

REQUIREMENTS FOR THE ISSUE OF TITLES, TITLE ENDORSEMENTS, TITLE RENEWAL, COURSE ENDORSEMENTS AND DUPLICATES IN ACCORDANCE WITH THE CONVENTION STCW'78, AS AMENDED

ALL DOCUMENTS RECEIVED IN THE CONSULATE / AUTHORIZED OFFICES MUST BE DULY AUTHENTICATED OR WITH THE APOSTILLE. AS THE CONSULAR ASSISTANT / OFFICER COLLATES THE ORIGINAL WITH THE RESPECTIVE COPIES, STAMPING "FIEL COPIA DE SU ORIGINAL" TO EACH ONE

A. ADMINISTRATIVE REQUIREMENTS

- I. Every application form must have the following administrative requirements:
 1. Application Form.
 2. Six (6) photos full colour of 3 x 3 centimeters (shoulder and face without hat), recent no more than six (6) months.
 3. Passport (Foreign) or Identity Card (Panamanian). [*Original and Copy*]
 4. Valid Medical Fitness Certificate (Regulation I/9)
Each Consulate is obliged to request the Maritime Authority of the Country the "List of Approved Doctors" and send a copy to the respective Regional Documentation Office of the Panama Maritime Authority.
 5. In the case of the Certification Department, you have to make a payment of USD\$8.00, by franking machine print, based on Article 55 of the Law No.8 of March 15, 2010 or pay at the offices of the Autoridad Nacional de los Ingresos Públicos (bring receipt).
 6. In the case of Consulates/Authorized Offices, add US\$10.00 handling for each process (each endorsement or/and license).

B. TECHNICAL REQUIREMENTS

- I. Every application must contain the following certificates of training, valid, issued by an accredited training center for the purpose by a competent authority:
 1. IMO 1.13 – Elementary First Aid.
 2. IMO 1.19 – Personal Survival Techniques Course.
 3. IMO 1.20 – Fire Prevention and Fire Fighting.
 4. IMO 1.21 – Personal Safety and Social Responsibilities.
 5. Security courses for each level as applicable:
 - a. IMO 3.27 – Security Awareness Training for all Seafarers – SUPPORT LEVEL.
 - b. IMO 3.26 – Security Training for Seafarers with Designated Security Duties – OPERATIONAL & MANAGEMENT LEVEL.

C. REQUIREMENTS FOR ENDORSEMENTS FOR DECK AND ENGINE OFFICERS

- I. Every application must have the following documentation:
 1. Administrative Requirements (Point A)
 2. Security Course (Point B-5, Operational o Management Levels)
 3. Title under the Convention STCW'78, as amended (Regulation I/2) issued by a Maritime Administration of a Country recognized by the International Maritime Organization.

D. REQUIREMENTS FOR DECK OFFICERS

- I. Every application must have the following documentation:
 1. Administrative Requirements (Point A)
 2. Technical Requirements (Point B)
 3. Experience letter and Officer Seaman Book (evidence of experience).
[Panama Office of the Certification Department (Oficina de Atención al Público): for Panamanian Diploma and for graduates officers credits]
 4. IMO 1.07 – Radar Navigation, Radar Plotting and Use of ARPA – Radar Navigation at Operational Level.
 5. IMO 1.23 – Proficiency in Survival Craft and Rescue Boats (other than Fast Rescue Boats)
 6. IMO 1.25 o 1.26 – General or Restricted Operator's Certificate for GMDSS.
 7. IMO 1.27 – Operational Use of Electronic Chart Display and Information Systems (ECDIS), if applicable.
 8. IMO 2.03 – Advanced Training in Fire Fighting.
 9. Manila Amended:
 - a. IMO 1.38 – Marine Environmental Awareness, if applicable.
 - b. IMO 1.39 – Leadership and Teamwork, if applicable.
 - c. Bridge Resources Management. (Regulation II/1, Section A-II/1 y Table A-II/1)
- II. For **OFFICER IN CHARGE OF A NAVIGATIONAL WATCH**, additionally should have:
 1. IMO 1.14 – Medical First Aid.
- III. For **MASTERS** and **CHIEF MATE** and **FIRST DECK OFFICER**, additionally should have:
 1. IMO 1.08 – Radar, ARPA, Bridge Teamwork and Search and Rescue – Radar Navigation at Management Level.
 2. IMO 1.15 – Medical Care.
 3. IMO 1.22 – Ship Simulator and Bridge Teamwork.
For officers who have completed a navigation period up to ten (10) months or more but less than twelve (12) months.
For inactive officers who do not meet the required navigation period in the last five (5) years or more.
 4. IMO 1.24 – Proficiency in Fast Rescue Boats.

E. REQUIREMENTS FOR RADIO OPERATORS

- I. Every application must have the following documentation:
 1. Administrative Requirements (Point A)
 2. Technical Requirements (Point B)
 3. IMO 1.25 o 1.26 – General or Restricted Operator's Certificate for GMDSS, or 1st or 2nd Class Radio Operator.

