

**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.

## ELECTRONIC ISSUANCE OF CERTIFICATES

The International Maritime Organization ("IMO"), has agreed that a certificate may be considered as "original" or "authentic" while containing an "authorized" electronically applied signature or stamp. The IMO Facilitation Committee approved circular, FAL.5/Circ.39/Rev.2 – Guidelines for the use of electronic certificates, at its 40<sup>th</sup> session in April 2016. The electronic or printed versions of electronic certificates issued by the Commonwealth of Dominica comply with the provisions contained in Section 4 of FAL.5/Circ.39/Rev.2.

CRA's are issued by the Dominica Maritime Administration in electronic form. The format and content of the certificates and documents are consistent with industry standards in accordance with the STCW Convention and contain unique identification features. Each certificate has a unique identification number, located on the bottom right of a certificate and preceding with "REF:", which can be used to verify the certificates authenticity.

CRA's issued by the Administration may be verified on the Administration's website at <http://dominica-registry.com/mariner-certification-verification.html>. Examples of Dominica's electronic certificates may be viewed on IMO's Global Integrated Shipping Information System under the Survey and Certification Module on IMO's website: <https://gisis.imo.org/Members>.

## 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:**

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