



Rev. 1

Providing support to the Maritime Authority of the Republic of San Marino

San Marino Bulletin

SMBU – 2023-008

30 September 2024_rev01

STCW endorsement instructions

TO: Recognised Organisations, Shipowners, Managers, Masters, Seafarers, SMSR partners, SMSR brokers, Surveyors, and the general public.



Providing support to the Maritime Authority of the Republic of San Marino

1. San Marino endorsement of Certificates of Competence

The Administration only accepts Certificates of Competence and GMDSS General Operator Certificates for officers issued by a Maritime Administration in the IMO STCW White List, MSC.1/Circ.1163, in its latest revision. Endorsements of ratings Certificates of Proficiency are not issued. Certificates of Competence CoC and GMDSS GoC shall be submitted for endorsement by the San Marino Administration.

Moreover, Seafarers must hold valid Basic Standard Training (BST) by an organisation authorised by a Maritime Administration in the IMO STCW White List.

Certificates of proficiency CoPs for specialised training, including SSO and tanker endorsements, must be issued by an organisation authorised by a Maritime Administration in the IMO STCW White List.

San Marino endorsements are processed in two working days upon receipt of endorsement fees.

A final endorsement will only be issued upon successful verification of the CoC titles with the issuing Maritime Administration. Where necessary, a Confirmation of Application letter (CRA) can be issued for the validity of three months.

The certificate endorsement consists of one document including both Certificate of Competence and GMDSS GoC where applicable.

2. Checklist for the request of an STCW endorsement by the San Marino Flag Administration

In order to proceed with the endorsement by San Marino of an STCW title, issued by an Administration in the STCW white list, the following documents shall be submitted in a single email per seafarer, in separate .jpeg or .pdf files:

- 1) Copy of passport of applicant
- 2) Copy of the CoC to be endorsed
- 3) Valid medical certificate, issued by an authorised professional (according to the regulations of the CoC-issuing country)

In addition (this information will be used to issue the endorsement):

- 4) One photograph of the seafarer in .jpeg format
- 5) A .jpeg image of the seafarer's signature

The following data of the seafarer will also be necessary to issue the endorsement:

- i) Address
- ii) Email address
- iii) Telephone number
- iv) Employer's details



Providing support to the Maritime Authority of the Republic of San Marino

v) Identifiers of the vessel

Applications shall be submitted to:

- 1) stcw@smsr.sm;
- 2) and in cc registration@smsr.sm for confirmation by the registration department.

Please contact San Marino Ship Register at info@smsr.sm and registration@smsr.sm in case of any questions or clarifications.