|  |  |  |
| --- | --- | --- |
| **Name of Crew Member** |  | |
| **Crew Number** |  | |
| **Position** |  | |
| **Nationality** |  | |
| **Birth Date** |  | |
| **Passport Number** |  | |
| **Expiration Date** |  | |
| **Seaman’s Book Number** |  | |
| **Expiration Date** |  | |
| **Visas and expiration dates** | **Visa** | **Expiration Date** |
|  |  |  |
|  |  |  |
| **Reason for release**  **Photocopy of the passport/seaman’s book information pages attached YES / NO** | | |
| **Date of release** |  | |
| **Signature of Crew Member**  **for receipt of passport** |  | |
| **Date of return** |  | |
| **Signature of HR Manager / Crew Administrator**  **for receipt of passport** |  | |

# PASSPORT/SEAMANS BOOK RELEASE FORM

This form must be filled when releasing a Passport or Seamans book to a crew member (except at the time of their sign off). On return of the document, this form can be handed to the crew member confirming the return.