



**REPUBLIC of SAN MARINO
MARITIME AUTHORITY**

Rev. 0

MAIN CONTACT: SAN MARINO SHIP REGISTER

PH: +378 (0549) 960075 | FAX: +378 (0549) 941305 | EMAIL: registration@smsr.sm

San Marino Policy Letter

SMPL – 2024-STCW-007

22 July 2024

San Marino Ship Register SMSR

**Confirmation of discharge for Seafarers on board San
Marino-flagged vessels**

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



REPUBLIC of SAN MARINO
MARITIME AUTHORITY

MAIN CONTACT: SAN MARINO SHIP REGISTER

PH: +378 (0549) 960075 | FAX: +378 (0549) 941305 | EMAIL: registration@smsr.sm

Rev. n	Date	Changes	Initials
0	22/07/2024	n/a	ma



**REPUBLIC of SAN MARINO
MARITIME AUTHORITY**

MAIN CONTACT: SAN MARINO SHIP REGISTER

PH: +378 (0549) 960075 | FAX: +378 (0549) 941305 | EMAIL: registration@smsr.sm

Request of confirmation of discharge for seafarers on board San Marino-flagged vessels

The Administration has established the discharge procedure for seafarers on board San Marino-flagged vessels to include a discharge letter signed by the Captain and stamped with vessel name and details.

Where required by the Maritime Administration of residence of the seafarer, a request for confirmation of the San Marino-approved discharge letter can be made to the San Marino Maritime Navigation Authority, by submitting the letter available in Annex I to the below email addresses:

info@caa-mna.sm

stcw@smsr.sm

Upon receipt of the filled-out discharge letter, signed by the Captain and with stamp of the vessel, the Administration will process the request, and contact the Captain for further details where necessary.

Data verification may be carried out with regard to the vessel's logbooks and crew lists, where deemed necessary.

Additional verification may be carried out by the Administration with regard to vessel status in the Register.

Upon successful completion of the verification process, the discharge letter will be signed digitally by the Administration's representative, or by a San Marino representative in the Consular network.

An electronic copy will be delivered via email. The San Marino Administration does not issue paper confirmations of discharge letters.

For further information, please contact San Marino Ship Register's STCW team at stcw@smsr.sm.



REPUBLIC of SAN MARINO
MARITIME AUTHORITY

MAIN CONTACT: SAN MARINO SHIP REGISTER

PH: +378 (0549) 960075 | FAX: +378 (0549) 941305 | EMAIL: registration@smsr.sm

San Marino Seafarer Discharge Letter / Lettera di sbarco

Surname/Cognome	
Name/nome	
Passport or Seamen's Book Number <i>Passaporto numero o Libretto di navigazione numero</i>	
Date of Birth/data di nascita	
Place of Birth/Luogo di nascita	

Vessel Name/Nome della nave	
Vessel Official Number or IMO number/SMR Targa o numero IMO della nave	
Length (art. 2(8))/Lunghezza	
Gross Tonnage/Stazza lorda	

CoC number/numero CoC	
CoC issuing Administration/CoC emesso da	
Date and place of joining/ Data e luogo d'imbarco	
Date and place of leaving/Data e luogo di sbarco	
Total time on board/Totale Giorni d'imbarco	
Total Seetime/Totale giorni in mare	

Voyage description/ <i>Descrizione del viaggio</i> <i>(nazionale-internazionale)</i>	
---	--

Master full name in block letters/ <i>Nome e Cognome del Comandante (lettere maiuscole)</i>	
Master signature/ <i>Firma del Comandante</i>	
Date and place of issuance/ <i>Data e luogo d'emissione</i>	
Vessel Stamp/Timbro	

For the San Marino Maritime Navigation Authority <i>Per l'Autorità per la Navigazione Marittima MNA SMR</i> <i>Director General Eng. Marco Conti</i>	Signature
---	------------------