



Merchant Shipping Directorate



## GUIDELINES ON THE ISSUE OF A MALTESE SEAMAN'S RECORD BOOK

### *Merchant Shipping Notice 118 Rev.1*

*Notice to Shipowners, Ship Operators, Managers, Masters,  
Owners' Representatives and Recognised Organisations*

The Directorate would like to bring to the attention of all concerned, the issue of a Maltese Seaman's Record Book. The Record Book is available to all seafarers who are engaged or shall be engaged on commercial ships registered under the Merchant Shipping Act, to Maltese Nationals and to holders of Maltese Certificates of Competency.

Applications for a Maltese Seaman's Record Book shall be submitted to the Merchant Shipping Directorate online through the Seafarer Portal <https://seafarers.transport.gov.mt> either by the seafarer, his/her representative or by the company employing the seafarer. The online application shall be accompanied by those documents prescribed in the Seafarer Portal and are to be uploaded in their respective areas, these include:

- documents attesting qualifications to be entered in the Seaman's Record Book;
- documentary evidence of valid basic training certificates as per STCW Regulation VI/1;
- a statement by the Master or employer on an official form or headed paper evidencing engagement on a Malta flagged ship;
- proof of identification (copy of passport or identity card);
- passport size photograph - Photographs are to be taken in full face, without a hat/cap. The photographs should be of clear exposure and taken against a white or light background;
- relative fee of €60; if secure delivery by courier is required, additional administrative fee of €25;.
- to apply for a renewal, kindly upload all the above documents;
- to apply for a replacement, a declaration explaining the loss or defacement of the Seaman's Book. Should the original Seaman's Book be found (if declared lost) it should be immediately returned to the Authority.

Applicants will be informed if one of the above requirements is not submitted. Applications would be considered as "abandoned by applicant" within 15 days from request if the missing requirements are not submitted. The Seaman's Record Book will be delivered to the address provided by the applicant on the Seafarer Portal.

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28 June 2022

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Tel: +356 2125 0360  
Email: [applica.stcw@transport.gov.mt](mailto:applica.stcw@transport.gov.mt)  
[www.transport.gov.mt/ship-registration](http://www.transport.gov.mt/ship-registration)



Merchant Shipping Directorate  
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Transport Malta is the Authority for Transport in Malta set up by Act XV of 2009