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 om 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 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.

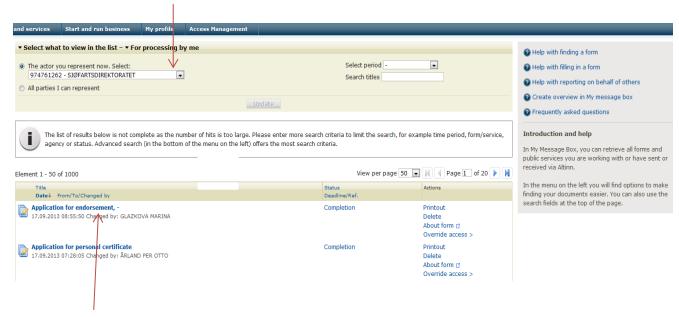
∷⊡∃ altinn Altinn enklere dialog med det offentlige SELECT AN ELECTRONIC ID: MinID MinID Use codes from SMS or PIN code letter BankID ≣=≣ bankID Use security code generator from your Buypass Use smart card and card reader Commfides COMMFIDES Use your USB stick How to obtain an electronic ID ∷⊡∃ altinn Proceed to alternative log-in methods Contact form | Tel: 800 30 300 | Help to log in | Security and privacy Operated by the Agency for Public Management and e-Government (Difi)

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



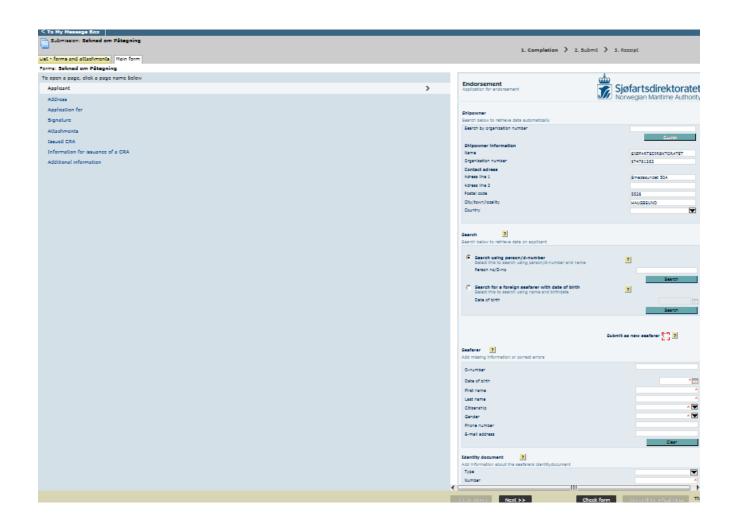
Click on the application to open the form

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".

