and graduates of BSMT/AMT and BS Mar E/AME, appropriate shoulder board must be observed. For other applicants, attire must be collared.
5. Documentary stamp
6. A, B, C, D, E as applicable

b. Revalidation

1. old SIRB
2. NBI Clearance (VISA Seaman)
3. SOLAS Certificate
4. One (1) latest black and white 2" x 2" head photograph uncapped with signature at the back. For merchant marine/Radio/Medical Officers and graduates of BSMT/AME, appropriate shoulder board must be observed for other applicant, attire must be collared.
5. Documentary stamp.

c. Reissuance of Filled/Damaged/Lost SIRB

1. Old SIRB, as applicable
2. SOLAS Certificates or valid STCW Certificate issued by MARINA
3. Authenticated PRC License, as the case may be
4. NBI Clearance (VISA Seaman)
5. Two (2) latest black and white 2" x 2" head photographs, uncapped, uncapped, with signature at the back. For Merchant Marine/Radio/Medical Officers/Electricians and graduates of BSMT/AMT and BS Mar E/AME, appropriate shoulder board must be observed. For other applicants, attire must be collared.

6. Documentary stamp
7. Service Record from last employer
8. POEA Adjudication Division Clearance, if necessary
9. Duly notarized Affidavit of Loss

(Note: Documents 7, 8 and 9 are required only in cases of reissuance of damaged/lost SIRBs)

d. On Board Application for Revalidation /Reissuance Due to Loss

1. Letter from the company/agency
2. Photocopy of the employment contract.
3. Photocopy of SIRB
4. Crewlist duly signed by the Master and stamped by the last Immigration Officer.
5. Affidavit of Loss duly notarized in the country where said Affidavit was executed and authenticated by the Philippine Embassy or Consulate and/or the Master's Certification, for lost SIRBs.

2. Domestic

a. New

1. Birth Certificate duly certified by the National Statistics Office (NSO) or the Local Civil Registrar. In the absence of a Birth Certificate, an affidavit of two (2) disinterested persons attesting to the birth of the applicant.
2. NBI Clearance (Local Employment)
3. SOLAS Certificates
4. Two (2) latest black and white, 2" x 2" head photographs, uncapped, with signature at the back. For Merchant Marine/Radio Medical Officers/Electricians and graduates of BSMT/AMT and BS Mar E/AME, appropriate shoulder board must be observed. For other applicants, attire must be collared.
5. Documentary Stamp
6. A, B, C or D as applicable

B. Revalidation

1. Old SIRB
2. NBI Clearance (Local Employment)
3. SOLAS Certificates

4. One (1) latest black and white, 2" x 2" head photograph; uncapped, with signature at the back. For Merchant Marine/Radio/Medical Officers/Electricians and graduates of BSMT/AMT and BS Mar E/AME, appropriate shoulder board must be observed. For other applicants, attire must be collared.

5. Documentary Stamp

c. Reissuance of Filled/Damaged/Lost SIRB

1. Old SIRB, as applicable

2. SOLAS Certificates or valid STCW Certificate issued by MARINA

3. Authenticated PRC License, as the case may be

4. NBI Clearance (Local Employment)

5. Two (2) latest black and white, 2" x 2" head photographs, uncapped, with signature at the back. For Merchant Marine/Radio/Medical Officers/Electricians and graduates of BSMT/AMT and BS Mar E/AME, appropriate shoulder board must be observed. For other applicants, attire must be collared.

6. Documentary Stamp

7. Service Record from last employer

8. Duly Notarized Affidavit of Loss

(Note: Documents 7 and 8 are required only in cases of reissuance of damaged/lost SIRBs)

3. Fishing

a. New

1. Birth Certificate duly certified by the National Statistics Office (NSO) or the Local Civil Registrar. In the absence of a Birth Certificate, an Affidavit of two (2) disinterested persons attesting to the birth of the applicant.

2. NBI Clearance (VISA Seaman for Overseas and Local Employment for Domestic)

3. Two (2) latest black and white, 2" x 2" head photographs, uncapped, with signature at the back. Attire should be collared.

4. Documentary Stamp

5. A or B, as applicable

b. Revalidation