

How to use the manning agent application form

The application form for endorsement of foreign seafarer's certificates for service on board Norwegian ships is primarily meant to be used by manning agents serving Norwegian shipping companies. The form may be used by Norwegian foreign service missions and seafarers that have no manning agents or Norwegian Consul in reasonable vicinity.

If used by Norwegian foreign service missions or Consuls they will have to undertake the manning agent's responsibilities and duties.

If used by a seafarer (only in certain circumstances), the shipping company is responsible for checking all information on the seafarer that would normally be delegated to the manning agent.

Application for endorsement

Applicant	Seafarer	
Address	Add missing information or correct errors	
Application for	D-number	<input type="text"/>
National Certificate	Date of birth	<input type="text"/> * (mm/dd/yyyy)
Verification	First name	<input type="text"/> *
Signature	Last name	<input type="text"/> *
Attachments	Citizenship	<input type="text"/> *
Additional information	Gender	<input type="text"/> *
	Phone number	<input type="text"/> *
	E-mail address	<input type="text"/> *
	Identity document	
	Add information about the seafarers identitydocument	
	Type	<input type="text"/> *
	Number	<input type="text"/> *
	Issued by	<input type="text"/> *

Seafarer
Enter the relevant information about the holder here.

Identity document
Enter information about the type of identification the holder is using for identification purposes.

Applicant

Personal information of the seafarer should be filled inn.

Please note that if the seafarer has served on Norwegian flagged vessels before, he may have been issued a D-number. If this is the case, please provide the D- number in the application form.

Application for endorsement

Applicant	Permanent address	
Address	Provide a permanent address for the seafarer	
Application for	Address	<input type="text"/> **
National Certificate	More address (optional)	<input type="text"/>
Verification	Postal code	<input type="text"/> **
Signature	City/town/locality	<input type="text"/> **
Attachments	Country	<input type="text"/> **
Additional information		

<p>Delivery address</p> <p>Please provide a delivery address</p> <p>Address <input type="text"/> **</p> <p>More address (optional) <input type="text"/></p> <p>Postal code <input type="text"/> **</p> <p>City/town/locality <input type="text"/> **</p> <p>Country <input type="text"/> **</p>	<p>Permanent address</p> <p>This is the place the holder is registered on. Please use the "place of delivery" field if you would like the endorsement to be delivered to a different address.</p> <p>Delivery address</p> <p>Enter the name and address of the recipient (person or company) of the endorsement. If the endorsement is to be sent to the shipping company, this address must be entered here.</p>
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Address

Permanent address in this form is the seafarer's residential address.

The endorsement will be sent to the delivery address, which will normally be the Norwegian shipping company's address.

Application for endorsement

Applicant	Select the application type	Select application
Address	Select if this is a first time application or duplication of an existing endorsement	Use the drop-down menu to find the certificate which you would like to apply for. If you are about to apply for several certificates, you will need to submit a form for each certificate.
Application for	<input checked="" type="radio"/> First time application	Verifying consulate
National Certificate	<input type="radio"/> Duplicate	Use the drop-down menu to find the consulate to verify this application.
Verification	* *	
Signature	First time application	
Attachments	Select the certificate the application is for	
Additional information	Certificate group <input type="text"/> *	
	Certificate type <input type="text"/> *	
	Authority to approve and issue cra <input type="text"/> *	

Application for endorsement

Select whether the application is a duplicate or a first time application. All applications that are not a duplicate are considered to be a first time application.

In the upper dropdown list select the correct group of certificate.

All groups marked STCW 1978 are after STCW 1978 as amended by Manila 2010.

In the next dropdown list select the actual certificate to which the application applies.

In the bottom dropdown list, select the shipping company where the seafarer will be employed. The company will receive the application for approval in their inbox in the Altinn system.

Application for endorsement

Applicant	National Certificate	
Address	Provide information about the national certificate below	
Application for	Certificate Grade <input type="text"/> *	
National Certificate	STCW Regulation <input type="text"/> *	
Verification	Certificate Number <input type="text"/> *	
Signature	Date of Issue <input type="text"/> * (mm/dd/yyyy)	
Attachments	Date of Expiry <input type="text"/> * (mm/dd/yyyy)	
Additional information	Place of issue <input type="text"/> *	
	Issued by <input type="text"/> *	
	Capacity <input type="text"/>	Limitation (if any) <input type="text"/>
	<input type="text"/>	<input type="text"/>

National certificate

Please enter the information about the national certificate in question.

