

Section 1 · Core documents — required by almost every registry

✓	Document	What to get right
☐	Valid passport (bio-data page)	Flat colour scan. Keep at least 6 months' validity beyond your filing date.
☐	Seafarer medical fitness certificate	Issued by an examiner your flag state recognises — not a general clinic. Must still be valid on the day the registry processes the file.
☐	STCW Basic Safety Training certificate	All four BST modules, from a training centre the registry accepts.
☐	Completed registry application form	Correct current version. Most need the seafarer's <i>and</i> the company's signature.
☐	Passport-size colour photographs	Taken within the last 6 months. See the photo specification below.
☐	Proof of fee payment	Pay through a traceable registry or registrar channel — never a personal account.
☐	Specimen signature (scan or wet ink)	Required for digital record books. Scan at the registry's stated minimum resolution.
☐	National ID or birth certificate	Where the passport alone does not establish nationality. Translate and legalise if needed.

Section 2 · Photograph specification

The Bahamas Maritime Authority publishes the clearest public specification, and most registries want something very close to it: the photograph must be **current — taken within 6 months of the date of application**, on a **solid, preferably white background**. Sunglasses are unacceptable except prescription glasses, and head coverings must not obscure facial features. Where a digital record book is issued, expect a minimum resolution requirement on both the photograph and the signature scan. Source: BMA Application for Seafarers Documents, Ver. 4.

Section 3 · Extra documents by applicant type

✓	Applicant type	Add these
☐	First-time applicant, no sea time	Proof of enrolment or a manning agency letter, plus the full STCW BST set.
☐	Renewal	The expiring book itself and a current medical. Begin at the 90-day mark.
☐	Lost or damaged book	Police report or affidavit of loss, plus a copy of the old data page if you have one.
☐	Cadet	Approved Training Record Book. Panama sea-service validation also needs a valid cadet seaman's book and vessel particulars.
☐	Offshore / oil & gas	BOSIET or HUET alongside the STCW set, and often an offshore medical rather than a standard one.
☐	Name changed since passport issue	Marriage certificate or deed poll, legalised. A frequent cause of silent delay.
☐	Crewing manager filing in bulk	One consolidated document matrix per vessel or per intake — use the companion XLS tracker.

Want your file pre-checked before you pay a registry fee?

Send us your documents and we will tell you which ones will pass and which will bounce. Application filing, renewals and replacements handled end to end.

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Section 4 · Flag-state variations

Registry	Beyond the core documents	Public document list?
Panama	Filed through the AMP E-SEAFARERS platform on form F-76. Cadets also need an approved Training Record Book, vessel particulars and a valid cadet seaman's book. Fees published in schedule F-84.	Partial — forms and fees published
Bahamas	The employer or company submits the application; the form is signed by both seafarer and company. Issued only to persons serving or intending to serve on Bahamian ships. Normally processed within 14 working days. The book carries no expiry date; renewal is recommended after about 10 years to refresh the photograph.	Yes — Bulletin 107
Liberia	Form RLM-273 / RLM-279, "Application for Seafarers' Identification Book and SQC", filed via the registry's seafarer portal or a filing agent.	Forms published, supporting list not
Belize	Single IMMARBE application form (SFF-001), filed through an appointed Deputy Registrar. A Belize medical certificate may be required in place of a third-country one.	Form published, requirements not
Palau	Apply through the registry or an approved agent.	Not published — confirm directly
Honduras	Apply through the registry or an approved agent.	Not published — confirm directly
St Kitts & Nevis	Apply through the registry or an approved agent.	Not published — confirm directly

Most registries publish the *form* but not the supporting-document list, and several issue only through appointed deputy registrars or filing agents. That is why applications fail on paperwork rather than on eligibility.

Section 5 · Seven mistakes that get applications rejected

- ☐ 1. Passport with less than six months' validity remaining.
- ☐ 2. Medical certificate from a doctor the flag state does not recognise.
- ☐ 3. STCW certificate from an unrecognised training centre.
- ☐ 4. Photograph older than six months, or on the wrong background.
- ☐ 5. Scans taken as phone photos — skewed, shadowed, or cropped into the text.
- ☐ 6. Company signature block left blank on registries that require sponsorship.
- ☐ 7. Fees paid to an individual rather than a traceable registry channel.

Section 6 · Before you file

- ☐ Every page scanned flat, in colour, at 300 dpi.
- ☐ No document expiring inside the registry's processing window.
- ☐ Names identical across passport, medical and STCW certificates.
- ☐ Correct current form version for your flag state confirmed.
- ☐ Company sponsorship obtained where the registry requires it.
- ☐ Fee paid through a traceable channel, receipt saved.
- ☐ Processing window diarised, with a follow-up date set.

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Sources. BMA Bulletin 107 (Rev.04) and BMA Application for Seafarers Documents Ver. 4 · Panama Maritime Authority, Gente de Mar (forms F-76 / F-77, fee schedule F-84) · Liberian Registry, Seafarers (RLM-273 / RLM-279) · IMMARBE Seafarers Services (SFF-001). Palau, Honduras and St Kitts & Nevis publish no public seafarer document list — confirm with the registry or an approved agent. Rejection patterns reflect documented registry requirements and practitioner experience, not a published dataset.