



**REPUBLIC OF  
THE MARSHALL ISLANDS**  
**MARITIME ADMINISTRATOR**

**Marine Guideline**

**No. 1-109-1**

**Rev. Apr/2017**

---

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

**SUBJECT: Electronic Documents and Certificates**

**PURPOSE:**

It has come to the attention of the Republic of the Marshall Islands (RMI) Maritime Administrator (the "Administrator") 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 an electronic signature should be treated by authorities as valid.

This Guideline supersedes Rev. 05/13 and reflects the addition of the Certificate of Insurance or Other Financial Security in Respect of Liability for the Removal of Wrecks (WRLC), the Certificate of Insurance or Other Financial Security in Respect of Liability for the Death of and Personal Injury to Passengers (PLC), and the Provisional Certificate of Registry in §6.0.

**APPLICABILITY:**

To all vessels registered in, and seafarers documented/certified under the laws of, the RMI.

**RECOMMENDATIONS:**

- 1.0** There are a number of documents and certificates that the Administrator issues electronically that contain the 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 the website, <http://www.register-iri.com>. **Otherwise, RMI documents with an electronic signature should be considered valid originals.**

**5.0** Requests for verification should be directed as follows:

.1 *Seafarer document/certificate*

Email [Seafarers@Register-iri.com](mailto:Seafarers@Register-iri.com) or use the website, <http://www.register-iri.com>, at [Officer/Seafarer Verification](#) to verify:

- a. Officers' Certification (Certificate of Competency (CoC)/Certificate of Endorsement (CoE));
- b. Seafarers' Identification and Record Books (SIRBs);
- c. Special Qualifications (SQC);
- d. Certificates of Receipt of Application (CRAs); and
- e. Urgent Authorizations (UAs).

.2 *Vessel document/certificate*

The below list of documents are verifiable on the website, <http://www.register-iri.com>, at [Vessel Document Verification](#). All other vessel documents/certificates may be verified by contacting [DutyOfficer@Register-iri.com](mailto:DutyOfficer@Register-iri.com).

- a. Continuous Synopsis Record (CSR);
- b. Civil Liability Certificate (CLC);
- c. Civil Liability Bunker Certificate (CLBC);
- d. Certificate of Insurance or Other Financial Security in Respect of Liability for the Removal of Wrecks (WRLC);
- e. Certificate of Insurance or Other Financial Security in Respect of Liability for the Death of and Personal Injury to Passengers (PLC); and
- f. Provisional Certificates of Registry with a Unique Tracking Number (UTN) in the lower-left corner of the document and a Quick Response (QR) Code in the upper right corner of the document.

**6.0** Chart of Documents with Electronic Signature

<b>Document or Certificate</b>	<b>Electronic Signature</b>	<b>Counter-Signature(s)</b> (in blue ink)	<b>Seals on Document</b>	<b>Notes</b>
Certificate of Registry	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.	Certificate shall contain date of issue and any expiry date of the document, if applicable.
Electronic Certificates of Registry including Provisional Certificates of Registry	Deputy Commissioner	No additional signatures required.	QR Code and UTN	Certificate shall contain date of issue and any expiry date of the document, if applicable.
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.
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.	Certificate shall contain date of issue and any expiry date of the document.
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.	Certificate shall contain date of issue and any expiry date of the document.

<b>Document or Certificate</b>	<b>Electronic Signature</b>	<b>Counter-Signature(s) (in blue ink)</b>	<b>Seals on Document</b>	<b>Notes</b>
WRLC	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.	Certificate shall contain date of issue and any expiry date of the document.
PLC	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.	Certificate shall contain date of issue and any expiry date of the document.
Ship Radio Station License	Deputy Commissioner	No additional signatures required.	Deputy Commissioner seal in green ink in the lower-right corner.	Certificate shall contain date of issue and any expiry date 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.
CRA	Deputy Commissioner	Master and Certificate Holder	Deputy Commissioner or Special Agent seal in green ink in the lower-right corner.	Certificate shall contain date of issue and any expiry date of the document.
UA	Deputy Commissioner	Master and Certificate Holder	Deputy Commissioner or Special Agent seal in green ink in the lower-right corner.	Certificate shall contain date of issue and any expiry date of the document.

<b>Document or Certificate</b>	<b>Electronic Signature</b>	<b>Counter-Signature(s) (in blue ink)</b>	<b>Seals on Document</b>	<b>Notes</b>
Officer Certification (CoC/CoE)	Deputy Commissioner	Certificate Holder	QR Code	Certificate shall contain date of issue and any expiry date of the document.
Seafarer Special Qualifications (SQC)	Deputy Commissioner	Certificate Holder	See QR Code in SIRB	Certificate shall contain date of issue and any expiry date of the document, if applicable.
SIRB	Deputy Commissioner	Certificate Holder	QR Code	Certificate shall contain date of issue and any expiry date of the document.
Declaration of Maritime Labour Compliance (DMLC) Part I	Deputy Commissioner	No additional signatures required.	Deputy Commissioner seal in green ink over signature.	Certificate shall contain date of issue on the document.
National Statement of Compliance (NSoC)	Deputy Commissioner	No additional signatures required.	Deputy Commissioner seal in green ink over signature.	Certificate shall contain date of issue on the document.