

**Virgin Islands Shipping & Maritime Authority**

1<sup>st</sup> Floor Ritter House • Wickham's Cay II • Road Town • Tortola  
Virgin Islands VG1110 Tel: +1 284 393 0000

• Website: [www.bvimaritime.vg](http://www.bvimaritime.vg) • Email: [vishipping@bvimaritime.vg](mailto:vishipping@bvimaritime.vg)

**Marine Circular No. 01/2025**

**This circular supersedes Marine Circular No. 01/2024**

**SEAFARER HQ APPLICATIONS**

**Notice to all Shipowners, Operators, Crewing Agents, Seafarers applying for Seafarers Discharge Book, STCW Endorsements, Non-STCW Recognition Certificates and Boat Masters Licenses.**

The Seafarer HQ program is the BVI Administration's confidential 'Seafarer Database' holding seafarer certification records held securely. It is an online application system for seafarer documents that the BVI Administration issues. Seafarers are required to create their individual 'Profile' for registering in the database; then proceed to making an application for a document. Before entering the Seafarer HQ system, the agent or seafarer must check **Eligibility** requirements given in this circular.

The Seafarer HQ online application system enables faster processing of applications and includes a verification system meeting the requirements of STCW Regulation I/2 15 & 16 as well as fulfilling the requirements of the III Code. Each certificate will carry a QR code. Scanning the QR code will confirm the authenticity of the document.

The Seafarer HQ system can be accessed through the below internet link:

<https://bvi.seafarerhq.com>

or through the 'Customer Portal' in BVI Administration's website:

<https://portal.bvimaritime.vg/>

At this page the applicant will be able to create a seafarer account and a profile. The profile includes the seafarer's basic identity information and medical certificate.

It is recommended that before creating a profile, applicants prepare all the required documents in an electronic form as scanned copies. Documents (including passport scan and signatures) in .pdf .jpeg or .png format can be uploaded.

The seafarer's profile photograph should be passport ID type and size, front facing, in colour and on a plain background.

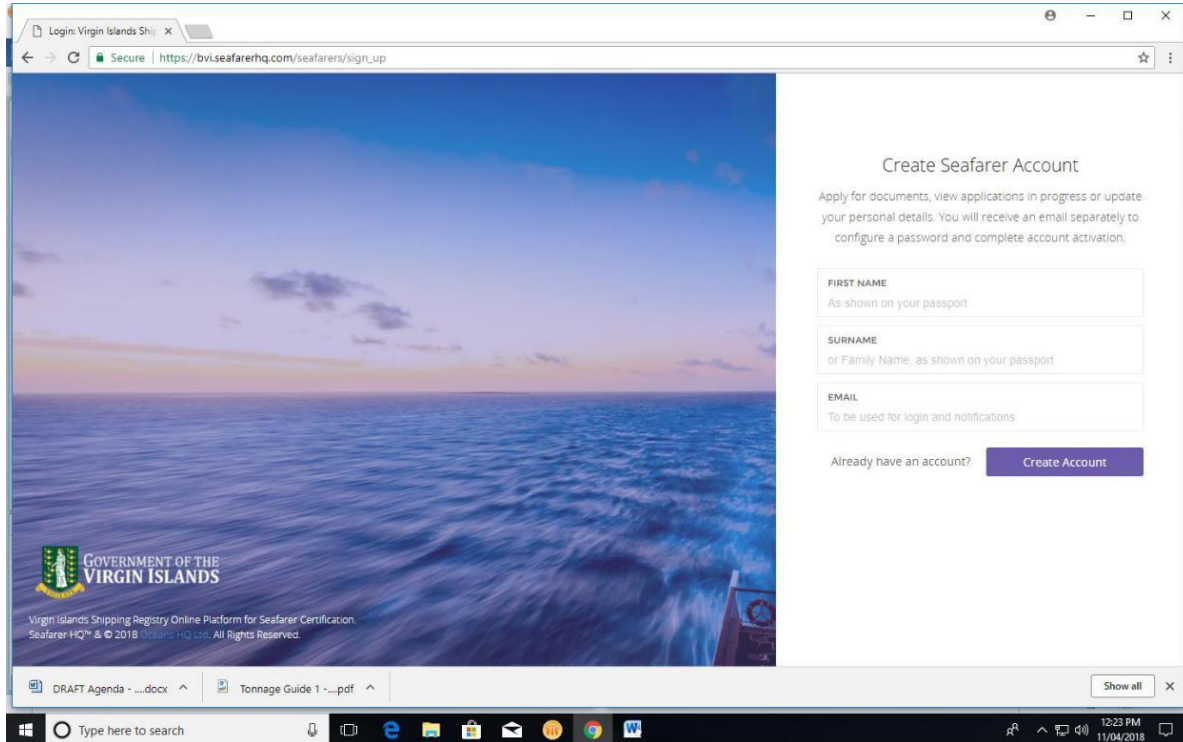
A signature can either be created using the electronic signature option using a mouse or it may be scanned from a handwritten one. If using the latter approach the signature should be within a box about 4 inches wide by 2 inches high and must be saved in .jpeg format on an otherwise blank paper.

