



DEPARTMENT OF TRANSPORT
APPLICATION FOR AN IRISH SEAFARER'S IDENTITY CARD
AND/OR IRISH SEAFARER'S DISCHARGE BOOK

SIS FORM 1

Application No.:

FOR OFFICIAL USE ONLY:			
Seafarer's Identity Card Number:			
Discharge Book Number:			
Application Origin:	In Person <input type="checkbox"/>	By a Representative <input type="checkbox"/>	
		By Post <input type="checkbox"/>	
If by a representative, state name:			
Date Received:		Attach Photograph Here	
Amount Paid:	€		
Receipt Number:			
Issuing Officer:			
Date of Issue:			
Distribution Method:	By Post <input type="checkbox"/>		In Person <input type="checkbox"/>
Registered Post Number (if by post):			

PLEASE READ THE ATTACHED GUIDANCE NOTES **BEFORE** COMPLETING THIS FORM

1 APPLICATION TYPE			
This application is for: <i>(please tick the appropriate box/es)</i>			
Seafarer's Record Book and Certificates of Discharge		Irish Seafarer's Identity Card	
<input type="checkbox"/>	An initial application	<input type="checkbox"/>	An initial application
<input type="checkbox"/>	A continuation book ¹	<input type="checkbox"/>	A replacement card ²
<input type="checkbox"/>	A replacement book ¹		

¹ If for a continuation/replacement Discharge Book please state original Discharge Book number:	No. E
² If for a replacement Identity Card, please state original Identity Card number:	

2 DETAILS OF APPLICANT		
Tick the Appropriate Box:	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>
	Ms <input type="checkbox"/>	
Surname:		
Forename(s):		
If known by an alternative name or names, please state:		
Seafarer's Unique ID Number <i>(if known, see guidance note 2)</i> :		
PPS Number:		
Home Address:		
Alternative Postal Address:		
Phone Number:	Mobile Number:	
Email Address:		
Name of Next of Kin:	Relationship:	
Address of Next of Kin:		
Name of Nominated Contact:		
Address of Nominated Contact:		
Phone Number of Nominated Contact:		

3 PERSONAL DESCRIPTION (where appropriate, please tick the relevant boxes)	
Height (in metres)	
Predominant Eye Colour:	Blue <input type="checkbox"/> Brown <input type="checkbox"/> Green <input type="checkbox"/> Hazel <input type="checkbox"/>
Predominant Hair Colour:	Auburn <input type="checkbox"/> Black <input type="checkbox"/> Blond(e) <input type="checkbox"/> Brown <input type="checkbox"/> Fair <input type="checkbox"/> Grey <input type="checkbox"/> Red <input type="checkbox"/> White <input type="checkbox"/> Bald <input type="checkbox"/>
Complexion:	Fair <input type="checkbox"/> Medium <input type="checkbox"/> Dark <input type="checkbox"/>
Distinguishing marks (i.e scars, tattoos etc):	

4 PARTICULARS REGARDING CITIZENSHIP			
Date of Birth:		Country of Birth:	
County of Birth (If born in Ireland):		Nationality:	

If you were not born in Ireland and if you claim to be an Irish citizen, because of the birth in Ireland of one of your parents, please state in respect of that parent:

Name:		County of Birth:		Date of Birth:	
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If you are an Irish citizen by naturalization or registration, please state:

