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## Validation of Discharge Certificates

**Notice to ship owners, managers, Masters, Approved Nautical Inspectors,  
Recognised Organisations and surveyors**

*This Alert was previously issued as Technical Alert 19-01*

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### 1. Purpose

- 1.1. This Technical Alert is provided by the Bahamas Maritime Authority (BMA) to advise all parties that from 01 August 2019, the fee to validate sea time will increase, to 46GBP/60EUR/73USD for each certificate.
- 1.2. This Technical Alert should be read in conjunction with BMA Information Bulletin Nos. 81 and 107.

### 2. General

- 2.1. To have Bahamas discharge certificates validated, the certificates need to first be sent electronically to the BMA by email at [dsc@bahamasmaritime.com](mailto:dsc@bahamasmaritime.com), using high quality resolution PDF files and the originals posted to the BMA London office. BMA London office address is as follows:

The Bahamas Maritime Authority  
120 Old Broad Street  
FAO - Seafarers & Manning Department  
London  
EC2N 1AR

- 2.2. For all general queries please refer to section 5 of the frequently asked questions section of this Alert. If further clarity is still required, please send an email to [stcw@bahamasmaritime.com](mailto:stcw@bahamasmaritime.com), with the 'subject' line [Val Discharge Certificate](#).
- 2.3. The BMA now offers three services:
  - 2.3.1. Standard service, which takes approximately **15 business days**, to receive, starting from the date the BMA receives the original certificates and payment.

### 2.3.2. There are two Fast Track services:

- i. the first is the Fast Track in-house for an additional fee of 125EUR. The certificates will be stamped and signed while the Seafarer waits, the Seafarer will need to ensure the relevant persons are in office before arriving at the BMA Office and The Bahamas High Commission London office for counter stamping and signing. Please refer to <http://www.bahamashclondon.net/> for The Bahamas High Commission London office website details. Approximately 30 minutes waiting time should be allowed in each of the offices for the certificates to be stamped and signed.
- ii. The second new Fast Track service costs an additional 250EUR. Please allow approximately 5 business days to receive, from the date certificates and payment are received in the BMA office. The Seafarer does not need to visit either of the offices for this service.

## 3. Validation of sea time procedure (For Seafarers)

- 3.1. Please ensure the quality of the electronic copy is good enough to be used in the event the original document is lost or damaged, before posting the original hard copy to the BMA office.
- 3.2. Email [dsc@bahamasmaritime.com](mailto:dsc@bahamasmaritime.com), with the following 2 attachments.
  - i. A pdf file with colour copies of the discharge certificates;
  - ii. A pdf file copy of the Seafarer's passport;
  - iii. Subject line with the following: **Val Discharge Certificate - <Surname>**
- 3.3. The BMA will acknowledge receipt of the attachments by email. Please reply to this email entering all the information requested, where applicable, next to the fields. Finally, an automatic response email providing remittance advice details will be sent.

## 4. Validation of sea time procedure (For Corporate Clients)

- 4.1. Email [dsc@bahamasmaritime.com](mailto:dsc@bahamasmaritime.com) with:
  - i. a pdf file with colour copies of the discharge certificate;
  - ii. Subject line to read – **Val Discharge Certificate**
  - iii. In the body of the email, the drawdown account number that is to be debited.

## 5. Frequently asked questions

- a) The fastest service is the new Fast Track service, which takes approximately 5 business days, from the date certificates and payment are received in the BMA office. The Seafarer does not have to visit the BMA London office or the Bahamas Consulate office for countersigning.
  - b) The three services provided all include the secure return of the documents.
  - c) Only post the original certificates to BMA London office and nothing else.
  - d) Do not send cash.
  - e) Check the quality of the pdf file is good enough to be used in the event of loss or damage, before sending the email.
  - f) Ensure all banking fees are paid by the applicant and the correct amount is remitted.
  - g) If payment has been remitted to the BMA and the discharge certificates have not been received by the BMA office one month from receipt of the electronic pdf files, payment will **NOT** be returned.
  - h) Request for a refund needs to be received one month from the date of sending electronic files.
  - i) Do not send pictures of discharge certificates and convert to PDF files, as the quality is not good enough - these electronic files will be rejected.
  - j) Do not email or post handwritten documents.
  - k) If the originals are lost or damaged en-route to BMA London office, the electronic files can be used for stamping and signing.
- 5.1. The standard service takes approximately **15 business days** to be returned. The 15 business days is from the date payment and originals are received in the BMA office. Please contact the BMA office if not received after 15 business days.

## 6. Validity

6.1. This alert is valid until further notice

## 7. Revision History

Reissued as Technical Alert 19-02 Version 1 (08 August 2019)

Rev.0 (31 July 2019) – First issue