**Virgin Islands Shipping & Maritime Authority**

1<sup>st</sup> Floor Ritter House • Wickham's Cay II • Road Town • Tortola  
Virgin Islands VG1110 Tel: +1 284 393 0000

- Website: [www.bvimaritime.vg](http://www.bvimaritime.vg) • Email: [vishipping@bvimaritime.vg](mailto:vishipping@bvimaritime.vg)

The first part of the profile page looks like:



Login: Virgin Islands Ship: X

Secure | [https://bvi.seafarerhq.com/seafarers/sign\\_up](https://bvi.seafarerhq.com/seafarers/sign_up)

### Create Seafarer Account

Apply for documents, view applications in progress or update your personal details. You will receive an email separately to configure a password and complete account activation.

**FIRST NAME**  
As shown on your passport

**SURNAME**  
or Family Name, as shown on your passport

**EMAIL**  
To be used for login and notifications

Already have an account? [Create Account](#)

GOVERNMENT OF THE VIRGIN ISLANDS

Virgin Islands Shipping Registry Online Platform for Seafarer Certification.  
Seafarer HQ™ & © 2018 Virgin Islands Shipping & Maritime Authority. All Rights Reserved.

DRAFT Agenda - ...docx Tonnage Guide 1 - ...pdf Show all X

Type here to search

12:23 PM 11/04/2018

Once a profile is created and saved, applicants have an option to make an application for a document. Clicking on “apply for a seafarer document” will open a menu from which the required document can be selected. Selection will then open a new screen where the applicant will be asked to upload the required data.

