

Guidelines for online applications for endorsement

– for Norwegian shipping companies

The Norwegian Maritime Authority (NMA) has developed a new system for online applications and reporting. The goal is to offer you a simpler, faster and more effective solution.

Important information

The application process for Norwegian endorsement for non-EEA applicants who are going to serve as master onboard Norwegian ships, deviates from the application process for other certificates. A CRA will not be issued until the application for dispensation has been received and registered by the Norwegian Maritime Authority.

About these guidelines

The purpose of these guidelines is to give guidance on how to use the online forms when applying for endorsement.

Who may send online applications for personal certificates?

The online form «Application for endorsement» may be used by shipping companies to fill out applications or to check applications received from manning agents, foreign service missions and seafarers,- and to submit these to NMA.

Employees at the Norwegian shipping company must have a Norwegian personal identification number or a D-number and the role “samferdsel” in Altinn order to log in and represent the shipping company.

What type of equipment is required?

In order to use the online application form, you need a computer with an internet connection. You should also have software installed enabling you to show PDF- files on your computer.

Should you require such software, a PDF -reader can be downloaded here: <http://get.adobe.com/no/reader/>

Which certificates can be applied for online?

The online form may be used to apply for first-time endorsement and duplicates.

Structure of the form

The screen images in the form are divided into three sections.

- To the left you will find the navigation field showing where you are in the application form.
- In the middle you will find the form itself, where you enter all information.
- To the right, help texts will appear when you click the small buttons marked «?».

How do I pay for the certificate?

At the end of the application process you will be able to select a method of payment. The options are credit card payment or bank payment. If the bank payment is selected, you will receive an account number and CID- number to use for the bank transfer.

The advantages of using electronic application form

- You get a tailored form with guidelines and help texts.
- Less risk of mistakes, as the form is easy- to -follow with- pop--up explanations and a validation of information before submitting the application.
- Parts of the form are pre-filled with information from external registers such as the National Registration Office and systems at the NMA.
- Quicker and more efficient processing of your application.

Getting started

Go to our [pages](#) for applications for endorsement on our web site. Select the option for application for shipping companies to enter the form.

 SELECT AN ELECTRONIC ID:

MinID

Use codes from SMS or PIN code letter >



BankID

Use security code generator from your bank >



Buypass

Use smart card and card reader >



Commfides

Use your USB stick >

[How to obtain an electronic ID](#)[Proceed to alternative log-in methods](#)

Login to Altinn

Altinn provides several alternatives for logging in.

All options require an electronic ID. To obtain an electronic ID, follow the link on the login page.

Chose whom you want represent here

and services Start and run business My profile Access Management

▼ Select what to view in the list - ▼ For processing by me

The actor you represent now. Select:
974761262 - SJØFARTSDIREKTORATET

Select period - [v]
Search titles []

All parties I can represent

Update

i The list of results below is not complete as the number of hits is too large. Please enter more search criteria to limit the search, for example time period, form/service, agency or status. Advanced search (in the bottom of the menu on the left) offers the most search criteria.

Element 1 - 50 of 1000 View per page 50 Page 1 of 20

Title	Date	From/To/Changed by	Status	Deadline/Ref.	Actions
Application for endorsement, -	17.09.2013	08:55:50 Changed by: GLAZKOVA MARINA	Completion		Printout Delete About form ↗ Override access >
Application for personal certificate	17.09.2013	07:28:05 Changed by: ÅRLAND PER OTTO	Completion		Printout Delete About form ↗ Override access >

Click on the application to open the form

Whom to represent

After having logged in, you will be able to select whom you represent.

If you are an employee at a shipping company, select the name of the shipping company.

You will find applications sent to the shipping company in the box to the left: "For processing by me".

To My Message Box

Submission: Søknad om Påtegning

1. Completion > 2. Submit > 3. Receipt


W&A - forms and attachments | Main form

Form: Søknad om Påtegning

To open a page, click a page name below

- Applicant
- Address
- Application for
- Signature
- Attachments
- Issued CRA
- Information for issuance of a CRA
- Additional information

Endorsement
Application for endorsement

 Sjøfartsdirektoratet
Norwegian Maritime Authority

Shipowner
Search below to retrieve data automatically

Search by organization number:

Shipowner information

Name:

Organization number:

Contact address

Address line 1:

Address line 2:

Postal code:

City/town/locality:

Country:

Search ⓘ

Search below to retrieve data on applicant

Search using person/D-number
Select this to search using person/D-number and name
Person no/D-no:

Search for a foreign seafarer with date of birth
Select this to search using name and birthdate
Date of birth:

ⓘ

Seafarer ⓘ

Add missing information or correct errors

D-number:

Date of birth:

First name:

Last name:

Citizenship:

Gender:

Phone number:

E-mail address:

Identity document ⓘ

Add information about the seafarer's identity document

Type:

Number:

Information about the applicant

You can search for the seafarer in our register by using personal identification number/D-number or birth date. A list of names matching the search criteria will appear. Be sure to select the correct name from the dropdown list.

