



GENERAL INSTRUCTIONS

To avoid delay/denial in the processing of your application,  
please be advised of the following:

- 1. All documents required for submission must be complied with, arranged in the order as listed in the Checklist of Documentary Requirements (CDR), compiled in a legal size (8½ x 14 in.) folder and shall be submitted within the prescribed period, if applicable. Otherwise, your application shall not be accepted.
- 2. If the application is filed by the designated liaison officer, attach a photocopy of the company ID of the shipping or manning agency.

CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR A  
JOINING (SIGN-ON) FOREIGN SEAFARER

Please read carefully the above-stated General Instructions  
before proceeding with the completion of the documentary requirements.

- ☐ 1. Four (4) copies of letter request addressed to the Commissioner from the shipping/manning company;
- ☐ 2. Four (4) copies of original guaranty letter from the local shipping/manning agency;
- ☐ 3. Photocopy of seaman’s passport bio-page;
- ☐ 4. Photocopy of Seaman’s Visa issued by the Philippine Foreign Service Post;
- ☐ 5. Accomplished Immigration departure card; and
- 6. If no seaman’s visa, submit the following:
  - ☐ a. Letter of explanation stating the reason(s) for the failure to secure Seaman’s Visa;
  - ☐ b. Approval by the Chief, Bay Service Section on the request from the shipping/manning agency for joining (sign-on); and
  - ☐ c. Original and photocopy of the official receipt of payment of administrative fine(s).

[To be filled out by Authorized BI Personnel Only]

CERTIFICATION

This is to certify that the documents submitted in support of the application of \_\_\_\_\_  
(Name of Applicant)

\_\_\_\_\_ are complete and in accordance with the provided checklist.

Bay Service Section Evaluator:

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Date

Note: Submission of additional supporting documents may be required by the Bureau for further verification and evaluation of application.