



# ST KITTS & NEVIS INTERNATIONAL SHIP REGISTRY

## MARITIME CIRCULAR – MC 147 25

### APPLICATION FOR SEAFARERS' DOCUMENTS

#### 1. Purpose

- 1.1. The purpose of this Maritime Circular is to provide an update on the procedure and requirements of the Registry in relation to the application for seafarers' documents.
- 1.2. This Maritime Circular revokes previously issued MC 30 09 on this matter.

#### 2. Application

- 2.1. In accordance with the current working process, inquiries and applications for seafarers' certificates are accepted through Seafarer HQ and/or by e-mail.
- 2.2. *Application Form A15 (Application for Seafarers Documents)* gives a full check list of requirements for the support documents (on pages 3 & 4), which are necessary for the processing of the application and are required to be uploaded to Seafarers HQ. This Application Form is available for downloading from our website following this link <https://www.skanregistry.com/en/seafarers/stcw>
- 2.3. This Administration would like to emphasize that only fully completed application forms with all required valid supporting documents will be processed. Therefore, this Administration reminds that this is a responsibility of an applicant and/or seafarers' representatives to ensure that application forms are duly completed and to check that all supporting documents, including the Q3-Form, are provided in accordance with the requirements which are specified in *Application Form A 15*.

#### **Certificates of Endorsements**

- 2.4. This Administration requires that requests for Certificates of Endorsements should only be applied for if the Certificate of Competency has at least 6 months validity before expiration.

#### **Seafarer's Medical Certificates**

- 2.5. All seafarers serving onboard St. Kitts and Nevis flagged vessels should be in possession of a valid medical health certificate. Therefore, we require that all medical health certificates for seafarers should have at least 6 months of validity before expiration when applying for seafarer documents.
- 2.6. This requirement ensures that seafarers are medically fit for duty onboard a vessel throughout their employment, in accordance with the provisions of the MLC 2006, as amended, that emphasizes the importance of medical fitness for seafarers, including requirements for pre-employment and periodic medical examinations according to the International Labour Organization (ILO).
- 2.7. Generally, seafarers must undergo a medical examination to obtain the medical fitness certificate, which is valid for a specific period (usually one or two years, depending on age), and the certificates need to be valid at the time of joining a vessel and throughout the period of employment.

**Temporary Exception**

- 2.8. In certain urgent situations, such as when a seafarer is hired at short notice, this Administration may allow for the seafarer to join a vessel with a medical certificate that has expired within the last 3 months.
- 2.9. This exception is only temporary, and the seafarer is expected to obtain a new medical fitness certificate at the next port of call.

Adherence to these procedures will considerably assist this Administration in providing a first-rate service for seafarer registration.

If you have any questions, please contact this office at [enquiries@skanregistry.com](mailto:enquiries@skanregistry.com)

Yours truly,

Mr. Graeme Morkel  
*Deputy International Registrar of Shipping and Seamen*