

# Palau International Ship Registry



Europe Head Office  
Piraeus, 18536, Greece  
5, Sachtouri Street  
6<sup>th</sup> floor  
T: +30 210 4293500  
F: +30 210 4293505  
[info@palaureg.com](mailto:info@palaureg.com)

USA Head Office  
The Woodlands, TX, 77380  
9595 Six Pines Drive,  
Suite 8210, Office 277  
T: +1 832 631 6061  
F: +1 832 631 6001  
[www.palaureg.com](http://www.palaureg.com)

## MARINE CIRCULAR 142.3

**To: ALL SHIPOWNERS, MANAGERS, MASTERS, AND REGISTRATION OFFICERS OF MERCHANT SHIPS AND RECOGNIZED ORGANIZATIONS.**

**Subject: SEAFARER'S IDENTIFICATION AND RECORD BOOK (SIRB)**

### 1. Introduction:

- 1.1. The purpose of this Circular is to outline the requirements for issuance of "Seafarer's Identification and Record Book" (SIRB).
- 1.2. For this Circular, the Company or the Manning Agent is the entity that has accepted responsibility for the assignment of seafarers to serve onboard Palau registered vessels in accordance with the provisions of STCW Regulation 1/14.
- 1.3. The Registered owner or Management Company (in accordance with the ISM Code) shall report the full name and details of such entity (e.g. Manning Agents) to the Registration Department.

### 2. Applicability, this Circular applies to:

- 2.1. Seafarers Registration Officers, All Palau Deputy Registrars, All Ship-owners, Managers, Masters;
- 2.2. To all persons employed or engaged on a Palau registered seagoing ship, and do not hold an SIRB issued by another competent authority.
- 2.3. To seafarers serving or intending to serve as part of the crew on a Palau registered seagoing ship, in any capacity.

### 3. Responsibility and Authority:

- 3.1. Palau International Ship Registry (PISR) has the authority to issue Licenses, Certificates and Other Documents such as Seafarer's Identification and Record Books" (SIRB), subject to the MLC & STCW Conventions as stated in section 607 of the ACT.
- 3.2. The Human Element Department of PISR is responsible:

- To issue, monitor and maintain records of all Seafarer's Identification and Record



# Palau International Ship Registry



Europe Head Office  
Piraeus, 18536, Greece  
5, Sachtouri Street  
6<sup>th</sup> floor  
T: +30 210 4293500  
F: +30 210 4293505  
[info@palaureg.com](mailto:info@palaureg.com)

USA Head Office  
The Woodlands, TX, 77380  
9595 Six Pines Drive,  
Suite 8210, Office 277  
T: +1 832 631 6061  
F: +1 832 631 6001  
[www.palaureg.com](http://www.palaureg.com)

Books" (SIRB).

- To assign Deputy Registrars (DR) with the issuance and monitoring of SIRBs.

### 3.3. Deputy Registrars (DR) are responsible:

- To follow the PISR instructions and implement the requirements of this Circular;
- To receive applications and review all the applicants' required documents, to send copies to PISR and request for authorization number;
- To be directly in contact with the owners and crew, to collect the required fees and submit all the relevant documentation to PISR head office;
- To maintain records of all the SIRBs issued by their respective Office and upon approval of the PISR head office. A monthly report of the issued SIRBs is required to be submitted to PISR head office.

## 4. Requirements for Issuance of "Seafarer's Identification and Record Book" (SIRB).

### 4.1. The following documentation shall be attached to each application:

- Valid Passport;
- Valid medical certificate of fitness. This document must be issued by an accepted Medical Practitioner. (Ref: Marine Circular140.1/12/2018);
- A completed application form (PISR APPL 011);
- A color passport size photograph (Electronic copy is accepted, .img png, gif jpg).
- For Officers: A clear copy of their STCW Certificate of Competency, (STCW Convention: Reg. II/1, II/2, II/3, III/1, III/2, III/3, III/6);
- For Ratings: A clear copy of their STCW Certificate of Proficiency, (STCW Convention: Reg. II/4, II/5, III/4, III/5);
- For All Crew members: A clear copy of their STCW Certificate of Proficiency for Basic Training & Security-Related Training for All Seafarers (STCW Convention: Reg. VI/1 & VI/6);
- Confirmation of payment.



# Palau International Ship Registry



Europe Head Office  
Piraeus, 18536, Greece  
5, Sachtouri Street  
6<sup>th</sup> floor  
T: +30 210 4293500  
F: +30 210 4293505  
[info@palaureg.com](mailto:info@palaureg.com)

USA Head Office  
The Woodlands, TX, 77380  
9595 Six Pines Drive,  
Suite 8210, Office 277  
T: +1 832 631 6061  
F: +1 832 631 6001  
[www.palaureg.com](http://www.palaureg.com)

4.2. The Training certificates listed above are for those who are members of the vessel's Crew and who are assigned duties which are part of the vessel's operational status.

4.3. For the rest of the persons employed or engaged on the ship as Marine Technicians for a short period, the Basic Training & Security – Related Training is not required.

## **IMPORTANT NOTICE:**

- SIRB's issued to persons described in sub paragraph 4.3. are valid for a twelve (12) months period and shall exclude their holders from any ordinary crew assignments and safety operations onboard.
- An official notification indicating the above restrictions shall be inserted in a visible part of their SIRB.
- The same as above persons shall receive safety familiarization training onboard.

**\*\*This Marine Circular Supersedes  
Marine Circular 142.2\*\***

Click [here](#) or use the below QR  
Code for the list of the last updated  
Marine Circular

