



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
FOREIGN SUPERNUMERARY (EMBARKING)

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 foreign 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. Accomplished Immigration departure card; and
- 6. Photocopy of the following:
 - ☐ a. Supernumerary’s passport bio-page;
 - ☐ b. Seaman’s Visa or entry visa;
 - ☐ c. Contract of the seafarer on board, if required; and
 - ☐ d. Passport’s bio-page and seaman’s book of the seafarer on board, if required.

[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.