



**REPUBLIC of SAN MARINO
MARITIME AUTHORITY**

Rev. 1

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 REV01

07 February 2025

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.



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Rev. n	Date	Changes	Initials
0	22/07/2024	n/a	ma
1	07/02/2025	Payment fee added	gt



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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 and copy of the payment fee of 100,00 Euro via PayPal or bank transfer, addressed to San Marino Ship Register, on Cassa di Risparmio di San Marino IBAN SM71X0606709801000010151794 payment reference "Administrative costs for seafarer discharge process", 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.



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ANNEX 1

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 <i>SMR Targa o numero IMO della nave</i>	
Length (art. 2(8)) <i>Lunghezza</i>	
Gross Tonnage <i>Stazza lorda</i>	

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

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