



**REPUBLIC OF
THE MARSHALL ISLANDS**
MARITIME ADMINISTRATOR

Marine Notice

No. 1-109-1

Rev. Jan/2019

**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.131](#)**, *List of Certificates and Documents Required to be Carried on Board Ships 2017*, issued 19 July 2017
 - (b) **IMO Circular [FAL.5/Circ.39/Rev.2](#)**, *Guidelines for the Use of Electronic Certificates*, issued 20 April 2016
 - (c) **RMI Maritime Act ([MI-107](#))**
 - (d) **RMI Maritime Regulations ([MI-108](#))**
 - (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 includes 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. This document, which supersedes version Nov/2017, lists in the section on Applicability additional certificates and documents required to be carried on board ships that are issued in electronic form.

BACKGROUND

The International Maritime Organization (IMO) guidelines, as contained in IMO Circular FAL.5/Circ.39/Rev.2, set out the features for electronic certificates to enable stakeholders 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 updated Marine Notice supports the Administrator’s continued process of moving toward full implementation of issuing electronic documents and certificates in accordance with IMO Circular FAL.5/Circ.39/Rev.2. This Notice will be updated as additional documents and certificates can be issued electronically in accordance with IMO Circular FAL.5/Circ.39/Rev.2.

Of note, 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 IMO Circular [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 (TAs);
 - 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 or Other Financial Security in Respect of Liability for the Death of and Personal Injury to Passengers (PLCs); or
2. the following electronic documents and certificates after **12 November 2018**, the specimens of which have been posted to the IMO Global Integrated Shipping Information System (GISIS):
 - Provisional Certificates of Bareboat Registry;
 - Provisional Certificates of Extended Registry;
 - Provisional Certificates of Registry Commercial Yacht;
 - Provisional Certificates of Registry Passenger Yacht;
 - Provisional Certificates of Registry Under a Foreign Flag;
 - Ship Radio Station Licenses;

- Permanent Certificates of Registry;
 - Passenger Yacht Permanent Certificates of Registry;
 - Commercial Yacht Permanent Certificates of Registry;
 - Private Yacht Certificates of Registry;
 - Provisional Certificates of Intended Registry of Newbuilding During Construction at Builder's Yard;
 - Construction Certificates of Registry; and
 - Continuous Synopsis Records (CSRs); or
3. documents and certificates with electronic signatures in printed form, see §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 are issued to RMI-flagged vessels electronically.
- 2.2 Each RMI-flagged vessel must be able to print out 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:
 - .1 the UTN located in the bottom left corner of the document; or
 - .2 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:

vesdoc@register-iri.com or +1-703-620-4880

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

4.1 Verification with Document or Certificate Number

Those documents and certificates issued to RMI-flagged vessels prior to 15 June 2017 and 12 November 2018 in hard copy original form 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:

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

4.2 Documents and Certificates with Electronic Signatures

The chart 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 and 12 November 2018** or are not listed in item 1 or item 2 of the Applicability section above. These documents and certificates:

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

5.0 Seafarer Document or Certificate Verification

Verification of a seafarer document or certificate may be made by using the QR Codes, 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

Electronic documents and certificates issued by the Administrator shall be considered surrendered and returned to the Administrator, in accordance with the RMI Maritime Act (MI-107), upon the acceptance by the registered owner, operator, or vessel representative of new, updated, or replacement electronic documents and/or certificates.

7.0 Surrender of Vessel Documents Upon Cancellation of Registry

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 ([MI-107](#)).

Appendix 1

Documents and Certificates with Electronic Signature Issued Prior to 15 June 2017 or 12 November 2018 as may apply and Documents and Certificates with Electronic Signature That Are Now 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
<p>Certificates of Registry</p> <p><i>Issued electronically after 12 November 2018</i></p>	Senior Deputy Commissioner	Special Agent or Deputy Commissioner	<p>Deputy Commissioner or Special Agent Seal stamped in green ink;</p> <p>RMI seal in black ink in the upper-left corner; and</p> <p>RMI seal as a watermark within the background of the document.</p>	Certificate shall contain date of issue and any expiry date of the document, if applicable.
<p>Continuous Synopsis Record (CSR)</p> <p><i>Issued electronically after 12 November 2018</i></p>	Senior Deputy Commissioner	Master	<p>RMI seal in black ink in the upper-left corner; and</p> <p>RMI seal as a watermark within the background of the document.</p>	<p>No facsimiles allowed.</p> <p>No special seal or chop required on an electronically transmitted CSR document.</p>
<p>CLC</p> <p><i>Issued electronically after 15 June 2017</i></p>	Senior Deputy Commissioner or Deputy Commissioner or Special Agent	No additional signatures required.	<p>RMI seal in black ink in the upper-left corner; and</p> <p>RMI seal as a watermark within the background of the document.</p>	Certificate shall contain date of issue and the expiry date of the document.

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

Document or Certificate	Electronic Signature	Counter-Signature(s) (in blue ink)	Seals on Document	Notes
CLBC <i>Issued electronically after 15 June 2017</i>	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 <i>Issued electronically after 15 June 2017</i>	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 <i>Issued electronically after 15 June 2017</i>	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 <i>Issued electronically after 15 June 2017 and 12 November 2018</i>	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 <i>Issued via email</i>	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 <i>Issued via email</i>	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 <i>Issued via courier</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) <i>Issued via courier</i>	Deputy Commissioner	No additional signatures required.	Deputy Commissioner seal in green ink over signature.	Certificate shall contain date of issue on the document.
Radio Station License <i>Issued electronically after 12 November 2018</i>	Deputy Commissioner	No additional signatures required.	Deputy Commissioner seal in green ink over signature.	Certificate shall contain date of issue and any expiry date of the document.