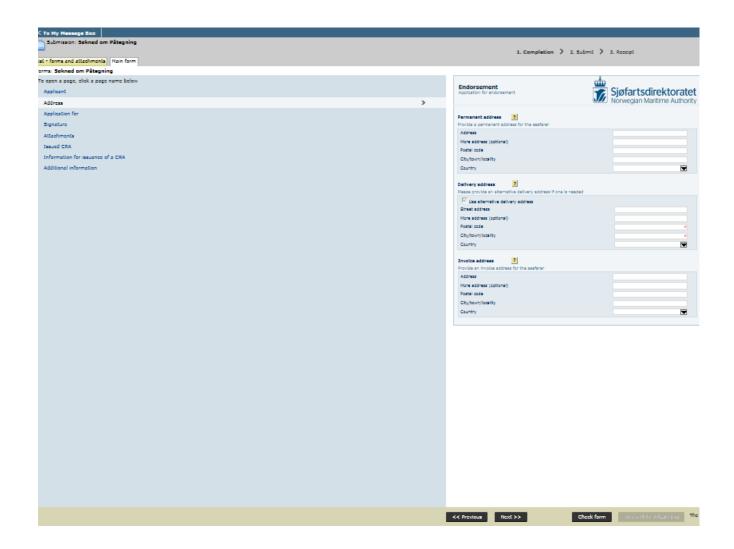


Information about the applicant

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



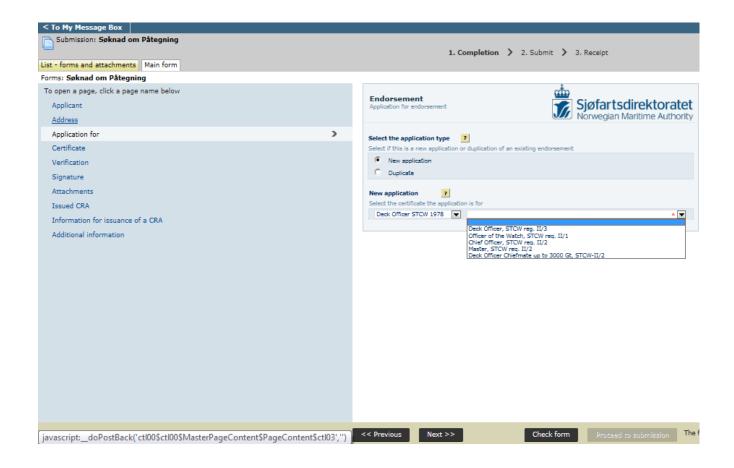
Addresses

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.

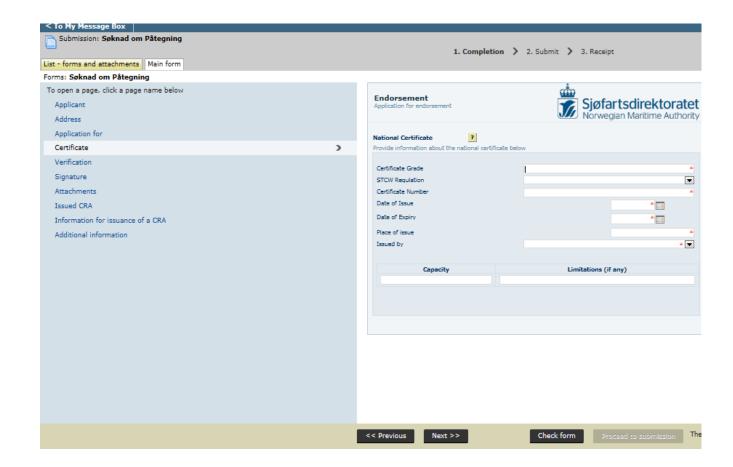


Application for endorsement

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.

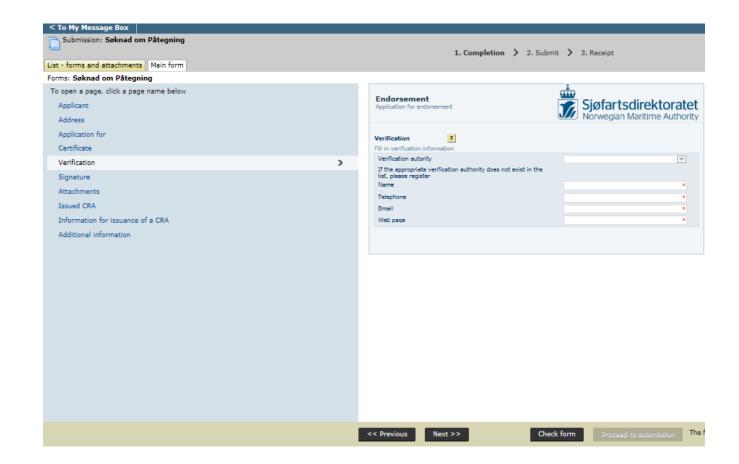


Information about national certificate

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 prefilled, fill inn according to national certificate.

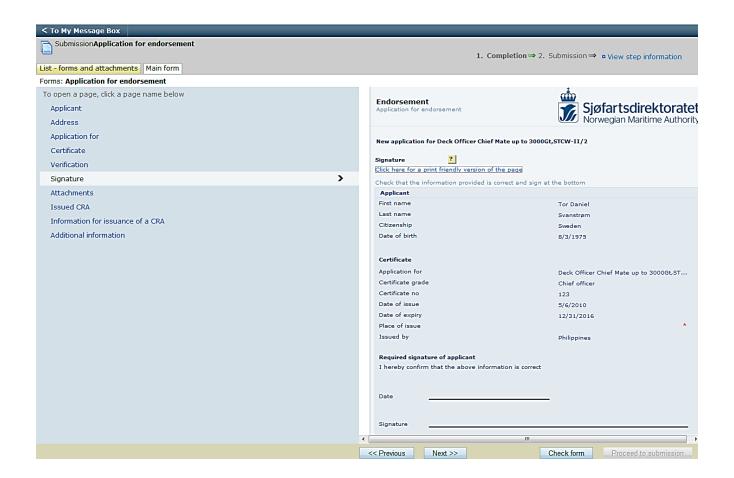
Be aware that the issuing authority is the authority that has issued the national certificate.



