



GUIDELINES ON THE ISSUE OF A MALTESE SEAMAN RECORD BOOK

Merchant Shipping Notice 118 Rev.2

*Notice to Shipowners, Ship Operators, Managers, Masters,
Owners' Representatives and Recognised Organisations*

The Directorate informs all concerned that, with immediate effect, the Maltese Seaman's Record Book will be issued exclusively in digital format. The Record Book is available to seafarers engaged, or due to be engaged, on commercial vessels registered under the Merchant Shipping Act, as well as to Maltese nationals and holders of Maltese Certificates of Competency.

Applications for a Maltese Seaman's Record Book must be submitted online to the Merchant Shipping Directorate through the Seafarer Portal at <https://seafarers.transport.gov.mt>. Applications may be submitted by the seafarer, their representative, or the company employing the seafarer.

The online application must be accompanied by the documents specified in the Seafarer Portal. These documents must be uploaded in the relevant sections and include:

- the seafarer's personal email address, required to access the seafarer's personal Digital Wallet;
- proof of identification, being a copy of the passport or National identity card;
- a passport-size photograph taken full-face, without a hat or cap, clearly exposed, and against a white or light background;
- a signature provided in black or blue ink on a plain white background;
- documentary evidence of valid basic training certificates in accordance with STCW Regulation VI/1;
- a statement by the Master or employer, submitted on the official form or headed paper, confirming engagement on a Malta-flagged commercial vessel;
- payment of the applicable fee of €60, together with an additional fee of €25 for the Digital Service and Seafarer Wallet maintenance; and
- for renewal applications, all documents listed above.

Applicants will be notified if any of the required documents or information is missing. If the outstanding requirements are not submitted within 90 days from the date of the request, the application will be treated as abandoned by the applicant. The application will then be automatically rejected, and no refund will be issued. Once an application has been successfully processed, the seafarer will receive an email notification confirming that the application has been vetted and advising them to register for an IDSURE account. The IDSURE App must be downloaded from the App Store or Play Store to register for an IDSURE account and access the Wallet. Seafarers must register using the personal email address provided in the Seafarer Details section of the online application. Applicants are therefore advised to ensure that the email address provided in the online application is accurate and accessible.

The Seaman's Record Book will be issued in digital format and made available only to the seafarer through the electronic Wallet. Once issued, the seafarer may record their sea service in the digital Record Book and submit it for authentication to the Master's designated email address or to authorised officials, as applicable.

Merchant Shipping Directorate

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www.transport.gov.mt/ship-registration



Merchant Shipping Directorate
ISO 9001:2015 certified