

CCS Circular

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**To: CCS surveyors, Auditors, Marshall
Islands Ship owners and Ship managers**

Notice of Guideline for validity of electronic documents or certificates containing electronic signature

It has come to the Administration's attention that some port state authorities are denying the validity of certain documents and certificates electronically issued by the Republic of the Marshall Islands Maritime Administrator (the "Administrator"). The Administration released Marine Guideline No. 1-109-1 Rev. 8/11 Electronic Documents and Certificates, details as follows:

1. There are a number of documents and certificates that the Administration issues electronically that contain electronic signatures of RMI duly authorized officials.
2. A chart has been provided (see chart 1) to assist authorities in determining the validity of a document or certificate issued by the Administrator that contains an electronic signature. It is important to note that this chart is not exhaustive, but addresses those documents that are most frequently at issue.
3. Although the Administrator requires countersignatures to be provided in blue ink (the details please refer chart 1) , a countersignature in black ink does not necessarily mean that the signature is not original or that the document is invalid. It may simply indicate that directions were not followed.
4. Should there be any question regarding the authenticity of any RMI document or certificate,

a request for verification should be directed as follows:

- Seafarer document/certificate: Email Seafarers@Register-iri.com or use our website, <http://www.register-iri.com>.
- Vessel document/certificate: Email DutyOfficer@Register-iri.com.

Otherwise, RMI documents with electronic signature should be considered valid originals.

Chart 1: Documents with Electronic Signature

Document or Certificate	Electronic Signature (in black ink)	Counter-Signature(s) (in blue ink)	Seals on Document	Notes
Certificate of Registry (CR)	Senior Deputy Commissioner	Special Agent or Deputy Commissioner	Deputy Commissioner or Special Agent Seal stamped in green ink; RMI seal in black ink in the upper-left corner; and RMI seal as a watermark within the background of the document.	
Continuous Synopsis Record (CSR)	Senior Deputy Commissioner	Master	RMI seal in black ink in the upper-left corner; and RMI seal as a watermark within the background of the document.	No facsimiles allowed. No special seal or chop required on an electronically transmitted CSR document.
Civil Liability Certificate (CLC)	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	

Civil Liability Bunker Certificate (CLBC)	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	
Minimum Safe Manning Certificate (MSMC)	Deputy Commissioner or Deputy Commissioner by original signature	No additional signatures required.	An original MSMC shall contain an RMI seal in green.	Certificate shall contain date of issue and any expiry date of the document. The MSMC may be issued with electronic signature or may contain an original signature of an RMI Deputy Commissioner, depending upon issuing office.
Seafarer Certificate of Receipt of Application (CRA)	Deputy Commissioner	Master and Certificate Holder	RMI seal in black ink in the upper-left corner.	
Seafarer Urgent Authorization (UA)	Deputy Commissioner	Master and Certificate Holder	RMI seal in black ink in the upper-left corner.	

Surveyors/auditors of this society are requested to pay due attention to this notice when conducting surveys/audits involving verification of vessels seafarers certificates issued by the administration.

Appendix: Marine Guideline No. 1-109-1 Rev. 8/11 Electronic Documents and Certificates

Please contact Classed Ship in Service Dept. of the Headquarters in case of any unclarity during the implementation of this Circular.



**REPUBLIC OF
THE MARSHALL ISLANDS**

**OFFICE OF THE
MARITIME ADMINISTRATOR**

Marine Guideline

No. 1-109-1

Rev. 8/11

**TO: ALL SHIPOWNERS, OPERATORS, MASTERS AND OFFICERS OF
MERCHANT SHIPS, AND RECOGNIZED ORGANIZATIONS**

SUBJECT: Electronic Documents and Certificates.

PURPOSE:

It has come to the Administration's attention that some port state authorities are denying the validity of certain documents and certificates electronically issued by the Republic of the Marshall Islands Maritime Administrator (the "Administrator"). The purpose of this Guideline is to clarify and provide guidance on when certain electronic documents containing electronic signature should be treated by authorities as valid. This Guideline supersedes the original issue of 2/10 and reflects the updating of sections 4.0 and 6.0.

APPLICABILITY:

To all vessels registered in and seafarers documented/certified under the laws of the Republic of the Marshall Islands (RMI).

RECOMMENDATIONS:

- 1.0** There are a number of documents and certificates that the Administration issues electronically that contain electronic signatures of RMI duly authorized officials.
- 2.0** A chart has been provided (see 6.0, below) to assist authorities in determining the validity of a document or certificate issued by the Administrator that contains an electronic signature. It is important to note that this chart is not exhaustive, but addresses those documents that are most frequently at issue.
- 3.0** Although the Administrator requires countersignatures to be provided in blue ink, a countersignature in black ink does not necessarily mean that the signature is not original or that the document is invalid. It may simply indicate that directions were not followed.
- 4.0** Should there be any question regarding the authenticity of any RMI document or certificate, a request for verification should be addressed to the Administrator. Certificates and documents may also be verified on our website, www.register-iri.com. **Otherwise, RMI documents with electronic signature should be considered valid originals.**

5.0 Requests for verification should be directed as follows:

- *Seafarer document/certificate:* Email Seafarers@Register-iri.com or use our website, <http://www.register-iri.com>, to verify a seafarer Certificate of Receipt of Application (CRA).
- *Vessel document/certificate:* Email DutyOfficer@Register-iri.com.

6.0 Chart of Documents with Electronic Signature

Document or Certificate	Electronic Signature (in black ink)	Counter-Signature(s) (in blue ink)	Seals on Document	Notes
Certificate of Registry (CR)	Senior Deputy Commissioner	Special Agent or Deputy Commissioner	Deputy Commissioner or Special Agent Seal stamped in green ink; RMI seal in black ink in the upper-left corner; and RMI seal as a watermark within the background of the document.	
Continuous Synopsis Record (CSR)	Senior Deputy Commissioner	Master	RMI seal in black ink in the upper-left corner; and RMI seal as a watermark within the background of the document.	No facsimiles allowed. No special seal or chop required on an electronically transmitted CSR document.
Civil Liability Certificate (CLC)	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	

Document or Certificate	Electronic Signature (in black ink)	Counter-Signature(s) (in blue ink)	Seals on Document	Notes
Civil Liability Bunker Certificate (CLBC)	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	
Minimum Safe Manning Certificate (MSMC)	Deputy Commissioner or Deputy Commissioner <i>by original signature</i>	No additional signatures required.	An original MSMC shall contain an RMI seal in green.	Certificate shall contain date of issue and any expiry date of the document. The MSMC may be issued with electronic signature or may contain an original signature of an RMI Deputy Commissioner, depending upon issuing office.
Seafarer Certificate of Receipt of Application (CRA)	Deputy Commissioner	Master and Certificate Holder	RMI seal in black ink in the upper-left corner.	
Seafarer Urgent Authorization (UA)	Deputy Commissioner	Master and Certificate Holder	RMI seal in black ink in the upper-left corner.	