



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  
REPATRIATION (SIGN-OFF) OF FOREIGN SEAFARER

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

- ☐ 1. Three (3) copies of letter request addressed to the Commissioner from the shipping/manning agency to allow the repatriation (signing-off) of seafarer;
- ☐ 2. Three (3) copies of original guaranty letter from the local shipping/manning agency;
- ☐ 3. Derogatory record verification (No Derogatory Stamp);
- ☐ 4. Shipping notice/advice of vessel's arrival;
- ☐ 5. Photocopy of seafarer's passport bio-page;
- ☐ 6. Photocopy of seaman's book;
- ☐ 7. Photocopy of visaed crew list/crew list or the official receipt of the visa crew list fee;
- ☐ 8. Original or photocopy of the official receipt of the Certificate of Exemption fee; and
- ☐ 9. Accomplished Immigration arrival card.

[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.