F. REQUIREMENTS FOR SHIP SECURITY OFFICER

- I. Every application must have the following documentation:
 1. Administrative Requirements (Point A)
 2. Technical Requirements (Point B-1-4)
 3. Have current/valid Official License with the Panama Maritime Authority.
 4. IMO 3.19 – Ship Security Officer Course.

G. REQUIREMENTS FOR ENGINEER OFFICERS

- I. Every application must have the following documentation:
 1. Administrative Requirements (Point A)
 2. Technical Requirements (Point B)
 3. Experience letter and Officer Seaman Book (evidence of experience).
[Panama Office of the Certification Department (Oficina de Atención al Público): for Panamanian Diploma and for graduates officers credits]
 4. IMO 1.23 – Proficiency in Survival Craft and Rescue Boats (other than Fast Rescue Boats)
 5. IMO 2.03 – Advanced Training in Fire Fighting.
 6. Manila Amended:
 - a. IMO 1.38 – Marine Environmental Awareness, if applicable.
 - b. IMO 1.39 – Leadership and Teamwork, if applicable.
 - c. Engine Room Resources Management. (Regulation III/1, Section A-III/1 y Table A-III/1)
- II. For **OFFICER IN CHARGE OF AN ENGINEERING WATCH**, additionally should have:
 1. IMO 1.14 – Medical First Aid.
- III. For **CHIEF ENGINEER** and **FIRST ENGINEER**, additionally should have:
 1. IMO 1.15 – Medical Care.
 2. IMO 1.24 – Proficiency in Fast Rescue Boats.
 3. IMO 2.07 – Engine-Room Simulator.
For officers who have completed a navigation period up to ten (10) months or more but less than twelve (12) months.
For inactive officers who do not meet the required navigation period in the last five (5) years or more.

H. REQUIREMENTS FOR ELECTRO TECHNICAL OFFICERS

- I. Every application must have the following documentation:
 1. Administrative Requirements (Point A)
 2. Technical Requirements (Point B)
 3. Experience letter and Seaman book (evidence of experience).
[Panama Office of the Certification Department (Oficina de Atención al Público): for Panamanian Diploma and for graduates officers credits]
 4. IMO 1.23 – Proficiency in Survival Craft and Rescue Boats (other than Fast Rescue Boats)
 5. IMO 2.03 – Advanced Training in Fire Fighting.
 6. Manila Amended:
 - a. IMO 1.38 – Marine Environmental Awareness, if applicable.
 - b. IMO 1.39 – Leadership and Teamwork, if applicable.

I. REQUIREMENTS FOR USE OF ELECTRONIC CHART

- I. Every application must have the following documentation:
 1. Administrative Requirements (Point A)
 2. Technical Requirements (Point B)
 3. Have current/valid Official License with the Panama Maritime Authority.
 4. IMO 1.27 – Operational Use of Electronic Chart Display and Information Systems (ECDIS)

J. REQUIREMENTS FOR RATING OR MARINE TECHNICIAN

- I. Every application must have the following documentation:
 1. Administrative Requirements (Point A)
 2. Technical Requirements (Point B)
 3. Experience letter or other document evidencing the position on board.

K. REQUIREMENTS FOR ELECTRO-TECHNICAL RATINGS

- I. Every application must have the following documentation:
 1. Administrative Requirements (Point A)
 2. Technical Requirements (Point B)
 3. Certificate of Electro-Technical Rating Course (Regulation III/7). Minimum 12 month of experience.
 4. Manila Amended: IMO 1.38 – Marine Environmental Awareness, if applicable.

L. REQUIREMENTS FOR ABLE SEAFARER DECK, ABLE SEAMAN, RATING FORMING PART OF A NAVIGATIONAL WATCH

- I. Every application must have the following documentation:
 1. Administrative Requirements (Point A)
 2. Technical Requirements (Point B)
 3. For **ABLE SEAFARER DECK**
 - a. Certificate of Able Seafarer Deck Course (Regulation II/5). Minimum 12 month of experience, or
 - b. Letter with the Navigational time and Seaman Book, minimum 18 month of experience.
 - c. IMO 1.23 – Proficiency in Survival Craft and Rescue Boats (other than Fast Rescue Boats)
 - d. Manila Amended: IMO 1.38 – Marine Environmental Awareness, if applicable.
 4. For **ABLE SEAMAN, RATING FORMING PART OF A NAVIGATIONAL WATCH**
 - a. Certificate of Rating forming part of a Navigational Watch Course (Regulation II/4). Minimum 2 month of experience, or
 - b. Letter with the Navigational time and Seaman Book, minimum 6 month of experience.