Date of naturalisation or registration:		Cert. No.:	
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5 INCIDENT REPORT FOR THE REPACEMENT OF A LOST, STOLEN OR DESTROYED DOCUMENT (move to Section 6 if this section is not relevant to you)	
If this application is for the replacement of a document which has been lost/stolen or destroyed, give full particulars of the circumstances in which such loss or destruction occurred (including place and date):	
<p>I hereby declare that, to the best of my knowledge and belief, the particulars on this application form are correct and I request that a replacement document(s) may be issued to me.</p> <p>Signature of Applicant: _____ Date: _____</p>	
WITNESS* TO DECLARATION:	
I certify that the applicant who has signed the declaration above in my presence has reported the incident as outlined in Section 5.	
Signature of Witness: _____	<div style="border: 1px solid black; padding: 20px; width: fit-content; margin: auto;"> STATION/COMPANY STAMP </div>
Name (in block capitals): _____	
Date: _____ Phone Number: _____	
Garda Station/Company or Ship Name: _____	
<p>* If lost/stolen or destroyed:</p> <ul style="list-style-type: none"> • while onboard a vessel, this incident report should be signed by the Ship's Master or shipping company's Superintendent/Manager acting on behalf of the Master. Alternatively a separate report outlining the required details may be attached to your application. • while ashore, this incident report should be signed by a member of An Garda Síochána or the Police Force governing the relevant jurisdiction. Alternatively a separate police report outlining the required details may be attached to your application. 	

6 EMPLOYERS DECLARATION (Not required for students of the National Maritime College of Ireland who are **Irish citizens** (provided Section 7 has been completed) or for applications for continuation or replacement documents where the seafarer has had sea service entries within the previous 5 years).

Your application will **NOT** be processed without this declaration being completed by your current or prospective employer and validated with a relevant company/office stamp.

I declare that the applicant, named _____ is serving/has served/will serve* on the following Irish/non-Irish* registered ship. * Delete as appropriate

Name of Vessel		Official Number:	
Port of Registry:		Gross Tonnage (GT):	
Type of Ship:		Flag State:	

I understand that it is an offence to knowingly or recklessly make a false declaration in order to obtain an Irish Seafarer's Identity Card and/or Discharge Book and hereby declare that, to the best of my knowledge and belief, the details given in this application form are correct.

Signed:		Print Name:	
Position Held:		Date:	
Contact Number:		Company Name:	
Address:		Office Stamp:	

7 COLLEGE DECLARATION (For use only by students of the National Maritime College of Ireland (NMCI), who are **Irish citizens**, where an offer of employment has not yet been made and Section 6 cannot be signed).

I declare that the applicant, named _____ is an Irish citizen enrolled as a student on a merchant marine course at the National Maritime College of Ireland.

I understand that it is an offence to knowingly or recklessly make a false declaration in order to obtain an Irish Seafarer's Identity Card and/or Discharge Book and hereby declare that, to the best of my knowledge and belief that the details given in this application form are correct.

I understand that the NMCI has a right to retain any Irish Seafarer's Identity Card and/or Discharge Book issued to students until such time as an offer of employment has been made. Should a student leave the NMCI prior to employment being offered and/or their course being successfully completed, I undertake to return any Irish Seafarer's Identity Card or Discharge Book issued, to the Department of Transport

Signed:		Print Name:	
Position Held:		Date:	
Contact Number:		College Stamp:	
Address:	National Maritime College of Ireland Ringaskiddy, Cork, Ireland		

8**APPLICANT'S DECLARATION** (This Section MUST be completed in the presence of the Countersignatory detailed under Section 9)

I certify that:

- the particulars furnished in this application and the supporting documentation are true
- the accompanying photographs are photographs of me
- I am not in possession of an Irish Seafarer's Identity Card and/or an Irish Discharge Book except that which I attached hereto for cancellation.
- I am aware that it is an offence to knowingly or recklessly make a false declaration in order to obtain an Irish Seafarer's Identity Card and an Irish Discharge Book.

I declare that: (Please tick the appropriate box)

- I am employed/have been offered employment on an Irish registered merchant vessel of 80GT or over, or
- I am an Irish citizen and am employed/have been offered employment onboard a non-Irish registered merchant vessel of 80GT or over, or
- I am an Irish citizen and am employed/have been offered employment onboard a fishing vessel of 200GT or over, or
- I am an Irish citizen and enrolled as a student, at the National Maritime College of Ireland.

Signature of Applicant:

Note: Please keep signature within the box provided. This signature will be scanned and printed into the document applied for.

