

FROM MARINA CIRCULAR NO. 2009-10

REVISED RULES ON THE ISSUANCE OF ENHANCED SEAFARER'S IDENTIFICATION AND RECORD BOOK (SIRB)

1. Documentary Requirements

Particulars	New		Re-Issuance		Lost or Damaged	
	Regular Seafarer	Cadets	Regular seafarer	Onboard application	Regular seafarer	Onboard application
PERSONAL IDENTIFICATION DOCUMENT						
➤ Birth Certificate on SECPA or Passport	√	√				
➤ Marriage Contract (for seawoman applying for change of name)	√		√			
SECURITY DOCUMENT						
➤ NBI Clearance	√	√	√		√	
SAFETY TRAINING CERTIFICATE (as applicable)						
Valid Basic Safety Training (MARINA Authenticated, 1995 STCW Compliant or STCW Certificate)	√	√	√	√	√	√

Particulars	New		Re-Issuance		Lost or Damaged	
	Regular seafarer	Cadets	Regular seafarer	Onboard Application	Regular seafarer	Onboard Application
ADDITIONAL REQUIREMENTS (as applicable)						
➤ MARINA/PRC/NTC License or Board Certificate			√	√	√	√
➤ MARINA/PRC/ ➤ NTC ID (for Licensed Officers)			√	√	√	√
➤ Transcript of Records (for applicants enrolled in maritime course)		√				
➤ Original SIRB			√			
SUPPLEMENTARY REQUIREMENTS						
➤ Letter request from the Company/ Agency				√		√
➤ POEA approved Employment Contract				√		√
➤ Crew list duly signed by the Master				√		√
➤ Clearance from MLAO as to monetary obligation				√		√
➤ Photocopy of SIRB				√		√

Particulars	New		Re-Issuance		Lost or Damaged	
	Regular seafarer	Cadets	Regular seafarer	Onboard application	Regular seafarer	Onboard application
➤ Affidavit by the seafarer and confirmation by the Master						✓
➤ Duly Notarized Affidavit of Loss					✓	✓
➤ Latest passport size photograph	✓	✓	✓	✓	✓	✓
➤ Documentary stamp	✓	✓	✓	✓	✓	✓