

## **GENERAL PROCEDURE FOR**

### **Certificates of Competency, Seaman's Books, Certificates of Proficiency & Certificates of Course Endorsement:**

Dear partners:

We are pleased to assist you during the process of seafarer's application to obtain Panama full terms endorsements.

Below, please find a general guideline for your perusal, if you have further queries, please do not hesitate to contact us.

#### **REQUEST PROCEDURE:**

1. Formal Email request: Subject shall contain the seafarers name and requested rang/grade/position.
2. The technical or support documentation required shall be attached in separate files and in PDF format max. 2MB.
3. Photo and Signature separate in JPG format.
4. Please provide as well:
  - Company or Vessel billing address.
  - Shipping Address and International Courier Accounts (DHL, FEDEX, TNT etc.).
  - NO Courier account, we will hand you and invoice with the shipping fees  
**Gratis shipping within the German region.**
5. You will receive our formal Invoice, after confirmation of no technical documents are missing and the same presented comply with the established regulations.
6. After payment confirmation from our accounting department, you will receive the Electronic- Processing Certificate (CRA valid for three months). The CRA allows seamen to navigate while Full-Term has been received.
7. And the Full-Term, once approved by the PMA technical, will be shipped in accordance with the instructions within two to six (2 to 4) weeks after the application date.

For more information please contact us: [conpanamahamburgo@mire.gob.pa](mailto:conpanamahamburgo@mire.gob.pa)

