



REPUBLIC OF THE MARSHALL ISLANDS

MARITIME ADMINISTRATOR

Marine Notice

No. 1-109-1

Jun/2017

**TO: ALL SHIPOWNERS, OPERATORS, MASTERS AND OFFICERS OF
MERCHANT SHIPS, AND RECOGNIZED ORGANIZATIONS**

SUBJECT: Electronic Documents and Certificates

- References:**
- (a) **IMO Circular [FAL.2/Circ.127](#)**, *List of Certificates and Documents Required to be Carried on Board Ships 2013*, issued 01 July 2013
 - (b) **IMO Circular [FAL.5/Circ.39/Rev.2](#)**, *Guidelines for the Use of Electronic Certificates*, issued 20 April 2016
 - (c) **[MI-107](#)**, *Republic of the Marshall Islands Maritime Act, 1990*, as amended
 - (d) **[MI-108](#)**, *Republic of the Marshall Islands Maritime Regulations*
 - (e) **RMI Marine Notice [2-011-4](#)**, *Issuance and Use of Statutory Certificates*

PURPOSE:

This Marine Notice establishes the requirements for electronic documents and certificates issued by the Republic of the Marshall Islands (RMI) Maritime Administrator (the "Administrator"). It establishes the conditions for their features, conveyance, and verification, and identifies documents and certificates previously issued by the Administrator that may be maintained in printed form.

BACKGROUND:

The International Maritime Organization (IMO) guidelines, FAL.5/Circ.39/Rev.2, set out features for electronic certificates to enable stakeholders the ability to verify their authenticity. The guidelines are intended to alleviate the problems inherent in paper documentation and facilitate the maritime sector's move toward the use and acceptance of electronic certificates. The Administrator's requirements for electronic documents and certificates contained in this Marine Notice are based upon the IMO guidelines.

Importantly, this Marine Notice is the first step in the Administrator's process of moving toward full implementation of issuing electronic documents and certificates in accordance with FAL.5/Circ.39/Rev.2. This Notice will be updated as additional documents and certificates can be issued electronically in accordance with FAL.5/Circ.39/Rev.2.

It should be noted that the Administrator is currently working with its Recognized Organizations (ROs) on the issuance of electronic statutory and class certificates, and survey reports. As provided in Marine Notice [2-011-4](#), the Administrator has authorized their issuance electronically, “subject to prior review and acceptance in writing of the form of the certificates and the procedures an RO has in place.” Electronic certificates issued by the RO must conform to [FAL.5/Circ.39/Rev2](#).

APPLICABILITY:

This Notice applies to all vessels, registered in the RMI that have been issued:

1. the following electronic documents and certificates after 15 June 2017, the specimens of which have been posted to the IMO Global Integrated Shipping Information System (GISIS):
 - Provisional Certificates of Registry;
 - Temporary Authority Ship Radio Station Licenses;
 - Minimum Safe Manning Certificates (MSMCs);
 - Certificates of Insurance or Other Financial Security in Respect of Civil Liability for Oil Pollution Damage (CLCs);
 - Certificates of Insurance or Other Financial Security in Respect of Civil Liability for Bunker Oil Pollution Damage (CLBCs);
 - Certificates of Insurance or Other Financial Security in Respect of Liability for the Removal of Wrecks (WRLCs); and
 - Certificates of Insurance of Other Financial Security in Respect of Liability for the Death of and Personal Injury to Passengers (PLCs); or
2. documents and certificates with electronic signatures in printed form (see section 4.0, below).

REQUIREMENTS:

1.0 Electronic Documents and Certificates Issued by the Administrator – Features

- 1.1 Unique features on each Administrator issued document and certificate include:
 - .1 a Quick Response (QR) Code in the upper right-hand corner;
 - .2 a Unique Tracking Number (UTN) on the bottom left-hand corner;
 - .3 a Certificate Number in the upper right-hand corner;
 - .4 an electronic signature of either a Special Agent or Deputy Commissioner; and

- .5 the Deputy Commissioner or Special Agent seal, dependent on the authority of the signer.

2.0 Electronic Documents and Certificates Issued by the Administrator – Conveyance

- 2.1 The above referenced documents and certificates will be issued to RMI flagged vessels electronically.
- 2.2 Each RMI flagged vessel must be able to print these electronically issued documents and certificates as and when required.

3.0 Electronic Documents and Certificates Issued by the Administrator – Verification

- 3.1 RMI electronic documents and certificates with an electronic signature shall be considered valid originals.
- 3.2 Electronic documents and certificates either in printed or electronic form may be verified online in two (2) ways:
- .1 by using the QR Code found in the upper right corner of each document or certificate; or
- .2 if no QR Code reader is available, documents and certificates may be verified online at <https://verify.register-iri.com> by entering:
- the UTN located in the bottom left corner of the document; or
 - the Certificate Number, the Official Number, and the Certificate issue date.
- 3.3 If there is any question regarding the authenticity of an RMI document or certificate, a request for verification may be addressed to the Administrator via:

dutyofficer@register-iri.com or +1-571-441-1885.

4.0 Previously Issued Documents and Certificates with Electronic Signatures Maintained in Printed Form

4.1 Verification with Document or Certificate Number

Those documents and certificates issued to RMI flagged vessels prior to 15 June 2017 with an electronic signature, which have a document or certificate number, may also be verified online at <https://verify.register-iri.com> by entering the following:

- Document or Certificate Number;
- IMO Number; and
- Issue Date or with respect to CLCs, CLBCs, WRLCs and PLCs, the Expiration Date.

