



Application for a Falkland Islands Discharge Book

IMPORTANT – Before you begin, please read all the guidance on pages 6 to 9 and use the checklist.

We cannot process your application without all required information, or the information provided is unclear.

Please send the original, 'wet' signed application to the address provided. Photocopies or scans cannot be accepted.

The document will be produced from the information contained in this application.

Please clearly mark all boxes that are relevant to your application:

Falkland Islands Discharge Book					
First Issue		Continuation Issue*		Replacement Issue	

*Please enter the document number of your existing FI Discharge Book here: _____

Part A: Personal Details

Title (Not Compulsory):		Date of Birth	
Surname:			
Forename(s) (include middle names):			
Previous names (if applicable):			
Place of Birth (town or city):		Occupation	
Height in metres: (Conversion chart page 8)		Country of Birth	
Colour of eyes		Nationality (British Nationality Act 1981)	
Tax Identity number or NI number:			
Distinguishing Marks (20 characters maximum):			

		Full Home Address	
Address			
Town / City			
Postcode			
Country			
Contact Telephone Number(s)			
Email Address			
Next of Kin	Full Name		Relationship to you
	Their Address		

Part B: Declaration for a Falkland Islands Discharge Book

I wish to apply for a Falkland Islands Discharge Book. I confirm the personal details provided in Part A are correct and I am aware that I may be required to supply supporting evidence.

I declare that (* delete as applicable):

- a. I am employed / have been offered employment* on a Falkland Islands registered vessel,

OR

- b. I am a Falkland Islands Seafarer with the Right of Abode in the Falkland Islands and am employed / have been offered employment* on a non- Falkland Island registered vessel and I am unable to obtain a discharge book from the Flag State of that vessel for the following reason(s) **(please provide full details)**:

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- c. I have not at any time held a seamen's document containing the same information as a Falkland Islands Discharge Book issued by one of the Governments listed in note 3

OR

- d. I am applying for replacement of my existing Falkland Islands Seamen's Discharge Book (Note – if your existing Falkland Islands Discharge Book is full, please submit it with this application or enclose clear copies of the pages which include your personal details and your latest service entries. If however, your Falkland Islands Discharge Book has been lost or damaged, a full explanation of the circumstances should be provided in Part D),

AND (applicable to all applicants)

- e. I am aware that it is an offence to knowingly or recklessly make a false statement in order to obtain a Falkland Islands Discharge Book and hereby certify that, to the best of my knowledge and belief, the details provided in this application are correct.

Signature		Date:	
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Part C: Vessel Owners Declaration for a FI Discharge Book (Required for new applications and Continuations or Replacements where last entry is over 1 year old)

IMPORTANT – This **MUST** be completed by your current or prospective vessel owner in block capitals, with original 'wet' signatures and stamps, selecting **either** Option 1 **or** option 2 as appropriate. Please ensure signatories (if not vessel owner) provide Letters of Authorisation from the vessel owners confirming they are eligible to sign on their behalf (*Delete as appropriate).

I am the *owner/authorised signatory of the vessel declared below and confirm the applicant (full name).....in the role of....., holds a MLC contract of employment and STCW-PSSR certificate (see guidance notes), is integral to the operations of the vessel and,

☐

1. is serving/will serve on the following Falkland Islands registered vessel:

Name of Vessel: _____

Registered port: _____ Official Number: _____

OR

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2. is a Falkland Islands seafarer with the Right of Abode in the Falkland Islands and will serve on the following non-Falkland Islands registered vessel, but is unable to obtain a Discharge Book from or acceptable to, the Flag State of the vessel for the following reason(s): **(please provide full details)**

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Name of Vessel: _____

Registered port: _____ Official Number: _____

Country of Registration: _____

AND

I understand that it is an offence to knowingly make a false statement in order to obtain a Falkland Islands Discharge Book and hereby declare that, to the best of my knowledge and belief, the details provided in this application are correct.

Declarant full name		Declarant Role	
Signature of Declarant		Date	
Declarant email			

Please note: if a company or vessel does not have a seal or stamp, they must provide an original letter on company headed paper confirming this.

