

Isle of Man Ship Registry Technical Advisory Notice



STCW Endorsements – Phasing Out of Post & Email Applications

Ref. 002-19 Rev. 3
Issued 25 Jan 2022

The Ship Registry wishes to advise that, from **1st May 2019**, all STCW endorsement applications must be submitted via our online system. The online system enables applications to be processed more efficiently and will ensure all clients take advantage of the reduced fee for online applications. After this date, any applications received by post or email will be returned and with a request to resubmit as an online application.

The Ship Registry does not normally accept applications direct from individual seafarers; applications should be made through the owner/operator or one of their manning agents. In difficult circumstances an official letter from the owner/manning agent would be considered.

For the majority of our clients who are already registered on our online system, no further action is required. For clients who are not registered, the process consists of three straightforward steps:

- 1) User accounts can be requested by emailing seafarers@gov.im and including your name, e-mail address and choice of username.
- 2) Once an account has been created, you will be supplied with a password and a user guide to enable you to use the system. The user guide includes information on how to apply for an endorsement and the format of the information to be uploaded to the system.
- 3) Registered users can log into the online system at <https://mavis.iomshipregistry.com> once they have opened a user account and begin submitting applications immediately.

Please note - The Isle of Man Ship Registry cannot give legal advice. Where this document provides guidance on the law it should not be regarded as definitive. The way the law applies to any particular case can vary according to circumstances - for example, from vessel to vessel. You should consider seeking independent legal advice if you are unsure of your own legal position.