National Certificate

Fill in information about the seafarer's national certificate. Note that this application form is for endorsement of one certificate only.

Please check that the certificate grade, STCW regulation stated in the national certificate and the number of the national certificate are entered correctly.

Select the issuing authority in the field "Issued by". This is important to ensure the correct verification of the national certificate.

Application for endorsement

Applicant	Verification
Address	Fill inn verification information
Application for	Verification authority
National Certificate	<input type="text"/> *
Verification	If the appropriate verification authority does not exist in the list, please register
Signature	Name <input type="text"/>
Attachments	Telephone <input type="text"/>
Additional information	Email <input type="text"/>
	Web page <input type="text"/>

Verification

Enter the information about the entity which may verify the certificate of the holder.

Verification

The authority for verification of the national certificate is to be entered here.

Based on the information submitted in the previous step, the verification authority may be selected in the dropdown list.

If the information is not found in the dropdown list, please enter it manually in the open fields. All fields must be filled in before submission of the application.

Application for endorsement

Applicant
Address
Application for
National Certificate
Verification
Signature
Attachments
Additional information



Signature
Check that the information provided is correct and sign at the bottom

Applicant

First name bb
Last name bb
Citizenship Philippines
Date of birth 05/01/2015

Certificate

Application for Chief Engineer, Motor, III/3-STCW reg.
Certificate grade cc
Certificate no cc
Date of issue 05/01/2015
Date of expiry 05/29/2015
Place of issue cc
Issued by Austria

Signature

Please print this page, sign it and attach it to the application.

Required signature of applicant

I hereby confirm that the above information is correct

Date _____

Signature

Previous

Next

Submit

Signature

This step contains a summary of the application.

The signature form has to be printed and signed by the seafarer.

The signature form must then be scanned and uploaded in the next step. The signature will be transferred to the seafarer's endorsement issued by the Norwegian Maritime Authority.

Application for endorsement

Applicant	Required attachments		<p>Attachments</p> <p>Please note that both the holder's signature as well as the photo must be submitted as jpg-files. If the signature or photo is stored in a pdf format, you will need to create a new file by performing a new scan or converting the pdf-file.</p>
Address	Please use the checklist to ensure that all enclosed with the application. In order to facilitate processing, please do not send any documents other than the ones listed below.		
Application for			
National Certificate			
Verification			
Signature			
Attachments			
Additional information			

Accompanying documents	Attachment filename	
Declaration from the company	<input type="text"/>	<input type="button" value="Bla gjennom..."/> <input type="button" value="Upload"/>
Signature picture	<input type="text"/>	<input type="button" value="Bla gjennom..."/> <input type="button" value="Upload"/>
Passport photo	<input type="text"/>	<input type="button" value="Bla gjennom..."/> <input type="button" value="Upload"/>
Copy of national certificate, STCW 1978 as amended 2010.	<input type="text"/>	<input type="button" value="Bla gjennom..."/> <input type="button" value="Upload"/>

Attachments

Please upload the required documents.

Note that the signature form and the passport photo have to be attached as a JPG file.

Please note that attaching unnecessary documents will slow down the processing of the application.

Application for endorsement

Applicant	Submitter	
Address	Submitted by name	<input type="text"/> *
Application for	Submitted by email	<input type="text"/> *
National Certificate	Additional information	<div style="border: 1px solid #ccc; height: 100px;"></div>
Verification		
Signature		
Attachments		
Additional information		

Please verify that you are human



[Privacy & Terms](#)

Additional information

The person submitting the application on behalf of the seafarer must submit a name and an e-mail address for use by the shipping company and the Norwegian Maritime Authority.

You may also enter additional information required for the processing of the application.

Verifying that you are not a robot is a necessary precaution against spamming.

After clicking “Submit” a receipt will automatically be sent to your e-mail address. Please save this for future reference. The receipt can also be forwarded to the shipping company.