

Commonwealth of Dominica



Office of the Maritime Administrator

To: All Vessel Owners, Operators, Crew Managers, Mariners and Regional Offices

Subject: Issuance of Certificates of Receipt of Application

Applicability: All Offices and Representatives of the Maritime Administration of the Commonwealth of Dominica and All Mariners Seeking Certification From the Commonwealth of Dominica.

PURPOSE

The purpose of this Circular is to provide notice to all concerned parties regarding change to the Commonwealth of Dominica Office of Marine Personnel's policy on issuance of certificates in accordance with the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers ("STCW Convention") Regulation I/10, Paragraph 5. Specifically, this Circular informs all interested parties of the discontinuation of the Administration's policy regarding the issuance of Letters of Receipt ("LORs") which will hereby be replaced with the issuance of Certificates of Receipt ("CRAs") upon a successfully submitted application for a Dominica endorsement for a foreign Certificate of Competency ("COC").

BACKGROUND

Commonwealth of Dominica Publication 300 *Merchant Marine Personnel Certification Requirements* Section 2.8 sets forth that the Administration may issue either a CRA or LOR upon application for a Dominica endorsement of a foreign COC.

The Administration's policy has been to issue LORs in accordance with CDP-300 Section 2.8 however in an effort to reduce the time between the issuance of a mariner's receipt of application and the issuance of a seafarer's Certificate of Endorsement ("COE"), the Administration will automatically issue a CRA for each mariner who requests endorsement.

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Inquiries concerning the subject of this Marine Safety Circular should be directed to the Deputy Maritime Administrator Commonwealth of Dominica, 32 Washington Street, Fairhaven, MA 02719 USA
technical@dominica-registry.com

GENERAL

Issuance of CRA's is the industry standard and most Maritime Administration's issue CRAs exclusively for implementation of STCW Regulation I/10 Paragraph 5. Therefore, because the CRA system has gained nearly universal adoption, the CRA policy stated in this Circular is likely to reduce the time it takes for port State control to review mariner credentials because of their familiarity with other Administration's CRA systems.

A CRA entitles a mariner to continue to work on a Dominica flagged vessel for up to Ninety (90) days while their application for a Dominica endorsement Certificate is being processed.

All currently issued LORs issued to seafarers will continue to be valid for their respective Ninety (90) day periods as prescribed on the LOR and beginning the 1st of January, 2016, all applicants for endorsements will be issued a CRA.

REQUIREMENTS

When a mariner requests endorsement, whether individually or through a third party, the mariner will be required to submit a completed application, signed and with all the required supporting documents. Upon a successful review of the mariner's application materials the mariner will be issued a CRA electronically. This CRA allows the mariner to work on a Dominica flagged vessel for a period of up to Ninety (90) days.

Any questions can be directed to:

Technical Department

Tel: + 1 508 992 7170

E-mail: technical@dominica-registry.com