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| <b>FOR OFFICIAL USE</b><br>British Seaman's Card No. |
|  |
| Discharge Book No.                                   |
| MAN  |



R001 12/10

**Application for a Discharge Book and/or a British Seaman's Card under the Merchant Shipping (Seaman's Documents) Regulations 1987 as they have effect in the Isle of Man**

**With every application you should Send**

- a. Passport size photographs (see note 11)
- b. The appropriate fee (see note 14)

**With every Discharge Book application you should send**

- a. Evidence that you are employed or have been offered employment in an Isle of Man registered vessel (see note 2).
- b. Any documents of qualification to be entered into your Discharge Book.
- c. In the case of a continuation issue, your full Discharge Book.
- d. In the case of a replacement issue, a letter explaining the defacement or loss of your Discharge Book.

**With every British Seaman's Card application you should send**

- a. Evidence that you are employed as a British Seafarer.
- b. In the case of a continuation issue, your old British Seaman's Card.
- c. In the case of a replacement issue, a letter explaining the defacement or loss of your British Seaman's Card.

If you have a right of abode -

- d. A British Passport endorsed by the Passport Office or Home Office showing that you have a right of abode (i.e. British Citizen).

OR

- e. Your Birth Certificate or a certified extract of the registration of your birth.

OR

- f. Any document issued by a British Government representative or by the Home Office proving your right of abode in Britain.

**Part A - Yourself (In Block Capitals)**

Tick the correct box    Mr    Mrs    Miss    Ms    Other

Your Surname

Christian or forenames

Your date of birth

Date/Month/Year

Your place of birth (if outside UK give country)

Nationality

Height in Metres     Colour of eyes

(see note 12)

Distinguishing marks

National Insurance No.

(please write clearly)

Have you ever held a Dis A or Discharge Book? If so, give its number

Your home address (include your postcode)

The return address if different from home address (include postcode)

Daytime telephone No.

(In case we need to contact you)

Name of next of kin, relationship to you and their address

Has your name been changed? If so, give details

**UK CERTIFICATE OF COMPETENCY OR SERVICE (If any)**

Grade     Number     Date of issue

Are you a member of a trade union or association? If so, please give details

Are you a member of a pension Fund? If so, please give details

**Part B - Declaration for a Discharge Book**

I apply for a Discharge Book.

I certify that the answers given on page 1 are true and I am aware that I may be required to provide evidence to support them  
I declare that:

- a. I am employed/have been offered employment\* on an Isle of Man registered vessel.
- b. I have not held at any time a seaman's document containing the same information as a Discharge Book issued by the Government/representative of any country listed at 13(a).

Your signature Or mark

Date

*(If you are unable to sign, a witness should sign alongside your mark.)*

**Part C – Counter signatory (Discharge Book)**

**Part C is to be filled in by a Member of Parliament, a Justice of the Peace, minister of religion, medical or legal practitioner, established civil servant, bank official, public official, police officer, head or senior official of a shipping company, union official or any other person of similar standing who knows you (a member of your family should NOT complete the certificate).**

I certify that the applicant has been known to me for  years and that to the best of my knowledge and belief the details given on page one and their declaration(s) are correct.

Signed

Date

Address or office stamp

Profession

*\*Please supply a copy of a valid Passport.*

**Part D - Declaration for a British Seaman's Card**

I apply for a British Seaman's Card.

I certify that the answers given on page 1 are true and I am aware that I may be required to provide evidence to support them.  
I declare that:

- a. I am a British Seaman and
- b. I am not the holder of a seaman's identity document issued by the Government or a representative of any county listed in 13(b).

your signature or mark

Date

*(If you are unable to sign, a witness should sign alongside your mark.)*

**Part E - Counter signatory (British Seaman's Card)**

**Part E is to be filled in by a Member of Parliament, a Justice of the Peace, minister of religion, medical or legal practitioner, established civil servant, bank official, public official, police officer, head or senior official of a shipping company, union official or any other person of similar standing who has known you for at least two years (a member of your family should NOT complete the certificate).**

I certify that the applicant has been known to me for  years and that to the best of my knowledge and belief the details given on page one and their declaration(s) are correct.

