



MARINA ADVISORY NO. 2022 – 06
Series of 2022

TO : ALL FILIPINO SEAFARERS, LICENSED MANNING AGENCIES,
SHIPPING COMPANIES, SHIP OWNERS/OPERATORS, BAREBOAT
CHARTERERS AND ALL OTHER MARITIME INDUSTRY
STAKEHOLDERS CONCERNED

SUBJECT : COST OF ISSUANCE OF SEAFARERS' RECORD BOOK (SRB)

DATE : JAN 31 2022

In the interest of the service and in line with the policy of the State to ensure the delivery of adequate social services, promote full employment, rise the standard of living, improve the quality of life for all Filipinos and mitigate the economic cost brought about by the COVID-19 pandemic, this Authority, with the approval of the Maritime Industry Board during its 290th meeting held on 24 January 2022, shall implement the following guidelines relating to the cost of the issuance of Seafarers' Record Book (SRB) and/or renewal/reissuance of SRB/Seafarers Identification and Record Book (SIRB) during the period when the country is under the state of public health emergency", to wit:

1. The Maritime Industry Authority (MARINA) shall **issue SRB at no cost** to the applicant applying for the first time who has not been issued with a Seaman's Book or SIRB, previously.
2. The MARINA shall **grant fifty percent (50%) discount** on the cost of **renewal** of expiring or expired SIRB or **reissuance** of lost or damaged SIRB or SRB booklet.
3. The application for SRB under this Advisory shall be filed by the applicant through the MARINA SRB/SID Online Appointment System (OAS) at <https://sidsrb.marina.gov.ph>. No walk-in applicant shall be entertained.
4. The applicant shall personally appear on the scheduled date of appointment at his/her chosen MARINA processing center. In case of failure to appear on the scheduled date of appointment, the applicant shall set a new schedule through the OAS.
5. **Any person applying, for the first time**, for issuance of SRB shall present the original and photocopy of the following documents to their chosen processing center to support their application:
 - 5.1. Birth Certificate issued by the Philippine Statistics Authority (PSA);
 - 5.2. Valid NBI Clearance;
 - 5.3. Certificate of Completion of the Basic Training (BT) course; and
 - 5.4. Marriage Contract issued by the PSA for married woman.

6. **Applicants for renewal** of expiring or expired SIRB or **reissuance** of lost or damaged SIRB or SRB booklet under this Advisory shall present the original and photocopy of the following:
 - 6.1. SIRB booklet with photocopy of the page containing details of the applicant;
 - 6.2. Valid NBI Clearance;
 - 6.3. Certificate of Completion of the Basic Training (BT) course; and
 - 6.4. Marriage Contract issued by the PSA for married woman, if there is a change in the applicant's civil status;
 - 6.5. Additionally, the following shall be submitted for reissuance of lost or damaged SIRB or SRB booklet:
 - 6.5.1. Duly Notarized Affidavit, for lost or damaged booklet ashore;
 - 6.5.2. For lost or damaged booklet onboard:
 - 6.5.2.1. Letter request from the Company/Agency;
 - 6.5.2.2. POEA approved employment contract;
 - 6.5.2.3. Crew List duly signed by the Master;
 - 6.5.2.4. Clearance of no pending case / obligation or unpaid penalty from MARINA Legal Service;
 - 6.5.2.5. Affidavit of the seafarer with confirmation by the Master;
 - 6.5.2.6. Company Affidavit of Undertaking (duly notarized)
 - 6.5.3. Clearance from the MARINA Management Information Systems Service (MISS)
7. Applicants shall also provide one (1) Documentary Stamp which shall be affixed to the SRB booklet upon its release.
8. The photocopy of the documents presented by the applicant shall be evaluated and verified by the MARINA processing center against the original at the time of application.
9. All MARINA processing centers shall ensure that applicants shall observe social distancing of at least one (1) meter or one (1) seat apart at all times in their respective processing areas. This shall serve as basis for the control of entry of applicants in such processing area at any given time.
10. All processing centers shall also implement no face mask, no entry policy for all applicants at all times.
11. This Advisory does not cover the issuance of Seafarers' Identity Document (SID). Thus, all applications for SID shall be processed in accordance with the requirements as provided under MARINA Circular No. MD-2019-01 and MARINA Advisory No. 2021-22.
12. For inquiries or further clarifications, all concerned may send an email at mds_scdd@marina.gov.ph or call at (02) 8524 6517.



13. These guidelines shall take effect starting 02 February 2022 and shall remain valid, effective and co-terminus with the period when the country is under the state of public health emergency or until 31 December 2022, whichever comes first.

For the information and guidance of all concerned.



VADM ROBERT A EMPEDRAD AFP (Ret)
Administrator