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.

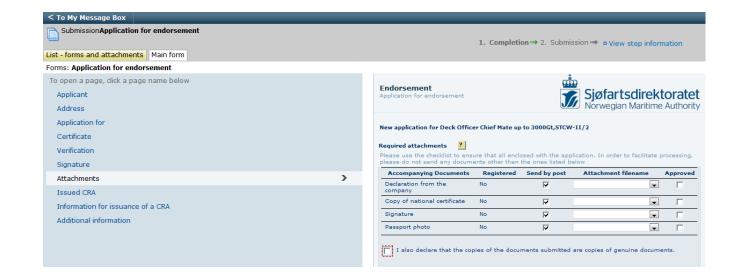
If the correct authority does not appear in the drop-down list, please fill in the information manually.



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.

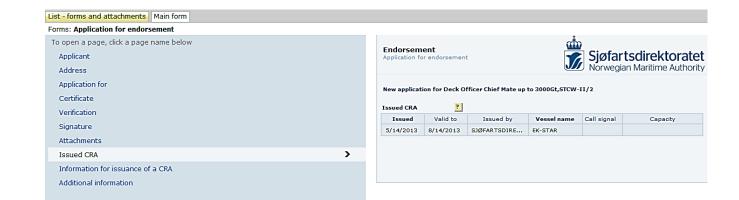


Attachments

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

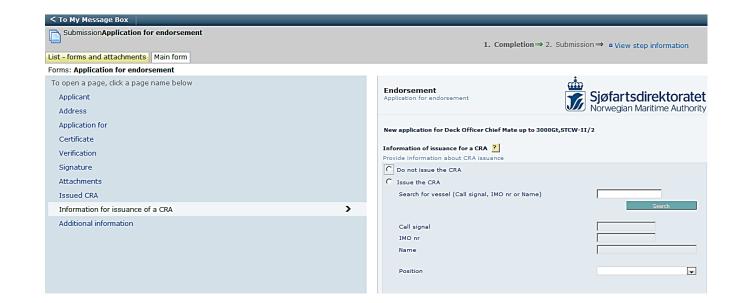
If some or all documents are missing, you may upload documents in the tab "List – form and attachments" and link them to the applicable requirement on this page.

Remember to tick the declaration box.



Issued CRA

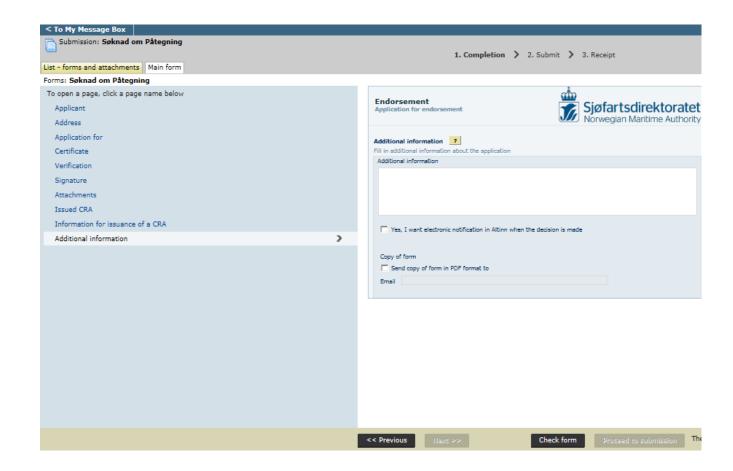
Overview of previously issued CRAs.



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.



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».

Main form Application for endorsement This form has successfully validated.

Submission

Close

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

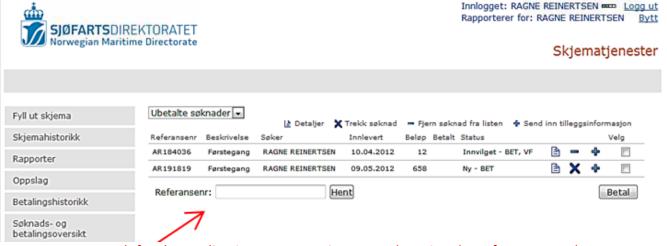


Confirmation and payment

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.



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

Payment overview

You can find the Application and payment overview on this site: https://portal.sjofartsdir.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".