



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  
JOINING (SIGN-ON) FILIPINO SEAFARER

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

- ☐ 1. Two (2) copies of letter request addressed to the Commissioner from the shipping/manning agency stating the name of the ship and the port of arrival of the vessel;
- ☐ 2. Derogatory record verification (No Derogatory Stamp);
- ☐ 3. Two (2) copies of original guaranty letter from the local shipping/manning agency;
- ☐ 4. Shipping notice/advice of vessel's arrival;
- ☐ 5. Original and photocopy of seaman's passport bio-page;
- ☐ 6. Original and photocopy of seaman's book;
- ☐ 7. Original and photocopy of Contract of Employment;
- ☐ 8. Original and photocopy of the Overseas Employment Certificate (OEC);
- ☐ 9. Accomplished Immigration departure card; and
- ☐ 10. Two (2) copies of Notice to Allow (BI Form 2014-10-008 Rev 0) addressed to the Alien Control Officer, if joining (sign-on) at the subport.

[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.