



BI FORM 2014-10-016 Rev 0

**ADMINISTRATIVE FINE IMPOSED ON
AN IMPROPERLY DOCUMENTED FOREIGN CREW MEMBER**

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G E N E R A L I N S T R U C T I O N S

To avoid delay 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
ADMINISTRATIVE FINE IMPOSED ON AN
IMPROPERLY DOCUMENTED FOREIGN CREW MEMBER**

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

- ☐ 1. Letter of explanation from the shipping/manning agency stating the reasons of the seafarer or crew member for his/her/their failure to secure the appropriate Seaman’s Visa;
- ☐ 2. Original copy of crew list accomplished by the ship’s captain/master;
- ☐ 3. Voyage memo or itinerary of the vessel accomplished by the ship’s captain/master; and
- ☐ 4. Derogatory record verification (No Derogatory Stamp).

[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.

Boarding Officer:

Signature over Printed Name

Date

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