



GENERAL INSTRUCTIONS

To avoid denial/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. All civil registry documents issued in the Philippines (i.e. Birth Certificate, Marriage Certificate, Death Certificate, etc.) must be original and issued by the National Statistics Office (NSO) of the Philippines.
- 3. All foreign documents must be original and authenticated by the Philippine Foreign Service Post (FSP), which has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if said document is issued by the local Embassy in the Philippines with English translation if written in other foreign language.
- 4. 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
FILIPINO SUPERNUMERARY

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

- ☐ 1. Letter request addressed to the Commissioner from the shipping/manning agency for the joining of the Filipino supernumerary;
- ☐ 2. 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. Present the original copies of the following:
 - ☐ a. Passport of the supernumerary;
 - ☐ b. Official receipt of the travel tax/reduce tax from the Department of Tourism (DOT);
 - ☐ c. Marriage Certificate of the joining spouse or Birth Certificate of the joining child/ren;
 - ☐ d. Return ticket, if to disembark at the foreign port;
 - ☐ e. Entry Visa for the next foreign port, if required;
- 6. Attach a photocopy of the following:
 - ☐ a. Seafarer's contract;
 - ☐ b. Seafarer's passport bio-page;
 - ☐ c. Seaman's book;
 - ☐ d. Supernumerary's passport bio-page;
 - ☐ e. Official receipt of the travel tax/reduce tax from the DOT;
 - ☐ f. Marriage Certificate of the joining spouse or Birth Certificate of the joining child/ren;
 - ☐ g. Return ticket if to disembark at the foreign port;
 - ☐ h. Entry Visa for the next foreign port, if required; and
- ☐ 7. Accomplished Immigration departure 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.