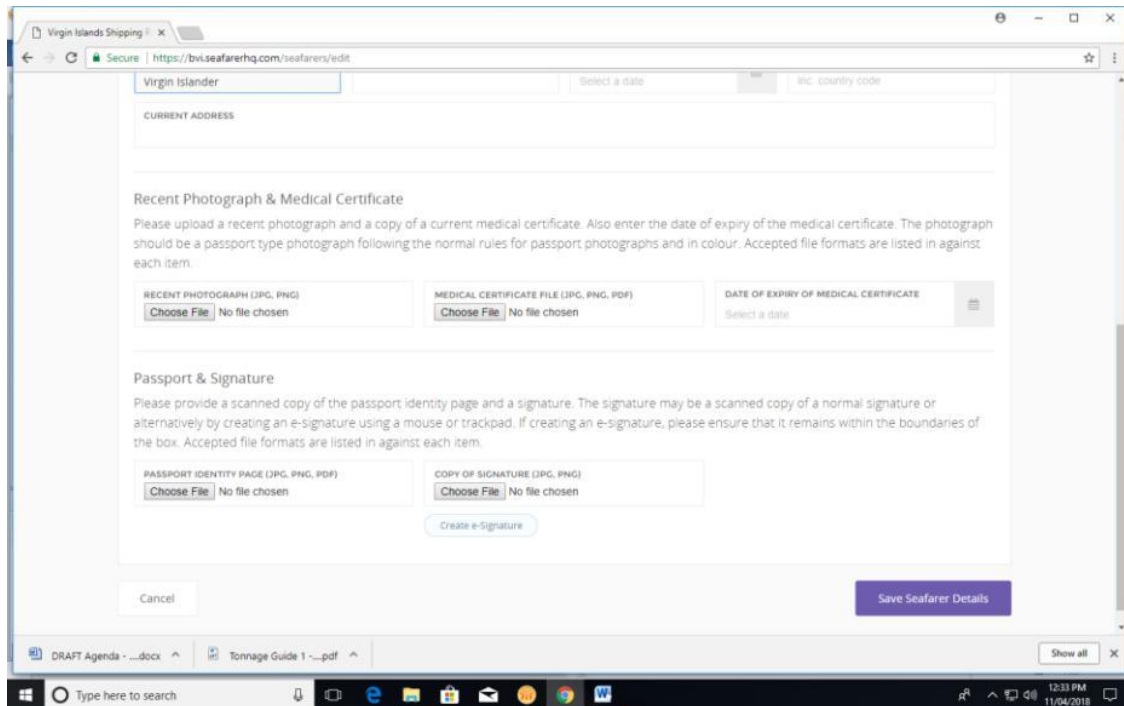
All data fields should be filled-in, including current address, contacts (email & telephone number), employer details and name & official number of BVI flagged vessel that the seafarer is employed on. The information filled-in is current for the time of making the application and will be updated at the time of making subsequent or renewal applications.

## Virgin Islands Shipping & Maritime Authority

1<sup>st</sup> Floor Ritter House • Wickham's Cay II • Road Town • Tortola  
Virgin Islands VG1110 Tel: +1 284 393 0000

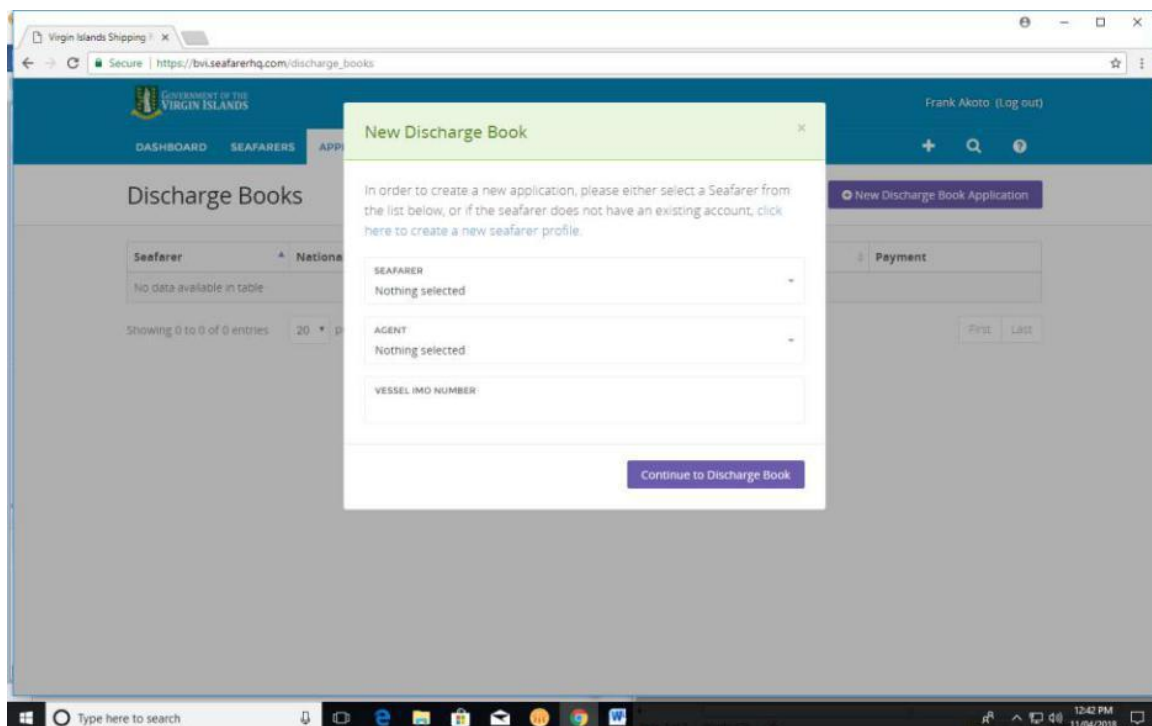
• Website: [www.bvimaritime.vg](http://www.bvimaritime.vg) • Email: [vishipping@bvimaritime.vg](mailto:vishipping@bvimaritime.vg)

