



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  
FILIPINO SEAFARER (SIGN OFF)

- ☐ 1. Letter addressed to the Commissioner from the shipping or manning agent to allow signing off of Filipino seafarers, duly received by the Bay Service Section prior to the arrival of the vessel;
- ☐ 2. Derogatory record verification (No Derogatory Stamp);
- ☐ 3. Photocopy of seaman’s book;
- ☐ 4. Photocopy of the bio-page of the seaman’s passport;
- ☐ 5. Photocopy of vessel’s crew list signed by the captain; and
- ☐ 6. 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.

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.