

## CHECKLIST FOR SEAFARERS (WORKING VISA)

<b>1.</b>	<b>ENTRY VISA APPLICATION FORM</b>
	COMPLETELY filled in “National Visa D” <a href="#">APPLICATION FORM</a> (Please DO NOT leave blanks in the form. Indicate “NA” if answer is not applicable.)
<b>2.</b>	<b>PHOTO</b>
	One (1) recent passport-sized or 2x2 colored ICAO standard photo with white background ( ears should be exposed and with collared shirt/blouse)
<b>3.</b>	<b>TRAVEL DOCUMENT</b>
	Old (if available) and current valid passports (expiry date is three months longer than that of the visa requested but please consider the 6 months validity as required by the Philippines Bureau of Immigration)
	Photocopy of Biographical page and last page of the valid passport, previous visa and immigration stamps in all countries
<b>4.</b>	<b>SUPPORTING DOCUMENTS</b>
	Original and photocopy of Seaman’s Book with 1 year minimum validity
	Original and Photocopy of Employment Contract authenticated by the POEA ( Philippine Overseas Employment Administration)
	Plane ticket/e-ticket itinerary receipt
	Original and photocopy of Declaration by the shipping company in the Philippines
	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.
	For Italian vessel only , copy of the international Registration of the vessel (cretificato di iscrizione della nave nel Registro Internazionale)
	For Italian vessel only, Copy of the minimum manning crew ( Tabella d’ Armamento)
	Original and photocopy of Manning agreement
	Original and photocopy of signed Employment Contract between the foreign principal and crew
	For First Assignment, Certificate of Basic Completion of Safety Training
<b>5.</b>	<b>VISA FEE</b>
	Processing fee + Service fee – Managers check payable to PIASI

**Notes:**

*Only visa applications whose intended date of travel is within three (3)months from the time of application will be accepted*