**GENERAL GUIDANCE ON THE APPLICATION PROCESS**

**A. Seafarer’s Registration Certificate and Seafarer's Identification and Sea Service Record Book (SISRB)**

Legal Requirements:

* All seafarers who are permanent residents of Cyprus must possess a valid Seafarer’s Registration Certificate and an SISRB.
* All seafarers employed on Cyprus-flagged vessels must possess a valid Seafarer’s Registry Certificate. In addition, seafarers who are not permanent residents of Cyprus have the right to be issued a Cyprus SISRB.

**Application Process**

**Step 1: Complete the Online Application Form**

Access the form via the Login portal (see User Guide at <https://cysh1p.dms.gov.cy/>).

**Step 2: Upload Required Documents**

Ensure the following documents are clear and valid at the time of submission:

* **\*Traveling document** (National passport or National Seaman’s Book or Cyprus SISRB)
* **\*Medical fitness certificate** issued by a country on the **IMO White List**
* **\*Verification** of the medical fitness certificate
* **\*Consent letter** authorizing the vessel’s manager/owner to handle seafarer’s personal data
* **\*Criminal record certificate** OR a **confirmation letter** from the vessel’s master, manager, or owner
* **\*Recent seafarer passport-style photo**: JPG, 100x100 dpi, 3cm x 4cm, under 30KB

**Step 3: Pay the Applicable Fees**

* Fee: €50 per application for Seafarer’s Registration Certificate and €50 per SISRB. There is no fee for the issuance of an SISRB to seafarers who are permanent residents of Cyprus.

**Step 4: Receive Proof of Application**

* A notification email will be sent to the email address used during the login process.
* Follow the link in the email to access and download the Proof of Application for a Seafarer’s Registration Certificate.

**Step 5: Be notified of the Decision**

A second notification will inform the applicant whether the application has been approved or rejected or more information is required.

**Application Outcomes**

The applicant will be notified by email.

* If approved, the Seafarer Registration Certificate and SISRB will be issued. The Seafarer Registration Certificate can be accessed and downloaded by following the link in the notification email. The SISRB can be:
  + Collected from SDM Offices or be sent by courier to applicants residing in Cyprus
  + Be sent with registered mail to overseas applicants.

It is noted that if the SISRB is sent to the applicant (by courier or mail), the relevant fees are paid by the applicant.

If rejected, the applicant will be notified by email, stating also the reason for the rejection. In this case, the applicant has the right to appeal within 45 days of the date of the decision.

**B.** **Cyprus Endorsement Attesting Recognition of a Non-Cyprus Certificate**

Legal Requirement: Eligibility

Regulation I/2 of the STCW 78 Convention as amended, requires that each Administration which recognizes a foreign certificate of competency under regulation I/10 of the aforementioned Convention, shall endorse such a certificate to attest its recognition for Master, Chief Officer, Officer in charge of a navigational watch, Chief Engineer, Second Engineer, Officer in charge of an engine room watch, electro-technical officer, master and officer holder of tanker’s training certificates of proficiency and GMDSS Radio Operator.

**Application Process**

**Step 1: Complete the Online Application Form**

Access the form via the Login portal (see User Guide at <https://cysh1p.dms.gov.cy/>)

**Step 2: Upload Required Documents**

Ensure the following documents are clear and valid at the time of submission:

* **\*Traveling document** (National passport or National Seaman’s Book or Cyprus SISRB)
* **\*Medical fitness certificate** issued by a country on the IMO White List
* **\*Verification** of the medical fitness certificate
* **\*Consent letter** authorizing the vessel’s manager/owner to handle seafarer’s personal data
* **\*Criminal record certificate** OR a **confirmation letter** from the vessel’s master, manager, or owner
* **\*Recent seafarer passport-style photo**: JPG, 100x100 dpi, 3cm x 4cm, under 30KB
* **\*National certificate of competency** (from countries in the relevant Circular)
* **\*Verification of the national certificate of competency**
* **GMDSS and Tanker** **Training** certificates and verifications (if applicable)
* **Declaration form** (for senior officers)

**Step 3: Pay the Application Fee**

* Fee: €30 per application

**Step 4: Receive Proof of Application**

* A notification email will be sent to the email address used during the login process.
* Follow the link in the email to access and download the **Proof of Application**.

**Step 5: Be notified of the Decision**

A second notification email will inform the applicant whether the application has been approved or rejected.

**Application Outcomes**

The applicant will be notified by email.

* If approved, the Certificate can be accessed and be downloaded by following the link provided in the notification email.
* If rejected, the applicant will be notified by email, stating also the reason for the rejection. In this case, the applicant has the right to appeal within 45 days of the date of the decision.