



**REPUBLIC OF  
THE MARSHALL ISLANDS**

**OFFICE OF THE  
MARITIME ADMINISTRATOR**

**Marine Guideline**

**No. 1-109-1**

**Rev. 10/11**

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

**SUBJECT: Electronic Documents and -Certificates.**

**PURPOSE:**

It has come to the Republic of the Marshall Islands Maritime Administrator's (the "Administrator") attention that some port State authorities are denying the validity of certain documents and certificates electronically issued by 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 Rev. 8/11 and reflects the updating of section 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 Administrator 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, <http://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](mailto: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](mailto:DutyOfficer@Register-iri.com) or use our website, <http://www.register-iri.com>, go to Maritime Services and then go to Vessel Documentation Verification, to verify a Continuous Synopsis Record (CSR), Civil Liability Certificate (CLC) or Civil Liability Bunker Certificate (CLBC).

**6.0** Chart of Documents with Electronic Signature

<b>Document or Certificate</b>	<b>Electronic Signature</b> (in black ink)	<b>Counter-Signature(s)</b> (in blue ink)	<b>Seals on Document</b>	<b>Notes</b>
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	

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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 <i>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	Deputy Commissioner or Special Agent seal in green ink in the lower-right corner.	
Seafarer Urgent Authorization (UA)	Deputy Commissioner	Master and Certificate Holder	Deputy Commissioner or Special Agent seal in green ink in the lower-right corner.	