If the seafarer is not listed, tick the box “Submit as new seafarer”, and fill out the information below.

If the application has been filled out by the manning agent, the information about the applicant will be pre-filled and requires checking against the seafarer’s

To My Message Box

Submission: Søkned om Påtegning

1. Completion > 2. Submit > 3. Receipt

id - forms and attachments | Main form

orms: Søkned om Påtegning

To open a page, click a page name below

Applicant >

Address >

Application for

Signature


Attachments

Issued CRA

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 **Sjøfartsdirektoratet**
Norwegian Maritime Authority

Permanent address ?

Provide a permanent address for the seafarer

Address

More address (optional)

Postal code

City/town/locality

Country

Delivery address ?

Please provide an alternative delivery address if one is needed

Use alternative delivery address

Street address

More address (optional)

Postal code

City/town/locality

Country

Invoice address ?

Provide an invoice address for the seafarer

Address

More address (optional)

Postal code

City/town/locality

Country

<< Previous Next >> Check form closed by submission TIC

Addresses

There are three different addresses to fill out. Please note that Permanent address is the seafarer's residential (home) address.

Delivery address should normally be the Norwegian shipping company's address.

Invoice address should normally be the Norwegian shipping company's address, but may also be the manning agent's address.

If this information is already pre-filled by the seafarer/manning agent, please check the addresses carefully.

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1. Completion > 2. Submit > 3. Receipt


List - forms and attachments Main form

Forms: Søknad om Påtegning

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Select the application type ?

Select if this is a new application or duplication of an existing endorsement

New application

Duplicate

New application ?

Select the certificate the application is for

Deck Officer STCW 1978

- Deck Officer, STCW reg. II/3
- Officer of the Watch, STCW req. II/1
- Chief Officer, STCW req. II/2
- Master, STCW req. II/2
- Deck Officer Chiefmate up to 3000 Gt, STCW-II/2

javascript:__doPostBack('ctl00\$ctl00\$MasterPageContent\$PageContent\$ctl03','') << Previous Next >> Check form Proceed to submission The f

Application for endorsement

This page will normally be pre-filled by the manning agent. Please check that the correct certificate has been selected.

If the page is not pre-filled, select "New application".

In the left drop-down list, select the correct application group. The certificates in the selected group will be shown in the right drop-down list.

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List - forms and attachments Main form

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National Certificate ?

Provide information about the national certificate below

Certificate Grade

STCW Regulation

Certificate Number

Date of Issue

Date of Expiry

Place of issue

Issued by

Capacity	Limitations (if any)
<input type="text"/>	<input type="text"/>

<< Previous Next >> Check form Proceed to submission The

Information about national certificate

This page will normally be pre-filled by the manning agent. Check the information carefully to make sure everything is according to the seafarer's original papers.

If not pre-filled, fill in according to national certificate.

Be aware that the issuing authority is the authority that has issued the national certificate.

< To My Message Box

Submission: **Søknad om Påtegning**

1. Completion > 2. Submit > 3. Receipt


List - forms and attachments | Main form

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Verification ?

Fill in verification information

Verification authority

If the appropriate verification authority does not exist in the list, please register

Name

Telephone

Email

Web page

<< Previous Next >> Check form Proceed to submission The f

Verification of seafarer's certificate

Based on the information on the previous page, you should be able to choose the verifying authority from the drop down list.

If the correct authority does not appear in the drop-down list, please fill in the information manually.

< To My Message Box

Submission Application for endorsement

1. Completion ⇒ 2. Submission ⇒ View step information


List - forms and attachments Main form

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New application for Deck Officer Chief Mate up to 3000Gt,STCW-II/2

Signature ?
[Click here for a print friendly version of the page](#)

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

Applicant	
First name	Tor Daniel
Last name	Svanström
Citizenship	Sweden
Date of birth	8/3/1975

Certificate	
Application for	Deck Officer Chief Mate up to 3000Gt,ST...
Certificate grade	Chief officer
Certificate no	123
Date of issue	5/6/2010
Date of expiry	12/31/2016
Place of issue	
Issued by	Philippines

Required signature of applicant
I hereby confirm that the above information is correct

Date _____

Signature _____

<< Previous Next >> Check form Proceed to submission

Signature form

The signature page gives a summary of the contents of the application.

If a signature form is already supplied as an attachment by the manning agent, it is not necessary to print this page. If the signature form is not attached, or changes has been made to the information supplied by the manning agent, the form must be printed, signed by the applicant and uploaded as an attachment on the next page.

< To My Message Box

Submission **Application for endorsement**

1. Completion ⇒ 2. Submission ⇒ [View step information](#)


List - forms and attachments Main form

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New application for Deck Officer Chief Mate up to 3000Gt,STCW-II/2

Required attachments ?

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

Accompanying Documents	Registered	Send by post	Attachment filename	Approved
Declaration from the company	No	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
Copy of national certificate	No	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
Signature	No	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
Passport photo	No	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

 I also declare that the copies of the documents submitted are copies of genuine documents.