The next section of the profile allows applicants to enter their identity documents and identity details. It looks like:



The screenshot shows a web browser window with the URL <https://bvi.seafarerhq.com/seafarers/edit>. The form is titled 'Virgin Islander' and includes fields for 'CURRENT ADDRESS', 'Select a date', 'INC. country code', and 'DATE OF EXPIRY OF MEDICAL CERTIFICATE'. Below these are sections for 'Recent Photograph & Medical Certificate' and 'Passport & Signature'. The 'Recent Photograph & Medical Certificate' section has three fields: 'RECENT PHOTOGRAPH (JPG, PNG)' with a 'Choose File' button, 'MEDICAL CERTIFICATE FILE (JPG, PNG, PDF)' with a 'Choose File' button, and 'DATE OF EXPIRY OF MEDICAL CERTIFICATE' with a 'Select a date' button. The 'Passport & Signature' section has two fields: 'PASSPORT IDENTITY PAGE (JPG, PNG, PDF)' with a 'Choose File' button and 'COPY OF SIGNATURE (JPG, PNG)' with a 'Choose File' button. There is also a 'Create e-Signature' button. At the bottom of the form are 'Cancel' and 'Save Seafarer Details' buttons. The Windows taskbar at the bottom shows the time as 12:33 PM on 11/04/2018.

On making this selection there is a window where the vessel and agent can be identified.



The screenshot shows a web browser window with the URL [https://bvi.seafarerhq.com/discharge\\_books](https://bvi.seafarerhq.com/discharge_books). A modal window titled 'New Discharge Book' is open. The modal contains the text: 'In order to create a new application, please either select a Seafarer from the list below, or if the seafarer does not have an existing account, click here to create a new seafarer profile.' Below this text are three dropdown menus: 'SEAFARER' (Nothing selected), 'AGENT' (Nothing selected), and 'VESSEL IMO NUMBER'. At the bottom of the modal is a 'Continue to Discharge Book' button. The background shows the 'Discharge Books' section of the website with a table that has no data available. The Windows taskbar at the bottom shows the time as 12:42 PM on 11/04/2018.

**Virgin Islands Shipping & Maritime Authority**

1<sup>st</sup> Floor Ritter House • Wickham's Cay II • Road Town • Tortola  
Virgin Islands VG1110 Tel: +1 284 393 0000

• Website: [www.bvimaritime.vg](http://www.bvimaritime.vg) • Email: [vishipping@bvimaritime.vg](mailto:vishipping@bvimaritime.vg)

This option is provided for internal use or for use by authorized agents making applications. It can be ignored by applicants who are individual seafarers making their own applications. They should simply click on APPLICATIONS and select from the options provided to apply for the document.

Instructions are provided on each page and on completion select “make application”. This will notify the administration that an application has been received and allow them to process it.

Upon approval, the applicant will be able to return to the website and print out their CRAs. Payment for documents must be arranged with the VISMA separately. After confirmation that payment has been received, the applicant will be able to log on and print their CRAs.

Applicants are required to provide a detailed mailing delivery address to send Seafarer Discharge Books by DHL courier when ready.

Certificates issued after applications are processed and approved can be accessed online and printed using the ‘Print Document’ tab provided in application.

These online generated documents will all have unique identification numbers to prevent fraudulent duplication.

### **Seafarer Medical Fitness Certificates**

See Marine Circular 02-2024 for requirements and acceptability of medical fitness certificates.