**I am a British Subject** \* Please supply a copy of a valid Passport, a visitors passport is not acceptable.

Signed

Date

Address or office stamp

Profession

**Discharge Book Notes**

1. The sections which apply to Discharge Books are in the Merchant Shipping (Seaman's Documents) Regulations 1987.

2. You will need to provide satisfactory evidence of your current or intended employment in a ship registered in the Isle of Man.

A certificate or statement from the Master or your employer on an official form or headed paper is generally all that is required.

If you are a citizen of the United Kingdom and Colonies and if you have been discharged abroad and intend to take a job as a seafarer when you return to the Isle of Man you should apply within six months of your discharge.

3. You do not need a Discharge Book (though you may still apply and your application will be considered).

a) If you are working in a ship just on construction, alteration, repair or testing on the ship, its machinery or equipment and have nothing to do with navigating the ship;

Or

b) If you are working in a ship just providing goods, personal services, entertaining on board and are employed by a person who is not the Master or owner nor a member of the catering staff in the ship;

Or

c) If you are a member of the navy, army or air force of the Crown or any service administered by the Defence Council whilst acting on their behalf;

4. Do NOT apply for a Discharge Book

a) If you already have one which has been issued under the Merchant Shipping (Seaman's Documents) Regulations 1987;

OR

b) If you are employed by the Crown and are not normally working as a master or a seafarer;

OR

c) If you are employed in a fishing vessel;

OR

d) If you have a document with almost the same information as a Discharge Book which has been issued to you by the Government or a representative of any country listed in Note 13a.

### British Seaman's Card Notes

5. The sections which apply to British Seaman's Cards are in the Merchant Shipping (Seaman's Documents) Regulations 1987.

6. Generally, if you are a British seafarer employed in a ship registered in any country and have a right of abode in the Isle of Man you may apply for a British Seaman's Card.

A British seaman is one who is not an alien as explained in the British Nationality Act 1981 and whose normal job is master or seaman.

7. Do NOT apply

a) If you are working in a fishing vessel;

OR

b) If you work in a ship belonging to a general lighthouse authority;

OR

c) If you receive little or no wages (but DO apply if you are a cadet);

OR

d) If you are not a citizen of the United Kingdom or Colonies OR a British protected person working in a ship registered outside the United Kingdom, the Channel Isles, the Isle of Man or any colony, protectorate, protected state or associated state;

OR

e) If you hold a valid seaman's identity document issued by the Government or representative of any country listed in 13(b).

8. DO apply if you are

a) A citizen of the United Kingdom and Colonies;

OR

b) A British protected person;

OR

c) A British subject without citizenship;

OR

d) A British subject by virtue of Section 31 of the British Nationality Act 1981.

9. You may apply and your application will be considered if you do NOT have a right of abode but can provide evidence proving you are a British subject such as a valid United Kingdom and Colonial passport or a Commonwealth passport.

### General Notes

10. Counter signatory

Part D is to be filled in by a Member of Parliament, a Justice of the Peace, minister of religion, medical or legal practitioner, established civil servant, bank official, public official, police officer, head or senior official of a shipping company, union official or any other person of a similar standing who has known you personally for at least two (2) years.

(A member of your family should NOT complete the certificate)

11. Photographs

a) If you are applying for either a Discharge Book or a British Seaman's Card you will need

to supply two identical recent photographs of yourself. If applying for both documents 3 photographs should be sent.

b) The photographs should be taken full face without a hat and should be printed on normal photographic paper, unmounted.

c) The photographs should be of clear exposure. Photographs which are too light or dark will not be accepted.

d) The backs of the photographs are not to be glazed. If colour photographs are supplied they must be 'passport approved'.

e) Unless you are sending a valid passport (endorsed to show that you have a right of abode) with your application, the person who countersigns your application should also endorse the back of one of your photographs with the words:

I CERTIFY THAT THIS IS A TRUE LIKENESS OF

MR/MRS/MISS/MS or TITLE.....  
and add his/her signature.