Date:**For Official Use Only:**

Attach Seafarer's
 Photograph here
 for scanning

9**COUNTERSIGNATORY** (This Section should be completed at a Garda Station by a member of An Garda Síochána. However, if this application is being made from outside the State, please see Guidance Note 7 for alternative acceptable counter signatories)

I certify that I have satisfied myself as to the identity of the applicant who has signed **Section 8** in my presence. I also certify that the photographs (on the back of which I have signed my name), supplied with this application, are a true likeness to the applicant.

Signed:		Print Name:	
Profession:		Date:	
Contact Number:		Office Stamp:	
Address:			

10 DOCUMENTS TO ACCOMPANY YOUR APPLICATION - CHECKLIST

	For Applicant	For Official Use only
In all cases:		
A completed application form	<input type="checkbox"/>	<input type="checkbox"/>
Two photographs, signed on reverse	<input type="checkbox"/>	<input type="checkbox"/>
Passport or alternatively an original Birth Certificate and current State photographic ID i.e. Driver's Licence	<input type="checkbox"/>	<input type="checkbox"/>
The appropriate fee. (<i>Fees and payment methods are listed under Guidance Notes 1 and 8 respectively</i>)	<input type="checkbox"/>	<input type="checkbox"/>
And, if under 18 years of age, both a:		
A letter, consenting to your application, from a parent or guardian	<input type="checkbox"/>	<input type="checkbox"/>
A Seafarer's Medical Certificate (<i>Please see Marine Notice 38 in 2014 for list of approved Doctors</i>)	<input type="checkbox"/>	<input type="checkbox"/>
If an Irish citizen by Naturalisation/Registration and you do not provide an Irish Passport with your application:		
Your Certificate of Registration	<input type="checkbox"/>	<input type="checkbox"/>
If you were born outside of Ireland and if you claim to be an Irish citizen because of the birth in Ireland of one of your parents and you do not provide an Irish Passport with your application:		
A Birth Certificate of that parent	<input type="checkbox"/>	<input type="checkbox"/>
If your application is for the replacement of a document, which has been lost/stolen or destroyed and Section 5 has not been completed and witnessed:		
An incident report from the Ship's Master or Shipping Company Superintendent, if lost/stolen or destroyed while onboard a vessel and/or	<input type="checkbox"/>	<input type="checkbox"/>
A copy of the Garda Síochána/Police report, if lost/stolen or destroyed while ashore	<input type="checkbox"/>	<input type="checkbox"/>

11 DOCUMENTS TO ACCOMPANY YOUR APPLICATION FOR A CONTINUATION SEAFARER'S RECORD BOOK - CHECKLIST

	For Applicant	For Official Use only
A completed application form	<input type="checkbox"/>	<input type="checkbox"/>
Two photographs, signed on reverse	<input type="checkbox"/>	<input type="checkbox"/>
Your existing Record Book (<i>Submitted for cancellation. This will be returned to the seafarer</i>)	<input type="checkbox"/>	<input type="checkbox"/>
The appropriate fee (<i>Fees and payment methods are listed under Guidance Notes 1 and 8 respectively</i>)	<input type="checkbox"/>	<input type="checkbox"/>

IMPORTANT NOTICE: INCOMPLETE APPLICATIONS MAY BE RETURNED UNPROCESSED, BY POST. THEREFORE IN ORDER TO AVOID ANY UNDUE DELAY IN THE PROCESSING OF YOUR APPLICATION, PLEASE ENSURE THAT THE ABOVE CHECKLISTS ARE ADHERED TO.

GUIDANCE NOTES AND QUALIFYING CRITERIA

1. GENERAL NOTES

LEGIBILITY

All entries (other than where signatures are required) must be made clearly in BLOCK CAPITALS using a black or blue ballpoint pen. Mistakes due to illegible writing cannot be rectified without payment of a further fee.