### **Seafarer Discharge Book**

A Seafarer Discharge Book is required for recording ‘Sea-Service’ for seafarers employed on vessels Registered in the British Virgin Islands (BVI). The BVI Seafarer Discharge Book has a 5 year validity.

#### ***Eligibility requirement for Seafarer Discharge Book applicants:***

1. Applicants should not be less than 18 years of age;
2. Prior sea-service; proof of sea-service may be requested on existing discharge book held by applicant;
3. Offer of Employment (Letter of Appointment) or is Employed (serving) onboard a BVI Registered (BVI Flagged) vessel;
4. UK ENG 1 Seafarer Medical Certificate within validity of 2 years; or, USCG Medical Certificate within STCW validity of 2 years; or an Equivalent Seafarer Medical Certificate issued by an Approved medical practitioner (see Marine Circular 02-2024);

**Virgin Islands Shipping & Maritime Authority**

1<sup>st</sup> Floor Ritter House • Wickham's Cay II • Road Town • Tortola  
Virgin Islands VG1110 Tel: +1 284 393 0000

• Website: [www.bvimaritime.vg](http://www.bvimaritime.vg) • Email: [vishipping@bvimaritime.vg](mailto:vishipping@bvimaritime.vg)

5. Basic Safety Training Proficiency Certification (STCW VI 1/1-4) consisting of: Personal Survival Techniques STCW A-VI/1-1, Fire Prevention and Fire Fighting STCW A-VI/1-2, Elementary First Aid STCW A-VI/1-3, and Personal Safety and Social Responsibility STCW A-VI/1-4;
6. The following Basic Safety Certificates require Refresher or Updating Training every 5 years: Personal Survival Techniques STCW A-VI/1-1 and Fire Prevention and Fire Fighting STCW A-VI/1-2;
7. Proficiency in Security Awareness Training STCW A VI/6-1 certificate if joining a vessel to whom the ISPS Code applies.

Please refer to BVI Marine Circular 03/2024 section 14 for guidance on STCW Course Approval and Online Training.

**BVI Flagstate STCW Endorsement**

In accordance with STCW Convention Regulation I/10 and BVI Marine Circular 03/2024, the BVI requires foreign seafarers to obtain a BVI Flag State Endorsement (FSE) to work onboard a BVI registered vessel. List of Administrations whose Certificate of Competency (CoC) are accepted towards issuing a BVI Flag State Endorsement (FSE) are found on BVI Maritime website at <https://bvimaritime.vg/Seafarers/STCW-Endorsements>.

Furthermore, we only accept yacht CoCs issued by France, Italy, Netherlands and New Zealand issued under the STCW Convention (BVI Marine Circular 03/2024 Annex A). We will also accept some yacht CoCs issued by Malta under the STCW Convention.

***Eligibility requirement for STCW Endorsement applicants:***

1. Applicants shall not be less than 18 years of age;
2. Record of the requisite sea-service; proof of sea-service may be requested on existing discharge book held by applicant;
3. Offer of Employment (Letter of Appointment) to serve onboard a BVI Registered (BVI Flagged) vessel;
4. National Certificate of Competency (COC) issued under STCW Chapters II or Chapter III; issued by an Administration which is in list of UK REG accepted countries <https://bvimaritime.vg/Seafarers/STCW-Endorsements>;
5. UK ENG 1 Seafarer Medical Certificate within validity of 2 years; or, USCG Medical Certificate within STCW validity of 2 years; or an Equivalent Seafarer Medical Certificate issued by an Approved medical practitioner (see Marine Circular 02-2024);
6. GMDSS GOC (General Operators Certificate) and a GMDSS STCW Endorsement STCW A IV/2 (Deck Officers Only);

**Virgin Islands Shipping & Maritime Authority**

1<sup>st</sup> Floor Ritter House • Wickham's Cay II • Road Town • Tortola  
Virgin Islands VG1110 Tel: +1 284 393 0000

• Website: [www.bvimaritime.vg](http://www.bvimaritime.vg) • Email: [vishipping@bvimaritime.vg](mailto:vishipping@bvimaritime.vg)

