

ISSUANCE OF SEAFARER'S IDENTIFICATION AND RECORD BOOK (SIRB) (NEW/RE-ISSUANCE/ON-SITE/ON-BOARD)

Schedule of Availability of Service:

Daily, from Monday to Friday
8:00 AM – 6:00 PM without noon break

Who may avail of the service:

Filipino Citizen, 18 years of age except for cadet applying for issuance of SIRB for shipboard apprenticeship training who must be at least 16 years of age. Ship officers, ratings, cadets, service providers, company representatives and fishing vessel personnel who are engaged in any capacity onboard a Philippine-registered ship 35 GT and above.
Any Filipino seafarer who intends to be engaged in any capacity onboard any foreign-flagged ship.

Exemption:

1. Seafarers onboard warships/naval vessels/naval auxiliaries
2. Fishermen onboard fishing vessels regardless of tonnage engaged in domestic fishing operation.

In the case of personnel onboard ships not engaged in commercial activity, the SIRB shall be optional.

What are the requirements:

NOTE: The ORIGINAL COPY of the document and ONE (1) PHOTOCOPY of the enumerated requirements must be presented when applying for the issuance of SIRB.

NEW APPLICANT:

1. Birth Certificate on Security Paper (SECPA) or Passport
2. Valid NBI Clearance
3. Valid Basic Safety Training (BST) or Basic Training (BT) Certificate; and
4. Official Receipt of Basic Safety Training (BST) or Basic Training (BT) Course

Note: Cadets who wish to wear the shoulder board must submit their Transcript of Records (TOR) or if not available, Certification from the school duly signed by the school Registrar, as proof of their enrollment in maritime course.

RE-ISSUANCE OF SIRB (REGULAR SEAFARERS)

1. Original SIRB;
2. Valid NBI Clearance and
3. Basic Safety Training (BST) or Basic Training (BT) Certificate

Note: Applicants who hold Basic Safety Training (BST) certificates issued beyond five (5) years as of date of filing of application for re-issuance must present photocopy of sea service (embarkation and disembarkation) duly reflected in their SIRBs. Sea service must be of at least one (1) year acquired within five (5) years from the date of issuance of said Certificate or from the date of last disembarkation. In the absence of sea service in their SIRBs, Certification of sea service duly signed by authorized company representative.

RE-ISSUANCE OF SIRB FOR SHIP OFFICERS

1. Original SIRB;
2. Valid NBI Clearance
3. Basic Safety Training (BST) or Basic Training (BT) Certificate;
4. PRC ID/License or Board Certificate;

Note: Applicants who hold Basic Safety Training (BST) certificates issued beyond five (5) years as of date of filing of application for re-issuance must present photocopy of sea service (embarkation and disembarkation) duly reflected in their SIRBs. Sea service must be of at least one (1) year acquired within five (5) years from the date of issuance of said Certificate or from the date of last disembarkation. In the absence of sea service in their SIRBs, Certification of sea service duly signed by authorized company representative.

LOST OR DAMAGED SIRB (REGULAR SEAFARERS)

1. Valid NBI Clearance
2. Valid Basic Safety Training (BST) or Basic Training (BT) Certificate; and
3. Duly Notarized Affidavit of Loss or Damage
4. Certification of sea service duly signed by the authorized company representative

LOST OR DAMAGED SIRB (SHIP OFFICERS)

1. Valid NBI Clearance
2. Valid Basic Safety Training (BST) or Basic Training (BT) Certificate
3. Duly Notarized Affidavit of Loss or Damage;
4. PRC License or Board Certificate;
5. PRC I.D. for Licensed Officers;
6. Certification of sea service duly signed by the authorized company representative

ON-BOARD APPLICATION

1. Letter request from the Company/Agency;
2. Approved POEA employment contract;
3. Crew list duly signed by the Master;
4. Clearance from the MLAO as to monetary obligation;
5. Affidavit by the seafarer and confirmation by the Master;
6. Latest passport size photograph
7. Valid NBI Clearance of the liaison officer or authorized company representative
8. Photocopy of the following:

For Regular Seafarers:

- Photocopy of SIRB;
- Valid Basic Safety Training (BST) or Basic Training (BT) Certificate

For Ship Officers:

- Photocopy of SIRB;
- Valid Basic Safety Training (BST) or Basic Training (BT) Certificate;
- PRC ID/ License or Board Certificate ;

Duration:

- Regular Applications - The next working day
Expedite Applications - Within four (4) hours

Processing Fee:

