



MARITIME INDUSTRY AUTHORITY

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TO : ALL MANNING AGENCIES, SHIPPING COMPANIES, OWNERS AND OPERATORS, STAKEHOLDERS, SEAFARERS AND ALL CONCERNED

SUBJECT : PROCEDURAL AND DOCUMENTARY REQUIREMENTS FOR EXPEDITE PROCESSING OF SEAFARERS' RECORD BOOK (SRB) AND SEAFARERS' IDENTIFICATION DOCUMENT (SID) AMID COVID19 PANDEMIC

In the interest of the service and in view of the inquiries received from the manning agencies and affected seafarers, notice is hereby given that application for issuance SRB/SID for expedite cases may be allowed, subject the following guidelines and documentary requirements, to wit:

A. Expedite Processing:

1. Make an online appointment at <https://sidsrb.marina.gov.ph>, or <https://marinaoas.pisopay.com.ph/> for online appointment with electronic payment.
2. Submit the confirmed appointment form and the following additional requirements to the evaluator for verification;
 - 2.1 **Letter request from the Company / Agency,**
 - 2.2 **Notarized Company Contract** (*in lieu of the "POEA Approved Employment Contract or OEC"*), and;
 - 2.3 **Confirmed Plane Ticket** (*three (3) working days before the estimated time of departure*)
3. Present the proof of payment to the Data Capturing Machine (DCM) Counter for Biographic and Biometric Enrollment;
4. Wait for the application result and receive the SID/SRB from Releasing Section.

All applicants are hereby advised to proceed to the SID/SRB Processing Centers at SM Manila, Central, POEA, PITX and MARINA Regional Offices.

For information and guidance of all concerned.


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