7. Certificates of Proficiency for minimum mandatory training as required by STCW Chapter VI – Emergency, occupational safety, security, medical care and survival functions, the following:
  - a. Basic Safety Training STCW A VI/1,1-4: Personal Survival Techniques STCW A-VI/1-1, Fire Prevention and Fire Fighting STCW A-VI/1-2, Elementary First Aid STCW A-VI/1-3, and Personal Safety and Social Responsibility STCW A-VI/1-4;
  - b. Survival Craft and Rescue Boats other than Fast Rescue Boats - STCW A-VI/2-1;
  - c. Fast Rescue Boats STCW A-VI/2-2 (*if held*);
  - d. Advanced Fire Fighting STCW A-VI/3;
  - e. Medical First Aid and/or Medical Care STCW A-VI/4;
  - f. Security Awareness Training and Seafarers with Designated Security Duties STCW A-VI/6;
  - g. Ship Security Officer STCW A-VI/5.
8. The following are Certificates of Proficiency that require Refresher or Updating Training every 5 years:
  - a. Personal Survival Techniques (PST) STCW A-VI/1-1;
  - b. Survival Craft and Rescue Boats other than Fast Rescue Boats (PSC & RB) STCW A-VI/2-1;
  - c. Fast Rescue Boats (PFRB) STCW A-VI/2-2;
  - d. Fire Prevention and Fire Fighting (FP & FF) STCW A-VI/1-2;
  - e. Proficiency in Advanced Fire Fighting (AFF) STCW A-VI/3.

The validity and authenticity of the National Certificate of Competency will be verified with the issuing Authority by the BVI Administration prior to processing the Endorsement application.

### **Non-STCW Recognitions**

The BVI Administration recognises certain commercial Yachtmaster certificates of competency issued outside of the STCW regulations. A BVI Non-STCW Recognition certificate would entitle the holder to serve on BVI-Registered -or- BVI-Based small commercial vessels of less than 24 meters in length, carrying not more than 12 passengers, certified by the BVI Administration under the Caribbean Small Commercial Vessel Code or under MGN 280. Typically, the Non-STCW Recognition certificate is meant for serving onboard vessels operating in BVI coastal waters.

### ***Eligibility requirement Non-STCW Recognition Certificate applicants:***

1. Applicants shall not be less than 18 years of age;
2. Record of the requisite sea-service; proof of sea-service may be requested on existing discharge book held by applicant;



**Virgin Islands Shipping & Maritime Authority**

1<sup>st</sup> Floor Ritter House • Wickham's Cay II • Road Town • Tortola  
Virgin Islands VG1110 Tel: +1 284 393 0000

• Website: [www.bvimaritime.vg](http://www.bvimaritime.vg) • Email: [vishipping@bvimaritime.vg](mailto:vishipping@bvimaritime.vg)

3. Offer of Employment (Letter of Appointment) to serve onboard a BVI Registered vessel or a BVI Based vessel;
4. UK ENG 1 Seafarer Medical Certificate within validity of 2 years; or, USCG Medical Certificate within STCW validity of 2 years; or an Equivalent Seafarer Medical Certificate issued by an Approved medical practitioner (see Marine Circular 02-2024);
5. MCA approved RYA Yachtmaster Offshore or Ocean 200 GT /or/ MCA approved IYT Master Of Yachts 200 GT Certificate of Competency, with valid Commercial endorsement and valid Basic Safety Training certification STCW A VI/1 endorsement /or/ hold a USCG Merchant Mariner Credential (MMC) 50 GT or more with a Basic Safety Training STCW A VI/1 endorsement;
6. Basic Safety Training Proficiency Certification (STCW VI 1/1-4) consisting of: Personal Survival Techniques STCW A-VI/1-1, Fire Prevention and Fire Fighting STCW A-VI/1-2, Elementary First Aid STCW A-VI/1-3, and Personal Safety and Social Responsibility STCW A-VI/1-4;
7. The following Basic Safety Certificates require Refresher or Updating Training every 5 years: Personal Survival Techniques STCW A-VI/1-1 and Fire Prevention and Fire Fighting STCW A-VI/1-2;
8. Proficiency in Security Awareness Training STCW A VI/6-1 certificate if applicable for vessel;
9. GMDSS GOC (General Operators Certificate) STCW A IV/2; or, a GMDSS (ROC) Restricted Operator Certificate; or, a Marine Telecommunications Operating Licence, required depending on vessel's trading area (BVI Coastal /or/ GMDSS Sea Area 1 /or/ 2 /or/ 3).

