

# VANUATU MARITIME SERVICES

## PROCESSING SEAFARER APPLICATIONS

APPLICATIONS FOR STCW ENDORSEMENTS  
ALL APPLICATIONS MUST BE MAIL IN

### APPLICATIONS SHOULD CONTAIN THE FOLLOWING INFORMATION

- 1- SEAMEN APPLICATIONS WITH MEDICAL FORM, DRUG TEST RESULTS NOT OLDER THAN 1 YEAR.
- 2- COLOR PICTURES ( 2)
- 3- COPIES OF THEIR LICENSE AND STCW ENDORSEMENTS (MUST BE VALID)
- 4- COPIES OF THEIR SHORT COURSE:
  - FIRE FIGHTING
  - ADVANCED FIRE FIGHTING FOR SENIOR OFFICERS
  - FIRST AID
  - SOCIAL AND PERSONAL RESPONSIBILITY SURVIVAL AT SEA
5. REFERENCE LETTER FROM OWNER, COVER LETTER CONTAINING THE VESSEL NAME AND NAMES OF THE SEAMEN WHO ARE APPLYING FOR VANUATU DOCUMENTS.

### LICENSING RANKS AND FEE'S

Master Chief Engineer - **\$150.00**

Chief Officer, Second Engineer - **\$125.00**

Navigational & Engineering Officers of the watch - **\$100.00**

All Officers (Replace Lost or Stolen documents) - **\$100.00**

Radio License (GMDSS) - **\$100.00**

Seaman's ID Book (All ID BOOKS) - **\$50.00**

Tanker Endorsement - **\$50.00**

# **PROCESSING**

## **FISHING VESSELS**

### **APPLICATIONS SHOULD CONTAIN THE FOLLOWING INFORMATION**

- 1- SEAMEN APPLICATIONS WITH DRUG TEST RESULTS NOT OLDER THAN 1 YEAR
  - 2- COLOR PICTURES 2
  - 3- ALL OFFICERS MUST SUBMIT COPIES OF THEIR FISHING LICENSE.
  - 4- COURSE CERTIFICATES ARE NOT REQUIRED FOR FISHING APPLICATIONS.
  - 5- ALL RATINGS (AB, MOTORMEN, BOSUN) MUST HAVE REFERENCE LETTERS REFERING TO RANK THEY ARE APPLYING FOR.
  - 6- REFERENCE LETTERS FOR ALL SEAMEN FROM OWNER OR MANNING AGENCY CONTAINING THE VESSEL NAME AND NAMES OF THE SEAMEN WHO ARE APPLYING FOR VANUATU DOCUMENTS
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## **MODU LICENSING REQUIREMENTS**

**APPLICATIONS SHOULD CONTAIN THE FOLLOWING INFORMATION**

1- SEAMEN APPLICATIONS WITH MEDICAL FORM, DRUG TEST RESULTS NOT OLDER THAN 1 YEAR.

2- COLOR PICTURES ( 2)

3- COPIES OF WRITTEN ASSESSMENT MUST BE SUBMITTED IF SEAMEN DO NOT CARRY **A US COAST GUARD LICENSE.**

**SEAMEN APPLYING FOR OIM, BS, BCO MUST PROVIDE A VALID US COAST GUARD LICENSE OR WRITTEN ASSESSMENTS WITH THE FOLLOWING COURSE CERTIFICATES THAT APPLY.**

4- COPIES OF THEIR SHORT COURSE:

FIRE FIGHTING

ADVANCED FIRE FIGHTING FOR SENIOR OFFICERS

FIRST AID

STABILITY

WELL CONTROL – MUST BE VALID.

5- IF APPLYING FOR LB LIFEBOATMAN A COURSE CERTIFICATE MUST BE SUBMITTED.

**A COPY OF MODU REQUIREMENTS CAN BE REQUESTED.**

## **FOR APPLICANTS SENDING IN THEIR OWN APPLICATIONS:**

- A- IF APPLICANT IS NOT SPONSORED BY A VESSEL OWNER, THE APPLICATION MAY BE PROCESSED WITH THE ADDITION OF A VERIFICATION CHECK CONDUCTED BY VMSL. THE VERIFICATION CHECK WILL BE A FEE OF USD \$100.00 NON-REFUNDABLE CHARGE.**
  
- B- AFTER VERIFICATION IS MADE AND APPLICATIONS CAN BE PROCESSED WE WILL PROCESS THE APPLICATION, AN –E-MAIL WILL BE SENT WITH A COPY OF THE INVOICE FOR THE PROCESSING OF THE APPLICATION. WHEN PAYMENT IS RECEIVED WE WILL THEN SEND OUT THE VANUATU DOCUMENTS TO THE SEAMEN. PAYMENT CAN BE MADE BY CREDIT CARD MONEY ORDER OR CERTIFIED CHECK.**
  
- C- Walk-in applications are not permitted. All applications must be submitted via courier to VMSL.**
  
- D- ALL APPLICATIONS ARE HELD FOR A PERIOD OF 90 DAYS. IF THEY CANNOT BE PROCESSED, THE SEAFARER MUST RE-APPLY.**

## **CRA”**

### **CONFIRMATION OF RECEIPT OF APPLICATIONS**

1-CRA- CONFIRMATION OF RECEIPT \$100.00 IF WE HAVE THE APPLICATION IN HAND

CRA- CONFIRMAITON OF RECEIPT \$200.00 IF THE REQUEST IS BY E-MAIL AND HAVE NOT RECEIVED THE APPLICATION, COPIES OF THE SEAMENS DOCUMENT MUST BE INCLUDED WITH THE E-MAIL REQUEST.

**NOTE: IF WE HAVE NOT RECEIVED THE ORGINAL APPLICATION BY THE TIME THE CRA HAS EXPIRED THE FEE WILL BE \$300.00**

2- RUSH PROCESSING OF VANUATU DOCUMENTS FEE \$150.00 FOR THE FIRST TWO (2) SEAMNEN \$50.00 FOR ANY ADDITONAL SEAMEN APPLICATIONS