4.2 *Documents and Certificates with Electronic Signatures*

The chart contained in Appendix 1 lists documents and certificates with electronic signatures of RMI duly authorized officials that were either issued by the Administrator prior to 15 June 2017 or are not listed in item 1 of the Applicability section above. These documents and certificates:

- may still be maintained in hard copy form aboard vessels;
- must show the characteristics in Appendix 1; and
- may be validated online if it has a Document or Certificate Number (see section 4.1, above).

5.0 **Seafarer Document or Certificate Verification**

Verification of a seafarer document or certificate may be made by emailing Seafarers@Register-iri.com or using the website, www.register-iri.com, and the Officer/Seafarer Verification section for:

- .1 Officers' Certification (Certificates of Competency (CoCs)/Certificates of Endorsement (CoEs));
- .2 Seafarers' Identification and Record Books (SIRBs);
- .3 Special Qualifications (SQC);
- .4 Certificates of Receipt of Application (CRAs); and
- .5 Urgent Authorizations (UAs).

6.0 **Surrender of Electronic Documents and Certificates; Surrender of Vessel Documents Upon Cancellation of Registry**

- 6.1 Electronic documents and certificates issued by the Administrator shall be considered surrendered and returned to the Administrator, in accordance with the RMI Maritime Act, upon the acceptance by the registered owner, operator, or vessel representative of new, updated, or replacement electronic documents and/or certificates.
- 6.2 The acceptance by the registered owner, operator, or vessel representative of a Certificate of Cancellation issued by the Administrator shall constitute a surrender of the applicable vessel documents in accordance with the RMI Maritime Act.

Appendix 1

Documents and Certificates with Electronic Signature Issued Prior to 15 June 2017 and Documents and Certificates with Electronic Signature That Are Not Currently Being Issued as Electronic Documents and Certificates (Non-Exhaustive List)¹

Document or Certificate	Electronic Signature	Counter-Signature(s) (in blue ink)	Seals on Document	Notes
Certificates of Registry	Senior Deputy Commissioner	Special Agent or Deputy Commissioner	Deputy Commissioner or Special Agent Seal stamped in green ink; RMI seal in black ink in the upper-left corner; and RMI seal as a watermark within the background of the document.	Certificate shall contain date of issue and any expiry date of the document, if applicable.
Continuous Synopsis Record (CSR)	Senior Deputy Commissioner	Master	RMI seal in black ink in the upper-left corner; and RMI seal as a watermark within the background of the document.	No facsimiles allowed. No special seal or chop required on an electronically transmitted CSR document.
CLC	Senior Deputy Commissioner or Deputy Commissioner or Special Agent	No additional signatures required.	RMI seal in black ink in the upper-left corner; and RMI seal as a watermark within the background of the document.	Certificate shall contain date of issue and the expiry date of the document.

¹ This chart is not exhaustive, but addresses those documents that are most frequently verified.

Document or Certificate	Electronic Signature	Counter-Signature(s) (in blue ink)	Seals on Document	Notes
CLBC	Senior Deputy Commissioner or Deputy Commissioner or Special Agent	No additional signatures required.	RMI seal in black ink in the upper-left corner; and RMI seal as a watermark within the background of the document	Certificate shall contain date of issue and the expiry date of the document.
WRLC	Senior Deputy Commissioner or Deputy Commissioner or Special Agent	No additional signatures required.	RMI seal in black ink in the upper-left corner; and RMI seal as a watermark within the background of the document.	Certificate shall contain date of issue and any expiry date of the document.
PLC	Senior Deputy Commissioner or Deputy Commissioner or Special Agent	No additional signatures required.	RMI seal in black ink in the upper-left corner; and RMI seal as a watermark within the background of the document.	Certificate shall contain date of issue and any expiry date of the document.
MSMC	Deputy Commissioner or Deputy Commissioner <i>by original signature</i>	No additional signatures required.	An original MSMC shall contain an RMI seal as a watermark within the background of the document.	Certificate shall contain date of issue on the document. The MSMC may be issued with electronic signature or may contain an original signature of an RMI Deputy Commissioner or Special Agent, depending upon issuing office.
Seafarer CRA	Deputy Commissioner	Master and Certificate Holder	Deputy Commissioner or Special Agent seal in green ink in the lower-right corner.	Certificate shall contain date of issue and any expiry date of the document.

Document or Certificate	Electronic Signature	Counter-Signature(s) (in blue ink)	Seals on Document	Notes
Seafarer UA	Deputy Commissioner	Master and Certificate Holder	Deputy Commissioner or Special Agent seal in green ink in the lower-right corner.	Certificate shall contain date of issue and any expiry date of the document.
Officer Certification (CoC/CoE)	Deputy Commissioner	Certificate Holder	QR Code	Certificate shall contain date of issue and any expiry date of the document.
SQC	Deputy Commissioner	Certificate Holder	See QR Code in SIRB	Certificate shall contain date of issue and any expiry date of the document, if applicable.
SIRB	Deputy Commissioner	Certificate Holder	QR Code	Certificate shall contain date of issue and any expiry date of the document.
Declaration of Maritime Labour Compliance (DMLC) Part I	Deputy Commissioner	No additional signatures required.	Deputy Commissioner seal in green ink over signature.	Certificate shall contain date of issue on the document.
National Statement of Compliance (NSoC)	Deputy Commissioner	No additional signatures required.	Deputy Commissioner seal in green ink over signature.	Certificate shall contain date of issue on the document.