**BVI Boatmaster Licences**

BVI Boatmaster Licence (BML) is issued under Chapter X Regulation 1.1 of the Caribbean Small Commercial Vessel Code. A BVI BML permits the holder to serve onboard commercial vessel certified by the BVI Administration under the Caribbean Small Commercial Vessel Code -or- under MCA Yellow & Blue Codes (UK MGN 280); a BML Grade 2 license permits the holder to operate in BVI's Domestic (Coastal) Waters on vessels carrying not more than 12 passengers; while the BML Grade 1 license permits the holder to command Passenger Ferries, currently limited for International Coastal Voyages to the USVI only.

Additional limitations to the licence may apply for the type and size of vessel, and the category area of trade.

***Eligibility requirement for BVI Boatmaster Grade 2 Examination applicants:***

1. Applicants shall be 20 years of age or over;

**Virgin Islands Shipping & Maritime Authority**

1<sup>st</sup> Floor Ritter House • Wickham's Cay II • Road Town • Tortola  
Virgin Islands VG1110 Tel: +1 284 393 0000

• Website: [www.bvimaritime.vg](http://www.bvimaritime.vg) • Email: [vishipping@bvimaritime.vg](mailto:vishipping@bvimaritime.vg)

2. Record of sea-going service of at least 240 Days, attested by the Employer or Vessel Operator on VISMA Certificate of Sea-Going Service Form;
3. Medical fitness certificate on a VISMA Medical Report Form (3 year validity) issued by an approved medical practitioner;
4. 10-hour Practical Instruction under a BVI Licenced Boatmaster and the associated VISMA Certificate Form attested accordingly;
5. Basic Safety Training Proficiency Certification (STCW VI 1/1-4) consisting of: Personal Survival Techniques STCW A-VI/1-1, Fire Prevention and Fire Fighting STCW A-VI/1-2, Elementary First Aid STCW A-VI/1-3, and Personal Safety and Social Responsibility STCW A-VI/1-4;
6. The following Basic Safety Certificates require Refresher or Updating Training every 5 years: Personal Survival Techniques STCW A-VI/1-1 and Fire Prevention and Fire Fighting STCW A-VI/1-2;
7. GMDSS ROC (Restricted Operator Certificate), or, a Marine Telecommunications Operating Licence.

***Eligibility requirement for BVI Boatmaster Grade 1 Examination applicants:***

1. Applicants should be 21 years of age or over;
2. BVI Boatmaster Grade 2 Licence;
3. Record of sea-going service of at least 365 Days operating as a Boatmaster Grade 2; attested by the Employer or Vessel Operator on VISMA Certificate of Sea-Going Service Form;
4. Medical fitness certificate on a VISMA Medical Report Form (3 year validity) issued by an approved medical practitioner;
5. Basic Safety Training Proficiency Certification (STCW VI 1/1-4) consisting of: Personal Survival Techniques STCW A-VI/1-1, Fire Prevention and Fire Fighting STCW A-VI/1-2, Elementary First Aid STCW A-VI/1-3, and Personal Safety and Social Responsibility STCW A-VI/1-4;
6. The following Basic Safety Certificates require Refresher or Updating Training every 5 years: Personal Survival Techniques STCW A-VI/1-1 and Fire Prevention and Fire Fighting STCW A-VI/1-2;
7. Certificate of Proficiency as Ship Security Officer STCW A-VI/5 & SCV Code Chapter 1 section 23.4;
8. Certification in Crowd Management Training STCW A-V/2-1, SCV Code Chapter X-3.2 and, Safety Training for Personnel providing Direct Service to Passengers in Passenger Spaces STCW A-V/2-2, SCV Code Chapter X section 3.2;
9. Radar and Electronics Aids To Navigation Course Certificate SCV Code Annex 11- 1.1- B14;



