

CHECKLIST FOR SEAFARER (WORKING VISA)

APPLICANT NAME: _____ **Date:** _____
 (Surname and Firstname in block letters only) (dd/mm/yy)

CHECKLIST: The following documents are required and should be submitted to VFS Global or the Embassy on the day of application. Photocopies must be clear and readable. Arrange your documents according to the list. Check the boxes to confirm the submission of your documents.

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| 1 | ENTRY VISA APPLICATION FORM |
| <input type="checkbox"/> | COMPLETELY filled in "National Visa D" APPLICATION FORM (Please DO NOT leave blanks in the form. Indicate "NA" if answer is not applicable.) |
| 2 | PHOTO |
| <input type="checkbox"/> | One (1) recent passport-sized or 2x2 inch colored ICAO standard photo with white background (ears should be exposed and with collared shirt/blouse) |
| 3 | TRAVEL DOCUMENT |
| <input type="checkbox"/> | Old (if available) and current valid passport (expiring date must be three months longer than visa requested period. Please consider a 6-month validity as required by the Philippine Bureau of Immigration) |
| <input type="checkbox"/> | Photocopy of Biographical page and last page of the valid passport, previous visa and immigration stamps in all countries |
| 4 | SUPPORTING DOCUMENTS |
| <input type="checkbox"/> | Original and photocopy of Seaman's Book with a minimum of 1 year |
| <input type="checkbox"/> | Original and photocopy of Employment Contract authenticated by Philippine Overseas Employment Administration (P.O.E.A) |
| <input type="checkbox"/> | Plain ticket / e-ticket itinerary receipt |
| <input type="checkbox"/> | Original and photocopy of a Declaration by the shipping company in the Philippines |
| <input type="checkbox"/> | Original and photocopy of letter from the agent in Italy addressed to the Italian Embassy (sent by fax/email) with the official stamp of the Italian Port Authorities(Capitaneria di Porto) stating the arrival and the departure of the ship, flag, and all names of crew members (indicating the corresponding positions) who are joining the vessel. |
| <input type="checkbox"/> | For Italian vessel only , copy of the international Registration of the vessel (certificato di iscrizione della nave nel Registro Internazionale) |
| <input type="checkbox"/> | For Italian vessel only, Copy of the minimum manning crew (Tabella d' Armamento) |

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|--------------------------|---|
| <input type="checkbox"/> | Original and photocopy of Manning agreement |
| <input type="checkbox"/> | Original and photocopy of signed Employment Contract between the foreign principal and crew |
| <input type="checkbox"/> | For First Assignment, Certificate of Basic Completion of Safety Training |
| 5 | VISA FEE |
| <input type="checkbox"/> | Visa processing fee in cash |

NOTE: Only Visa Applications whose intended date of travel is within (3) months from the time of application will be accepted.

(Applicant Signature and Date)

FOR VFS USE ONLY

Comments from VFS officer (if any)