



Merchant Shipping Directorate



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

Merchant Shipping Notice 118

*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 new Maltese Seaman's Record Book. The Record Book is available to all seafarers who are engaged or shall be engaged on 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, either by the seafarer or by the company employing the seafarer. Applications shall be accompanied by such documents as may be prescribed on the application form, including:

- documents of qualification 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);
- two (2) passport size photographs - Photographs are to be taken in full face, without a hat/cap and should be printed on normal photographic paper, unmounted. The photographs should be of clear exposure;
- relative fee of €60; if secure delivery by courier is required, additional €25;.
- to apply for a renewal, kindly file all the above documents, together with the completed Seaman's Record Book;
- 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 filed. Applications would be discarded within 15 days from request if the missing requirements are not submitted.

Malta Transport Centre
Marsa, MRS 1917 Malta

Tel: +356 2125 0360 Fax: +356 2124 1460
Email: applica.stcw@transport.gov.mt
www.transport.gov.mt/ship-registration



Merchant Shipping Directorate
ISO 9001:2008 certified



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Transport Malta

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Applications should be submitted either by email in PDF format to applica.stcw@transport.gov.mt or by courier, traditional mail, through the ship owner's local representative or delivered personally to the Seafarer Certification Unit within the Merchant Shipping Directorate. Requests for submission of applications at a Maltese Embassy or a Maltese Consulate may be considered on a case by case basis.

The Seaman's Record Book will be delivered to the address given by the applicant in the space provided in the form.

The application form for the Maltese Seaman's Record Book may be downloaded from <https://www.transport.gov.mt/Copy-of-Form-TM-MSD-SCU-015-Application-for-the-Issue-of-a-Seaman-s-Book.doc-f3834>

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20 January 2015

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