**Virgin Islands Shipping & Maritime Authority**

1<sup>st</sup> Floor Ritter House • Wickham's Cay II • Road Town • Tortola  
Virgin Islands VG1110 Tel: +1 284 393 0000

• Website: [www.bvimaritime.vg](http://www.bvimaritime.vg) • Email: [vishipping@bvimaritime.vg](mailto:vishipping@bvimaritime.vg)

- 10.** GMDSS ROC (Restricted Operators Certificate) for International Coastal Voyages /or/ GMDSS GOC (General Operators Certificate if on voyages in International Exposed Waters STCW A IV/2, SCV Code Chapter X Annex 11 section 1.2.

**Period of Validity and Renewal of Boatmaster Licences**

Boatmaster Licences shall require re-validation every three years for persons up to 63 years of age; and annually for persons 63 years of age and over. Re-validation will be subject to the holder having proof of sea-time of at least 45 days service for persons up to 63 years of age; and, at least 15 days service and in the case of persons 63 years of age and over; in vessels for which the licence is valid during that time.

A Licence shall only remain valid subject to the Medical Fitness Certificate and STCW Ancillary Certificates of Training Proficiency that are required to obtain the Licence remaining valid.

At the time of making an application for Renewal of a Boatmaster Licence, valid Medical Fitness Certificate (VISMA Medical Report Form), and valid STCW Ancillary and Proficiency Certificates of Training applicable for the Grade of the Licence (as listed in eligibility requirements above) must be presented.

**Referrals**

Incomplete or incorrect applications will receive a system generated 'referral' email, stating a 'Reason for Referral'. The applicant must provide the information and/or supporting documents stated in the 'reason' in order to rectify and reinstate the application.

**Rejections**

Applications not meeting the eligibility, validity or requirement criteria will be 'Rejected'. The applicant will be notified by a system generated email; a 'Reason for Rejection' will be stated.

**Fee payments**

Fee payments will be made through the Tab provided in the application portal. The payment Tab will be enabled once the application has been 'approved'; a system generated email will be sent to the applicant's email address indicating the payment is enabled. If for some reason in exceptional circumstances the online payment Tab cannot be accessed, the applicant should inform the office by email to [vishipping@bvimaritime.vg](mailto:vishipping@bvimaritime.vg), and an invoice will be issued in lieu.

**Applications by authorized companies**

Companies authorized by the administration will also be able to use the new system. They will receive an invitation from the administration to open their account and access the system. On setting up their account they will be able to create seafarer profiles in the manner described above and also apply from documents for each seafarer. The



**Virgin Islands Shipping & Maritime Authority**

1<sup>st</sup> Floor Ritter House • Wickham's Cay II • Road Town • Tortola  
Virgin Islands VG1110 Tel: +1 284 393 0000

- Website: [www.bvimaritime.vg](http://www.bvimaritime.vg) • Email: [vishipping@bvimaritime.vg](mailto:vishipping@bvimaritime.vg)

Company or Agents linked email address should received Fee payments would be done by the Company or Agent in the similar manner as mentioned above.

**Access**

The Seafarer HQ system is a cloud-based system accessible at any time using any up-to-date web browser. It is recommended using Chrome, Firefox, Safari or Opera as the browser of choice.

Any seafarer creating an account can access that account at any time using their email address and password to see the data that is saved.

All submitted data is encrypted immediately on being saved, both "in transit" and in storage. The data store is remote and heavily protected against unauthorized access to ensure maximum protection of the stored data. It is also subject to UK and EU data protection laws with which it is fully compliant and the operation of the data stores falls within the operating company's ISO 27001 certified system.

Mr. John Samuel,  
Managing Director  
Virgin Islands Shipping & Maritime Authority  
Email: [John.Samuel@bvimaritime.vg](mailto:John.Samuel@bvimaritime.vg)