



Vanuatu Maritime & International Shipping Registry Limited

ALL APPLICATIONS MUST BE MAILED IN.

**SCANNED DOCUMENTS CAN BE SENT BY EMAIL TO
EXPEDITE THE ISSUANCE OF A CONFIRMATION OF
RECEIPT OF APPLICATION (CRA).**

registry@tradeboard.biz

**APPLICATIONS MUST CONTAIN THE FOLLOWING INFORMATION (NO
EXCEPTIONS):**

- 1- SEAMEN APPLICATIONS WITH MEDICAL FORM (Med1A), **DRUG TEST RESULTS NOT OLDER THAN 1 YEAR**
- 2- TWO (2) COLOR PASSPORT SIZE PICTURES
- 3- COPIES OF THEIR LICENSE AND STCW ENDORSEMENTS (MUST BE VALID)
- 4- VERIFICATION FROM THE FLAG ISSUING AUTHORITY THAT THE STCW DOCUMENTS ARE AUTHENTIC. IT MUST CONTAIN THE SEAMAN'S NAME, ISSUE DATE OF THE DOCUMENTS, EXPIRATION DATE OF THE DOCUMENTS AND THE CERTIFICATE NUMBERS OF THE DOCUMENTS.
- 5- COPIES OF THEIR SHORT COURSES CERTIFICATES:
 - A) FIRE FIGHTING
 - B) ADVANCED FIRE FIGHTING FOR SENIOR OFFICERS
 - C) FIRST AID
 - D) SOCIAL AND PERSONAL RESPONSIBILITY SURVIVAL AT SEA
 - E) SECURITY AWARENESS
- 6- COVER LETTER CONTAINING THE VESSEL NAME AND NAMES OF THE SEAMEN WHO ARE APPLYING FOR VANUATU DOCUMENTS. IT ALSO MUST INCLUDE THE REQUESTING OFFICE, WHERE THE DOCUMENTS ARE TO BE SENT.
- 7- A REFERENCE LETTER FROM OWNER/ OPERATOR OFFICE IS REQUIRED. IF AN AGENT IS PROCESSING THE APPLICATION ON BEHALF OF THE OWNER, THIS MUST BE MENTIONED.

A. LICENSING FEES

Master / Chief Engineer - \$ 150.00
Chief Officer / Second Engineer - \$125.00
Navigational & Engineering Officers of the watch - \$100.00
All Officers (Replace Lost or Stolen documents) - \$100.00
Radio License (GMDSS) - \$100.00
Seaman's ID Book (All ID BOOKS) - \$50.00
Tanker Endorsement - \$50.00

B. CONFIRMATION OF RECEIPT OF APPLICATION (CRA)

IF NOT REQUESTED ON LICENSE APPLICATION COVER SHEET, A "CRA WILL NOT BE ISSUED"

- 1- CRA- THE FEE FOR A CONFIRMATION OF RECEIPT IS \$100.00 IF HARD COPIES OF THE APPLICATION HAS BEEN RECEIVED AT VMISR
- 2- **CRA- THE FEE FOR A CONFIRMATION OF RECEIPT IS \$200.00 IF THE REQUEST IS SUBMITTED BY E-MAIL AND VMIRS HAS NOT RECEIVED THE APPLICATION (COPIES OF THE SEAMENS SUPPORTIVE MUST BE INCLUDED WITH THE E-MAIL REQUEST).** The name of the person and title within the company making the email request must be included on the email.

NOTE: IF WE HAVE NOT RECEIVED THE ORIGINAL APPLICATION BY THE TIME THE CRA HAS EXPIRED, THE CRA FEE WILL BE INCREASED TO \$300.00

- 3- RUSH PROCESSING FEE OF VANUATU DOCUMENTS IS \$150.00 FOR THE FIRST TWO (2) SEAMEN, \$50.00 FOR ANY ADDITIONAL SEAMEN APPLICATIONS.

THE "CRA" WILL BE SENT WITHIN 4 BUSINESS DAYS FROM THE TIME REQUEST IS RECEIVED.