ELIGIBILITY FOR AN IRISH SEAFARER'S IDENTITY CARD

An application for an Irish Seafarer's Identity Card can be made if you are:

- An Irish citizen who is either a member of crew, engaged in the navigation of the vessel, or who is not a member of crew, but works as a supernumerary (i.e. diver, scientist, researcher, catering/hospitality staff etc.), onboard any merchant vessel of 200 GT and over, or
- An Irish citizen who works onboard a fishing vessel of 200GT and over, or
- An Irish citizen who is enrolled as a student, at the National Maritime College of Ireland.

ELIGIBILITY FOR AN IRISH SEAFARER'S DISCHARGE BOOK

An application for an Irish Seafarer's Discharge Book can be made if you are:

- An Irish citizen who is either a member of crew, engaged in the navigation of the vessel, or who is not a member of crew, but works as a supernumerary (i.e. diver, scientist, researcher, catering/hospitality staff etc.), onboard any merchant vessel of 80GT and over, or
- An Irish citizen who is enrolled as a student, at the National Maritime College of Ireland, or
- A non-Irish citizen who is either a member of crew, engaged in the navigation of the vessel, or who is not a member of crew, but works as a supernumerary (i.e. diver, scientist, researcher, catering/hospitality staff etc.), onboard an Irish registered Merchant Vessel of 80GT and over.

SEAFARER'S UNDER 18 YEARS OF AGE

If you are under the age of 18, then both:

- A letter, consenting to your application, is required from a parent or guardian and
- A Seafarer's Medical Certificate is required to accompany your application. Please see Marine Notice 38 in 2014 for a list of approved Doctors.

IDENTIFICATION

Your application must be accompanied by (1) a current passport or (2) an original Birth Certificate and current State photographic identification i.e. Driver's Licence.

PHOTOGRAPHS

Your application must be accompanied by two identical passport-type photographs. The photographs should be taken full face, without a hat, and should be printed on normal photographic paper. The reverse side of each photograph should be signed by you and the countersignatory under Section 9.

FEE

Irish Seafarer's Identity Card	€15
Irish Seafarer's Discharge Book	€15
Replacement/Continuation Irish Seafarer's Discharge Book	€15
Replacement Irish Seafarer's Identity Card	€15

2. DETAILS OF APPLICANT (SECTION 2)

SEAFARERS UNIQUE ID NUMBER

The Department of Transport are in the process of issuing all seafarers' who hold Irish Seafarer's Discharge Books, Identity Cards, Certificates of Competency and other seafaring qualifications and certificates including Irish Seafarer's Medical Certificate a Seafarer's Unique ID Number. If this number is known to you, please provide it under Section 2. If this number is not known by you, please leave this field blank. Your unique ID number will be issued to you and printed on the current seafarer's document which you are applying for. This number should be quoted on all future communications with this Department.

PPS NUMBER

Seafarer's may provide their Personal Public Service (PPS) Number. The provision of this number is not mandatory. However, if provided this number will be recorded in the document(s) applied for. This may assist Seafarer's if claiming for a seafarer's tax allowance from Revenue.

NEXT OF KIN

Details of Next of Kin should be provided. These details will be printed on your Seafarer's Discharge Book and/or Irish Seafarer's Identity Card.

NOMINATED CONTACT

For data protection purposes your application, or the status of your application, may not be discussed with any other party without your prior consent. Should you envisage another party making inquiries with this Department on your behalf regarding the status of an application submitted by you (i.e. should you be away at sea), then please provide details of that Nominated Contact. The Nominated Contact may be the same person as your nominated Next of Kin.

3. PERSONAL DESCRIPTION (SECTION 3)**EYE COLOUR**

Please tick the relevant box for your predominant eye colour. If the colour of your left differs from that of your right eye, then please insert L (for left) and R (for right) in the relevant eye colour tick boxes.

HAIR COLOUR

Please tick the relevant box for your predominant hair colour or tick 'bald' if bald.