Attachments

This page will normally be prefilled by the manning agent. Check the information carefully to make sure all documents are in order.

If some or all documents are missing, you may upload documents in the tab “List – form and attachments” and link them to the applicable requirement on this page.

Remember to tick the declaration box.

Forms: **Application for endorsement**

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Issued CRA ➤

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Sjøfartsdirektoratet
Norwegian Maritime Authority

New application for Deck Officer Chief Mate up to 3000GT,STCW-II/2

Issued CRA ?

Issued	Valid to	Issued by	Vessel name	Call signal	Capacity
5/14/2013	8/14/2013	SJØFARTSDIRE...	EK-STAR		

Issued CRA

Overview of previously issued CRAs .

< To My Message Box

Submission **Application for endorsement**

1. Completion ⇒ 2. Submission ⇒ [View step information](#)


List - forms and attachments Main form

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New application for Deck Officer Chief Mate up to 3000Gt, STCW-11/2

Information of issuance for a CRA ?
Provide information about CRA issuance

Do not issue the CRA

Issue the CRA

Search for vessel (Call signal, IMO nr or Name)

Call signal

IMO nr

Name

Position

Information for issuance of a CRA

The shipping company's representative selects if a CRA is to be issued, and fills in information about the vessel and which position the seafarer is going to have on board.

If the shipping company is unable to find the vessel using call sign, IMO number or name, contact the Norwegian Maritime Authority or use our [Ship search](#).

< To My Message Box

Submission: **Søknad om Påtegning**

1. Completion > 2. Submit > 3. Receipt


List - forms and attachments | Main form

Forms: **Søknad om Påtegning**

To open a page, click a page name below

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- Additional information** >

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Application for endorsement

 **Sjøfartsdirektoratet**
Norwegian Maritime Authority

Additional information 7

Fill in additional information about the application

Additional information

Yes, I want electronic notification in Altinn when the decision is made

Copy of form

Send copy of form in PDF format to

Email

<< Previous | Next >> | **Check form** | Proceed to submission | The

Additional information

Use this page to enter information which could be vital for the processing of the application.

Select whether you want to receive an electronic notification in Altinn and if you want a copy of the form sent to an e-mail address.

Use the button “Check form” to perform an automatic check of the contents of the form against the regulations. Any errors discovered during the check will have to be corrected before you can proceed. Click “Check form” again after correcting errors.

When everything is in order, you may click the button «Proceed to submission».

Form check




Main form
Application for endorsement
This form has successfully validated.

Close

Submission

In order to send the form, click the button "Send in".

 The form has been submitted and archived. You can retrieve this receipt from My Message Box at any time.

The following have been submitted:

Form name	Actions
Application for endorsement, David Brooks, Marr, -	Print version (pdf) Print all forms (pdf) (Takes time if there are many forms)

▼ Summary of Application for endorsement

Denne søknaden er gebyrbelagt
Payment of fee

Important information. This application has been charged a fee. The fee must be paid before the application can be processed. Payment is made by following the link below and use the reference number stated on the receipt. It may take some time before the application is registered and available for payment. Read the briefing for payment of fees on the Norwegian Maritime Authority website. Please forward any documentation to the following mailing address: Norwegian Maritime Authority PO box 2222 5509 Haugesund It can be expected 2-3 weeks processing time for some types of certificates

Reference number: AR51098574

The information has been machine-checked during registration. We do however, reserve the right to point out any mistakes that may be discovered during the processing of the application, as well as ask for additional documentation if required. Please state the reference number upon any contact with the NMA.

[Send a copy of the receipt by email](#)

Would you like to know who has submitted or completed other steps in connection with this submission?
[View step information](#)

[Print receipt](#)

Confirmation and payment

On this page you will find your reference number. You also have the opportunity to send a copy of the receipt by e-mail.

Click the link «Payment of fee», leading to the NMA's payment site, in order to pay for the application.

Note that it may take a few minutes before you can pay the fee.

Payment overview

You can find the Application and payment overview on this site: <https://portal.sjofatsdir.no/?lang=en>. Note that you have to log in to Altinn in order to access the overview.

Select “All applications” in the dropdown list, enter the reference number of the application you are going to pay, and click “Get”. Select the correct application by ticking the box to the right, and click the button “Pay”.

Fyll ut skjema

Skjemahistorikk

Rapporter

Oppslag

Betalingshistorikk

Søknads- og betalingsoversikt

Ubetalte søknader ▾

[Detaljer](#) Trekk søknad Fjern søknad fra listen Send inn tilleggsinformasjon

Referansnr	Beskrivelse	Søker	Innlevert	Beløp	Betalt	Status	Velg
AR184036	Førstegang	RAGNE REINERTSEN	10.04.2012	12		Innvilget - BET, VF	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
AR191819	Førstegang	RAGNE REINERTSEN	09.05.2012	658		Ny - BET	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Referansenr:

Here you can search for the application you are going to pay by using the reference number