M. REQUIREMENTS FOR ABLE SEAFARER ENGINE, OILER, RATING FORMING PART OF AN ENGINEERING WATCH

- I. Every application must have the following documentation:
 1. Administrative Requirements (Point A)
 2. Technical Requirements (Point B)
 3. For **ABLE SEAFARER ENGINE**
 - a. Certificate of Able Seafarer Engine Course (Regulation III/5). Minimum 12 month of experience, or
 - b. Letter with the Navigational time and Seaman Book, minimum 18 month of experience.
 - c. IMO 1.23 – Proficiency in Survival Craft and Rescue Boats (other than Fast Rescue Boats)
 - d. Manila Amended: IMO 1.38 – Marine Environmental Awareness, if applicable.
 4. For **OILER, RATING FORMING PART OF AN ENGINEERING WATCH**
 - a. Certificate of Rating forming part of an Engineering Watch Course (Regulation III/4). Minimum 2 month of experience, or
 - b. Letter with the Navigational time and Seaman Book, minimum 6 month of experience.

N. REQUIREMENTS FOR RATING (HOTEL STAFF)

- I. Every application must have the following documentation:
 1. Administrative Requirements (Point A)
 2. Technical Requirements (Point B)
 3. IMO 1.28 – Crowd Management, Passenger Safety and Safety Training for Personnel Providing Direct Services to Passengers in Passenger Spaces.

O. REQUIREMENTS FOR ASPIRING OFFICERS [CADETS (OFFICER IN TRAINING)]

- I. Every application must have the following documentation:
 1. Administrative Requirements (Point A)
 2. Technical Requirements (Point B)
 3. Must submit Certificate/Letter of School as Cadet.
 4. Certificate of Watchkeeping, according to established in the Chapter II/4, II/5 y/o III/4, III/5, III/7 of the Convention STCW'78, as amended.

P. REQUIREMENTS FOR ENDORSEMENTS AND COURSE EXTENSION

- I. Every application must have the following documentation:
 1. Application Form duly completed.
 2. Passport (Foreign) or Identity Card (Panamanian). [Original and Copy]
 3. Current and Valid Panamanian License.
 4. Course(s) and/or Title(s) to endorse.

Q. DUPLICATES

- I. Every application must have the following documentation:
 1. Application Form duly completed indicating whether it was stolen or lost.
 2. Report of theft or loss submitted to the Competent Authority.
 3. Passport (Foreign) or Identity Card (Panamanian). [Original and Copy]
 4. Four (4) photos full colour of 3 x 3 centimeters (shoulder and face without hat), recent no more than six (6) months.

R. ASCENT

- I. Application of Ascent addressed to the General Directorate for Seafarers, enclosing the following:
 1. Seaman book (evidence of experience). [Original and Copy].
 2. Company Letter of Experience where the seafarer worked. [Original and Copy].

Note: The General Directorate of Seafarers will be issued the Letter of Authorization to be performed by the Maritime Training Centers authorized (Maritime Training Department List).

REQUIREMENTS FOR THE ISSUE OF COOK SEAMAN BOOK IN ACCORDANCE WITH THE MARITIME LABOUR CONVENTION (MLC, 2006)

A. REQUIREMENTS FOR COOK

- I. Every application must have the following documentation and certificates of training, valid, issued by an accredited training center for the purpose by a competent authority:
1. Administrative Requirements (Point A)
 2. Technical Requirements (Point B)
 3. Certificate or cook title or Letter of Experience.
 4. Ship's Cook Course according to MLC, 2006, issued by a Maritime Training Center.

Only requests made at Merchant Marine Consulates and the Certification Department (Oficina de Atención al Público) of the Panama Maritime Authority will be processed.

WILL NOT ACCEPT REQUESTS MADE BY REGULAR MAIL OR COURIER.

The Temporary Certificate (CT) is valid for three (3) months [ninety (90) days], not renewable.

Only we will process applications for the issuance of a Temporary Certificate (CT) when having all of the above requirements. Otherwise, it is considered that the application is DEFICIENT; the statutory documents required will not be issued within the stipulated ninety (90) days, which may bring inconvenience to users and ship owners.

FEES (Add USD\$10.00 if applied by a Merchant Marine Private Consulate or Authorized Office)

Licenses and Endorsements	Panamanian	Foreign	Endorsement (Panamanian-Foreign)	Basic Courses		Specialized Courses (e/o)
				1 Certificate	Separated (e/o)	
Master and Chief Engineer	USD\$25.00	USD\$275.00				
Deck, Engine, Electro Technical Officer	USD\$16.00	USD\$270.00	Valid course	USD\$20.00	USD\$10.00	USD\$30.00
Ship Security Officer	USD\$20.00	USD\$185.00	Extension	USD\$20.00	USD\$10.00	USD\$20.00
GMDSS Operator and Radio Electronic	USD\$16.00	USD\$185.00				
Ratings (Able Seafarer)	USD\$10.00	USD\$175.00				
Duplicates	USD\$40.00	USD\$70.00				