Seafarers' Online Registration per GBR 13, series of 2016

Frequently Asked Questions (FAQ)

I.   Basic Information

1. Why should the seafarer register in the Seafarers' Online Registration System?

Seafarers should register to be included in the registry of qualified seafarers for overseas maritime employment. The registry will also be source of valuable information on maritime labor market for policy research and development.

2.   Who may register in the Seafarers' Online Registration System?

- Seafarers for marine and non- marine categories

- Landbased workers who are in possession of skills and work experience required of a particular seabased position

3. What are the qualifications to register?

- At least 18 years old, except cadet;

- Holder of Seafarer's Identification and Record Book (SIRB) issued by the MARINA; and

- No medical or legal impediments to qualify the applicant for overseas maritime employment.

4.   Where and how is the registration done?

Registrants shall undertake the registration online through any computer with internet facility at **www.poea.gov.ph** and click the **"Online Registration for Seafarers"** under the **"Online Services".**

They **need not go** to POEA for personal registration.

5. Is there a need to register again if I have been previously registered under the Seafarers' Registration Certificate (SRC) system?

Seafarers who have been previously registered under the SRC system **need not** register under the Seafarers' Online Registration.

6. What if I need to update or upgrade my SRC registration record?

To update or upgrade, you need to be registered in the Seafarers' Online Registration system as a **new user** which you have to create your log-in account. Once you have your account, the system will automatically search and retrieve your existing SRC data, after which,   you can already upgrade/edit/update your record.

7. **Will I still get SRC ID after registering in the new system? What will I present to the manning agency when I apply for overseas employment?**

Instead of an SRC ID, a Seafarer Registration Number will be generated by the system, which you may print after a successful registration. You may present the said registration number to the manning agency when you apply.

8. **How will the licensed manning agencies use the Seafarers' Registration number in the contract processing?**

The Seafarer's Registration Number shall now be used in processing of employment contract submitted by the licensed manning agencies via the e-Submission System. For those previously registered under the SRC System, the SRC number shall still be used.

In case that the SRC number cannot be validated by the e-Submission System, licensed manning agencies must advise the seafarer to register in the Seafarers' Online Registration System.

9. **Is there a cost in registering in the Seafarers' Online Registration?**

The Online Seafarers' Registration is absolutely **FREE**.

10. **What will happen if you have provided spurious, tampered or fictitious documents/information?**

A corresponding disciplinary action/case may be filed against the seafarers who submitted fake/tampered or spurious document/s or information. Registrants must ensure that the information provided are true and correct to the best of their knowledge and supported by proper and adequate documents.

11. **Where to contact in case of technical problem in using the system or you forgot your password?**

You may contact the POEA-ICT Branch at 727-7778 or email at sbreg@poea.gov.ph

II. **Procedure in the Registration**

A. **New Registrants**

1. *Go to the POEA Website at www.poea.gov.ph and click the Online Registration for Seafarers under the Online Services.*

2. *For New User, create your Login Account by encoding your SIRB Number, Name, Birthdate and Password.*

3. *The Online Registration Form shall be displayed for encoding of the following information:*

3.1 *Personal Profile*
3.2 *Education*
3.3 *Training*
3.4 *Work Experience*

4.   Proof read all data to ensure accuracy of information given;

5.   Click the "Submit" button to save your profile/information.

6.   Once saved, a Seafarer's Registration Number will be generated which will serve as your log-in User Name to view and update your record.

7.   Ensure that you remember your Seafarer's Registration Number (User Name) and Password for convenience of processing transactions with the Administration. You may print the generated Seafarers Registration Number for reference.

B. Upgrading/Editing/Updating of Registration Records

1. Log-in to your account using your User Name and Password.
2. Click **Update Profile** Button and Select the Information to be upgraded/edited/updated then save.

III.   AGENCY VERIFICATION

To verify the seafarers' online registration number provided by the seafarer, the licensed manning agency has to do the following:

1. Go to the POEA website at poea.gov.ph and click the Seafarers' Online Registration.
2. Click the "**Agency Login**" button.
3. Use the login account and password assigned in verifying watchlisted seafarers to login.
4. Encode the seafarer registration number to view the profile and validate the registration number of the seafarer.
5. Licensed manning agencies without the access log-in account need to submit a letter request addressed to the POEA-ICT Branch.

*To know the step by step procedure for online registration, please go to the Seafarers' Online Registration webpage and click "User's Instruction Manual".