Regular application - P 800.00
 Expedite application - 1,500.00

How to Avail of the Service:

Step	Applicant/Client	Service Provider	Duration of Activity (Under Normal Circumstances)	Person in Charge	Fees	Form
1.	Secures security pass	security pass	10 seconds	Guard on duty		
2.	Secures individual number and application form For applicants availing of the Online Appointment System (OLAS), no need to secure individual number, please proceed directly to the Evaluator under Step 3	Provides number and application form	5 minutes	Officer of the Day		Applicant number and Application Form
3	Fills out Application Form and prepare necessary documents Proceeds to the Evaluator and wait for the number to be called					
	Submits duly filled up application form and complete documentary requirements	Requests Applicant to log in the Evaluator's Logbook	2 minutes	Sr. MIDS/MIDS II / MIDS I		Application Form and complete

		Evaluates and checks completeness / qualifications of documentary requirements.	10 minutes	Sr. MIDS/MIDS II / MIDS I		documentary requirements
		If complete, prepares and issues the Authority to Accept Payment (ATAP).				
		If not complete, returns documentary requirements to applicant for completion.				
3	Proceeds to the Cashier Present ATAP Pays the corresponding amount of processing fee	Receives payment from applicant and issues corresponding Official Receipt (OR)	10 minutes	Cashier	New/Re-issuance P800.00 – regular P1,500.00- expedite <hr/> Replacement of lost SIRB: P1,500.00– 1 st time Succeeding issuance – double the cost of the last issuance <hr/> ONBOARD – P1,500.00 ON SITE – P1,500.00	Application form, ATAP
		Indicates OR Number and amount then affix signature on Application Form.		Cashier		
4	Proceeds to image capturer for digital image capturing (Applicants queue and called on a first come, first serve basis)	Captures image of the Applicant	5 minutes*	Sr. MIDS / MIDS II / MIDS I / Clerk		Duly filed up and evaluated application form with corresponding documentary

	Submits application form together with the OR. Waits for the stamping of schedule of release at the back of the OR	Stamps date of release at the back of the OR Advises applicant to return and claim his/her processed SIRB on the date indicated in the OR	25 seconds			requirements and OR
		Encodes data into computer.	15 minutes*	Sr. MIDS / MIDS II / MIDS I / Clerk		
		If the Applicant is not in the watchlist, generates/prints sticker and assigns SIRB Booklet then forwards to the Reviewer.	5 minutes*	Sr. MIDS / MIDS II / MIDS I / Clerk		
		If the Applicant is in the watchlist, forwards application to Legal Service (LS) for clearing. Instructs applicant to proceed to LS. Once the applicant is cleared by LS, the applicant will return to the Evaluator for processing of his/her application.	5 minutes*	Sr. MIDS / MIDS II / MIDS I / Clerk		
	Comes back on the releasing date of his/ her SIRB			Sr. MIDS / MIDS II / MIDS I / Clerk		<i>Releasing of regular applications is on the next working day with the following scheme: Regular application filed in the morning will be released in the morning (AM) of the next working day while those filed in the</i>

						<p><i>afternoon will be released also in the afternoon (PM) of the next working day.</i></p> <p><i>Expedite application will be released within the day of application</i></p>
		Reviews sticker, Application and documentary requirements.	5 minutes*	Chief MIDS / Supvg. MIDS / Sr. MIDS		
		If the Application is error free, affixes initials on Application and Sticker.	2 minutes*	Chief MIDS / Supvg. MIDS / Sr. MIDS		
		If the Application is with error, refers Application to Encoder for correction.	2 minutes*	Chief MIDS / Supvg. MIDS / Sr. MIDS		
		If the Application is with deficiency, place in the hold box and advise the applicant through text message or telephone call about the deficiency and the action to be taken	3 minutes	MIDS II/ MIDS I/ Clerk		
		Laminates sticker then forward to Releasing Clerk	2 minutes*	Clerk		
6	Presents OR as claim stub for SIRB	Issues Sticker/SIRB to Applicant for proofreading.	2 minutes	Clerk		
7	Proofreads Sticker/SIRB	If Sticker/SIRB is error free, attaches Sticker to SIRB then laminate.	5 minutes	Clerk		

		If Sticker/SIRB is with error, endorses Application to Reviewer for correction.	5 minutes	Clerk		
8	Receives SIRB and signs in the releasing logbook.	Dry-seals and releases SIRB.	2 minutes	Clerk		
END OF TRANSACTION						

* - processing time does not include queued applications.