Vessel / Owners Company Name	Ship / Owners Company Seal

Part D: Replacement of a Falkland Islands Discharge Book

Please explain what happened to your previous Discharge Book, indicating how it was lost or damaged (where applicable, please include Police Incident numbers & enclose copies of any such reports):

If you hold a copy of the lost document, please include a copy with your application.

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Part E: Counter Signatory (all applicants)

IMPORTANT – To be completed by a British Citizen, of appropriate standing (see Guidance Note 6) who has known you for at least two years. The person must also counter sign one of your photographs, by adding their name, signature and the following statement to the reverse of this: “I certify this is a true likeness of (your full name)”.

I, (Name of Declarant) _____ an a British Citizen, in the profession of _____, and I certify that this applicant has been known to be more _____ years, and that to the best of my knowledge and belief, the details provided in this application are true and correct.

Signature of Declarant:		
Date:		Office Stamp (if available)
Address:		

Please note:

- Please ensure that two identical coloured passport-style photographs are submitted **per** document sought
- If you cannot provide a Counter Signature, please supply a certified colour copy of your passport.
- **Please do not forward your original passport to this office**

OFFICIAL USE ONLY

(Do not throw away)

Photograph

Office of Issue, Date and Stamp

Part F: Privacy Notice (all applicants)

We collect your personal information to enable us to carry out our official duties and ensure that our services meet your needs.

This is to confirm that I give my permission to the Registry of Shipping to contact my employer direct on my behalf for any information/documentation that may be missing from my application and to act directly for me:

Signature:		Date:	
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Guidance Notes

1. Accepted Formats

- (a) Please note that photocopied or electronic versions of the application form **cannot be accepted**. The application **must** be submitted in its original paper format and contain original, 'wet' signatures and stamps/seals.
- (b) If a stamp/seal cannot be provided for the relevant Declaration(s), please provide a letter from the vessel owner (Part D), vessel owner (Part E), on company-headed paper, which confirms that this is not available.

2. General Eligibility (all applicants)

- (a) Please do not apply for a Discharge Book if you are not a seafarer. For further information, including roles excluded from the definition of this term, please consult MGN 471 (especially Annex 1 and 2).
- (b) Evidence must be provided by way of Standards of Training, Certification and Watchkeeping (STCW) personal safety and social responsibility training (PSSR) and a seafarer employment agreement or equivalent terms and conditions of employment plus letter from shipowner attesting you are engaged to work onboard. Section D can be signed by authorized representative on proof (First Issue only)
- (c) We reserve the right to ask applicants to provide further information from their employer, in order to establish if they are a seafarer.
- (d) Further eligibility information specific to Discharge Books can be found in Note 3 and 4, respectively.

3. A Discharge Book will NOT be issued if you:

- (a) are employed on a vessel which is not registered with any Flag State.
- (b) are a non-FI seafarer employed on a vessel that is registered outside of the FI.
- (c) are employed as Privately Contracted Armed Security Personnel.
- (d) are employed on a vessel which does not go to sea.
- (e) are employed on a pleasure vessel but do not receive any wages for your employment.
- (f) are employed on a vessel engaged in coastal voyages around the FI solely for the purpose of trials of the vessel, its machinery or equipment, where you are not ordinarily employed as a master or seafarer.
- (g) are employed by the Crown and are not ordinarily employed as a master or seafarer.
- (h) are employed on a vessel solely in connection with its construction, alteration, repair or testing.
- (i) already hold a FI Discharge Book (unless your book is full, and you are applying for a continuation).
- (j) If you already hold a document containing substantially the same information as a FI Discharge Book issued by one of the Governments listed below:

Bangladesh	Barbados	Canada	United Kingdom	Fiji
Ghana	Guyana	Hong Kong	India	Republic of Ireland
Isle of Man	Jamaica	Kenya	Kiribati	Malaysia
Malta	Mauritius	Nigeria	Pakistan	Papua New Guinea
Saint Lucia	Seychelles	Sierra Leone	Singapore	South Africa
Sri Lanka	Tanzania	Tonga	Trinidad & Tobago	Tuvalu
Western Samoa	Zambia			