4. PARTICULARS REGARDING CITIZENSHIP (SECTION 4)

If you were born outside of Ireland and claim to be an Irish citizen because of the birth in Ireland of one of your parents and you do not provide an Irish Passport with your application, your application must be accompanied with a Birth Certificate of that parent.

If you were born outside of Ireland but are an Irish citizen by Naturalisation or Registration and you have not provided an Irish passport with your application, your application must be accompanied with your Naturalisation/Registration Certificate.

5. INCIDENT REPORT FOR THE REPLACEMENT OF A LOST, STOLEN OR DESTROYED DOCUMENT (SECTION 5)

If your application is for the replacement of a document, which has been lost/stolen or destroyed, full particulars of the circumstances in which such loss or destruction occurred should be given under Section 5. Alternatively, if lost/stolen or destroyed while onboard a vessel, a separate incident report from the Ship's Master or shipping company's Superintendent may be attached. If lost or destroyed while ashore, a copy of the Garda Síochána/Police may be attached.

6. EMPLOYERS DECLARATION (SECTION 6)

Either your employer, or the Master of the vessel upon which you are employed, should complete Section 6. However, if you are an Irish citizen and are a student of the National Maritime College of Ireland (NMCI) and you do not have an offer of employment, then Section 7 may be completed instead.

7. APPLICANTS AND COUNTERSIGNATORY DECLARATIONS (SECTIONS 8 & 9)

Section 8 must be completed in the presence of the Countersignatory as detailed under Section 9. A member of An Garda Síochána should complete Section 9. However, where applications are being made by post, from outside the State, this section may be signed by a member of any Police force, a Peace Commissioner, a Minister of Religion, a Medical or Legal Practitioner, or a head or senior official of a shipping company. A member of your family should not complete this section.

8. APPLICATION METHODS

A. By Post

It is in your interest to use registered post. This Department will not accept responsibility for documents lost in the post. Complete your application form as required, remembering to attach all the supporting documents listed on the checklist provided (see Sections 10 and 11). Post your application together with your payment by bank draft or postal order, made payable to the *Superintendent, Mercantile Marine Office*, to the Mercantile Marine Office listed under Guidance Note 9. Alternatively credit and debit card payments can be made by submitting the following information:

Please debit my card with the amount indicated: € _____

Card Type: MasterCard Visa Other

Card Number:

Expiry Date: - - 2 0

Card Holder Name:

Signature:

Postal applications will normally be processed within 10 working days.

B. In Person

Complete your application form as required, remembering to include all the supporting documents listed on the checklist provided (see sections 10 and 11). Call in to our public office detailed below with your cash, credit/debit card, bank draft or postal order, made payable to the *Superintendent, Mercantile Marine Office*, during our public office opening hours:

Monday – Friday Between 10:00 am – 12:30 pm and 2:00 pm and 4:00 pm

Personal applications will normally be processed and will be ready for collection on the same day. **However, same day service may not always be available. Therefore, advance appointments should be made to ensure same day service.**

9. CONTACT DETAILS FOR THE MERCANTILE MARINE OFFICE

Mercantile Marine Office, Marine Survey Office, Irish Maritime Administration,
Department of Transport, Leeson Lane, Dublin 2, Ireland

Ph: + 353 (0)1 678 3480

Privacy Statement

The Department of Transport requires customers to provide certain personal data in order to carry out our legislative and administrative functions. The Department will treat all information and personal data that you provide as confidential, in accordance with the General Data Protection Regulation and Data Protection legislation.

Your personal data may be exchanged with other Government Departments in certain circumstances where this is provided for by law. Full details of the Department's data protection policy setting out how we will use your personal data as well as information regarding your rights as a data subject are available at www.dttas.gov.ie/dataprotection Details of this policy are also available in hard copy upon request by emailing dataprotection@dtas.gov.ie or in writing to Data Protection Unit, Department of Transport, Leeson Lane, Dublin 2 D02 TR60.