12. Conversion Chart

Height in Discharge Books and British Seaman's Cards are shown in Metres.

| Feet | Inches | = | Metres | Feet | Inches | = | Metres |
|------|--------|---|--------|------|--------|---|--------|
| 4    | 6      |   | 1.37   | 5    | 6      |   | 1.68   |
| 4    | 7      |   | 1.40   | 5    | 7      |   | 1.70   |
| 4    | 8      |   | 1.42   | 5    | 8      |   | 1.73   |
| 4    | 9      |   | 1.45   | 5    | 9      |   | 1.75   |
| 4    | 10     |   | 1.47   | 5    | 10     |   | 1.78   |
| 4    | 11     |   | 1.50   | 5    | 11     |   | 1.80   |
| 5    | 0      |   | 1.52   | 6    | 0      |   | 1.83   |
| 5    | 1      |   | 1.55   | 6    | 1      |   | 1.85   |
| 5    | 2      |   | 1.57   | 6    | 2      |   | 1.88   |
| 5    | 3      |   | 1.60   | 6    | 3      |   | 1.90   |
| 5    | 4      |   | 1.63   | 6    | 4      |   | 1.93   |
| 5    | 5      |   | 1.65   | 6    | 5      |   | 1.96   |

13. List of countries

### DO NOT APPLY IF YOU HOLD

a) A Discharge Book or seaman's document containing the same information issued by the Government or a representative of any country listed below:-

Bangladesh  
Barbados  
Canada  
Falkland Islands  
Guyana  
Hong Kong  
India  
Republic of Ireland  
Jamaica  
Kenya  
Malaysia  
Malta  
Mauritius  
Nigeria  
Pakistan  
St Lucia  
Sierra Leone  
Singapore  
Tanzania  
Trinidad and Tobago  
United Kingdom

b) A Seaman's identity document issued by the Government or a representative of any country listed below:-

Antigua and Barbuda  
Australia  
The Bahamas  
Bangladesh  
Barbados  
Belize  
Botswana  
Canada  
Republic of Cyprus  
Dominica  
Falkland Islands  
Fiji  
The Gambia  
Ghana  
Grenada  
Guyana  
Hong Kong  
India  
Republic of Ireland  
Jamaica  
Kenya  
Kiribati  
Lesotho  
Malawi  
Malaysia  
Malta  
Mauritius

Nauru  
New Zealand  
Nigeria  
Pakistan  
Papua New Guinea  
Saint Lucia  
Saint Vincent and the Grenadines  
Seychelles  
Sierra Leone  
Singapore  
Solomon Islands  
South Africa  
Sri Lanka  
Swaziland  
Tanzania  
Tonga  
Trinidad and Tobago  
Tuvalu  
Uganda  
United Kingdom  
Vanuatu  
Western Samoa  
Zambia  
Zimbabwe

14. Fees

a). Please see Fees Regulations for the fee of a Discharge Book.

b) Please see Fees Regulations for the fee of a British Seaman's Card.

c) If an application(s) is made by post then make the cheque or postal order payable to the ISLE OF MAN GOVERNMENT and crossed "A/C Payee".

Postal applications

a) Your application(s) should be sent to:

Isle of Man Ship Registry  
St. Georges Court  
Upper Church Street  
DOUGLAS  
Isle of Man  
IM1 1EX  
British Isles

Tel: +44 (0)1624 688500

Fax: +44 (0)1624 688501

Remember to send all the supporting documents listed on page 1 of this form. This will help speed up your application.