A Falkland Island Discharge Book is not a travel document

4. Photographs

- (a) You will need to supply **two** identical colour passport-sized photographs for **each** document that you are applying for. They should not be cut-down versions of a larger picture. Note these photos will be 'cropped' by this office to 35mm high 25mm wide to fit the respective document.
- (b) These must be printed to a professional standard, be clear and in focus; they must show a close-up of your full head and shoulders; they must contain no other objects or people and you must appear in clear contrast to the background.
- (c) Your photographs must:
 - Show you facing forwards and looking straight at the camera
 - You must have a plain expression and your mouth must be closed
 - Your eyes must be open and visible and not have hair in front of your eyes
 - You must not have a head covering (unless it is for medical or religious purposes)
 - You must not have anything covering your face; you must not be wearing sunglasses or tinted glasses (you can be wearing ordinary glasses if necessary)
 - Your eyes must be clearly visible without any glare or reflection).
- (d) One of your photographs must be countersigned by the same person who has countersigned the application at Part G. Please see Note 6 for further information.

6. Counter Signatory

- (a) Part G must be completed only by a British citizen of appropriate standing, who has known you for two years or more.
- (b) This person must not be a member of your family.
- (c) Examples of appropriate standing for your counter signatory include medical or legal practitioners, civil servants, bank or public officials, police officers, MPs, Justices of the Peace, religious ministers, senior officials of shipping companies, trade union officials or any other person of similar standing.
- (d) The counter signatory must write their name and signature on the back of one of your photographs, along with the statement:

"I certify this is a true likeness of (applicant's full name)."
- (e) If you are unable to provide this, please provide a copy of your passport. Please see Note 7 for further information.

7. Passport Copies

- (a) If you are applying for a Discharge Book but cannot provide a counter signatory, then a copy of your passport will also be required (non-UK passports accepted for applicants aboard FI-registered vessels).
- (b) For your own security, please **do not** post your physical passport to us.

9. Documents to be sent to

All documents and enquiries should be sent/made to

Registrar General of Shipping
Falkland Islands Maritime Authority
Old Design Office
Ross Road
Stanley, FIQQ 1ZZ
Falkland Islands

Tel: +500 27234

Email: maritime.authority@sec.gove.fk

8. Payment

Discharge Book £55.00

Examples Height Conversion Chart (feet to metres)

4ft 9"	1.45m	5ft 2"	1.57m	5ft 7"	1.70m	6ft	1.83m
4ft 10"	1.47m	5ft 3"	1.60m	5ft 8"	1.73m	6ft 1"	1.85m
4ft 11"	1.50m	5ft 4"	1.63m	5ft 9"	1.75m	6ft 2"	1.88m
5ft	1.52m	5ft 5"	1.65m	5ft 10"	1.78m	6ft 3"	1.90m
5ft 1"	1.55m	5ft 6"	1.68m	5ft 11"	1.80m	6ft 4"	1.93m

CHECKLIST

10. Documents required if applying for a

First Issue Discharge Book

Item	✓/X
Application FIMSF4509	
X2 passport style photographs, per document applied for (see Note 5)	
Payment of the requisite fee	
Evidence of STCW personal safety and social responsibility training (PSSR)	
A seafarer employment agreement or equivalent terms and conditions of employment	

Continuation Issue Discharge Book

Item	✓/X
Application FIMSF4509	
X2 passport style photographs, per document applied for (see Note 5)	
Payment of the requisite fee	
We require sight of your existing Discharge Book or copies of photograph/information page and last page of entries demonstrating that this is complete.	

Replacement Issue Discharge Book

Item	✓/X
Application FIMSF4509	
X2 passport style photographs, per document applied for (see Note 5)	
Payment of the requisite fee	
If your document(s) were stolen, please provide Police Incident numbers & attach copies of any such reports	
If you are seeking an alteration to your existing document(s) (e.g. if you have changed your name), please return the original document with relevant certified copies of the supporting documents (e.g. deed poll, passport, marriage/divorce certificates)	