
Validation of Discharge Certificates

1. Purpose

- 1.1. This Technical Alert is provided by the Bahamas Maritime Authority (BMA) to advise all parties of the process for validation of discharge certificates.
- 1.2. This Technical Alert supersedes Technical Alert 19-02.
- 1.3. This Technical Alert should be read in conjunction with [BMA Marine Notice 050](#) and [BMA Information Bulletin No. 107](#).

2. General

- 2.1. To have Bahamas discharge certificates validated, the certificates need to first be sent electronically to the BMA by email to dsc@bahamasmaritime.com, using high quality resolution PDF files and the originals posted to the BMA London office. BMA London office address is:

Seafarers & Manning Department (DSC)
The Bahamas Maritime Authority
120 Old Broad Street
London
EC2N 1AR

- 2.2. The validation of sea time fee for each certificate or entry is 46GBP/60EUR/73USD.
- 2.3. For all general queries, please refer to section 5 of the frequently asked questions section of this Alert. If further clarity is required, please email stcw@bahamasmaritime.com, with the 'subject' line **Val Discharge Certificate**.
- 2.4. The BMA offers three services:

2.4.1. Standard Service

The standard service fee is as shown in paragraph 2.2, takes approximately 15 business days from receipt of the original certificates and payment and includes the return of document costs.

2.4.2. Appointment service

For an additional fee of 125EUR certificates will be stamped and signed while the Seafarer waits. The Seafarer will need to ensure the relevant persons are in office before arriving at the BMA Office and The Bahamas High Commission London office for counter stamping and signing. Please refer to <http://www.bahamashclondon.net/> for The Bahamas High Commission London office website details.

- i. Please note that this service is currently unavailable due to the restrictions resulting from the Covid-19 pandemic.

2.4.3 Fast Track

For an additional fee of 250EUR, taking approximately 5 business days to process, from the date the certificates and payment are received by the BMA office. There is no requirement for the Seafarer to attend the BMA’s offices for this service.

- i. Please note that this service is currently unavailable due to the restrictions resulting from the Covid-19 pandemic.

3. Validation of sea time procedure (For Seafarers)


BANK DETAILS ARE NOT PROVIDED WITHIN THIS TECHNICAL ALERT.

COMPLETION OF STEPS 1 AND 2 ARE REQUIRED BEFORE RECEIPT OF THE BANK DETAILS (BY EMAIL).

STEP 1

3.1. Email dsc@bahamasmaritime.com, with the Subject line “**Val Discharge Certificate - Surname**” and the following 2 attachments.

- i. Pdf file with copies of the discharge certificates
- ii. Pdf file copy of the Seafarers’ passport



BAHAMAS MARITIME AUTHORITY
Merchant Shipping Act 1976
CERTIFICATE OF DISCHARGE
For the Purposes of Section 86

Surname (in block letters)		Other Names (in full)	
Discharge Book No. (if any)		Date & Place of Birth	
Name of Ship		Port of Registry	Official No.
Gross or Register Tonnage		Description of Voyage	
Capacity	Grade & No. of any Certificate of Competency		
Date & Place of Joining		Date & Place of Leaving	

Date of Issue: _____

Signature of Master or other authorised person _____

Signature of Seaman _____

NOTE
Please be informed that in the Bahamas, Maritime getting and discharging the national competency Discharge Book is a matter of the Seafarers Record Book as soon as the situation in public health emergency should be taken into account for seafarers or other Maritime Authority staff.



STEP 2

- 3.2. Reply to email **once**, requesting complete address and telephone details.

Thank you for your email.

For Discharge Certificate Applications, please reply to this email and send us the requested details using the format below:

First Name: Giuseppe

Last Name: Rossi

DOB: 24/09/1990

Building name (if applicable):

Street Address: via G. Marconi

City/Town/Village: Rome

Country: Italy

Postal Code/Zip Code: 001XX

Telephone NO: +39 06 7720 XXXX

STEP 3

Steps 1 and 2 must be completed prior to obtaining the bank details by email.

Dear [REDACTED]

Thank you for your email.

Once payment has been remitted, kindly proceed in posting originals to our London office address, refer to section 2.2 of the technical alert for details.

Payment should be remitted using the following bank details:

EURO Account
Account name: Bahamas Maritime Authority
120 Old Broad Street, London, UK, EC2N 1AR
Bank: [REDACTED]
Address: [REDACTED]
Sort code: [REDACTED]
Account number: [REDACTED]
Swift code: [REDACTED]
IBAN: [REDACTED]

Seafarers & Manning Dept

The Bahamas Maritime Authority
Note: This is an automated email.

4. Validation of sea time procedure (For Corporate Clients)

- 4.1. Email dsc@bahamasmaritime.com with:
- i. a pdf file with colour copies of the discharge certificate,
 - ii. Subject line to read – Val Discharge Certificate,
 - iii. In the body of the email, the drawdown account number that is to be debited.

5. Frequently asked questions

- i. Which is the fastest service?
The 'Fast Track' service, takes approximately 5 business days, from the date certificates and payment are received in the BMA office. The Seafarer does not visit the BMA London office or the Bahamas Consulate office for countersigning.
Please note that this service is currently unavailable due to the restrictions resulting from the Covid-19 pandemic.
- ii. How will my documents be returned to me?
The standard, appointment and fast track services include the secure, tracked return of the documents.
If delivery is attempted and documents are returned through no fault of the BMA or courier, additional fees will be required for re-delivery of documents.
- iii. Do I need to send the original documents?
Yes, post the original certificates to BMA London office and nothing else.
- iv. Do you accept cash payments?
Only in person using the appointment service (currently unavailable).
- v. What checks should I make before submission?
Before sending the email, check that the pdf file quality is good enough to be used in the event of loss or damage. Should the originals be lost or damaged en-route to BMA London office, the electronic files can be used for stamping and signing.
Jpeg copies and scanned camera files cannot be accepted.
Do not email or post handwritten documents.
- vi. Is it possible to pay via by Bank Transfer?
Yes, but please note all banking fees are to be paid by the applicant and you should ensure the correct amount is remitted.

- vii. Is it possible to get a refund?
If payment has been remitted to the BMA and the discharge certificates have not been received by the BMA office within one month from receipt of the electronic pdf files, payment will **NOT** be returned.

- viii. How long does the standard service take?
Approximately **15 working days** from the date payment and the original documents are received by the BMA. You should contact the BMA office if you have not received them after this period.
Please note that this service is currently affected due to the restrictions resulting from the Covid-19 pandemic.

6. Validity

- 6.1. This Technical Alert is valid until further notice.

7. Revisions

- V1.1 Additional text (in red) added to 2.4.1 and start of section 3.
- V1.2 Reimplementation of the 'Standard' service.