

26 February 2003

FLEET/SAFETY LETTER 03059.GEN

RE: CHANGES IN THE SEAFARER DOCUMENTATION APPLICATION

With the New Year come changes to the Vanuatu Seafarer Documentation Application, now titled: Form OL/SI-1 (03/03). The application has been re-written for ease of use, and as the result of changes in our licensing structure to accommodate STCW '95, amongst other requirements.

Below are a few things to note about the changes:

- The new application combines the old license application and Seafarer ID Book application, and has been updated to include MODU personnel designations.
- The new application can be filled out electronically or by hand. While the application can be filled out on the computer, it **must be printed out and signed** in order for VMSL to process it, as original signatures are needed.
- When sending us the application note that:
 - Only **two photographs** are now required. Make sure one is well attached in the appropriate area.
 - **Do not** submit a copy of the instruction sheet with the application; it is not necessary.
 - **Do not** send photocopies of blank pages of a Seafarer's ID Book or Passport.
 - **Do not** send more than one copy of each document.
 - **Do not** send applications in plastic covers.
 - The application must be filled out completely, and all associated information including training certificates must be attached, in order to be approved. Sections VII & VIII must be witnessed by a Company Personnel Officer.

Website: www.vanuatuships.com

Organization of the application is important to cut down on VMSL processing time. The following order should be observed when you put together an application package:

1. Form OL/SI-1(0303);
2. Medical Report;
3. National License and STCW Endorsement;
4. GOC;
5. Old Vanuatu license and/or ID, if applicable;
6. Training Certificates;
7. Sea time documents and passport info; and
8. Reference Letters.

Please note: An application may take several weeks to process from the time it reaches the New York office. If the application is incomplete or information is missing, you will be contacted by the VMSL Licensing Department. In the event that approval of an application is not granted and VMSL can not obtain requested information within a reasonable time, a processing fee will be charged to the applicant, and documents will be destroyed.

A version of this Form will be available on the website, and we will be happy to send you a copy in MS Word format by e-mail. If you have any questions please call, fax or e-mail the VMSL office.

Best Regards,

Donald J. Sheetz
Executive Vice President

Encl

