



SEA SYSTEM

Seafarer

Electronic

Application

LISCR, LLC

SEAFARER'S ELECTRONIC APPLICATION SYSTEM

SEA 02
JUNE 2018

Welcome to SEA System

For specific questions, comments, and suggestions relating to SEA System:

seasystemhelp@ycfmaritime.com

+1 703 790 3434

For general questions, comments, and suggestions relating to Luxembourg Applications:

Kelly Cope - kcope@ycfmaritime.com

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SEA SYSTEM

STEP BY STEP;
**HOW TO SUCCESSFULLY
PREPARE AND SUBMIT AN
APPLICATION FOR
LUXEMBOURG SEAFARER
DOCUMENTS**

USER GUIDE

SEA SYSTEM APPLICATION OVERVIEW

STEP 1 - PREPARATION: Gather and scan necessary supporting documentation

STEP 2 - ENTER SEA SYSTEM: Enter SEA System: <https://esea.euroflag.com/Login/LoginMain.aspx>

STEP 3 - APPLICATION ENTRY: Start New Application

STEP 4 - DOCUMENT SELECTION: Select the Luxembourg documents for this application

STEP 5 - SEAFARER SEARCH: Search for existing record of the seafarer in our database

STEP 6 - DATA ENTRY: Enter seafarer personal data and upload photograph

STEP 7 - SEA SERVICE/OFFICER CERTIFICATE: Enter service and certificate records

STEP 8 - SUPPORTING: Upload documentation supporting proof of training/certification/verification

STEP 9 - FINALIZE APPLICATION AND ORDER: Select applications and submit

SEA SYSTEM NAVIGATION

PRIMARY MENUS:

- **HOME:** SEA System Home Page
- **APPLICATIONS:** SEA System Application Preparation
- **ORDER HISTORY:** View submitted orders & applications
- **LINKS:** Resources for Users/ Downloadable Forms
- **LOG OUT:** Exit SEA System

PROGRESS THROUGH AN APPLICATION:

- **INCOMPLETE** tasks will show a **RED X** on the left menu
- **COMPLETED** tasks will show a **GREEN**✓ on the left menu

The screenshot displays the SEA System interface. At the top, there is a header with the Euroflag Services logo and the text "SEA FARER'S ELECTRONIC APPLICATION (SEA)". Below the header is a navigation bar with buttons for Home, Applications, Order History, Evaluator, Links, and Log Out. On the left side, there is a vertical menu with items: Personal1 (marked with a green checkmark), Personal2 (marked with a green checkmark), Officer (marked with a red X), Qualifications (marked with a red X), Supporting (marked with a red X), and Fee Details (marked with a red X). The main content area shows the "License Types" section with a button "Add License" and a message "No Records". Below this are buttons for "Previous" and "Continue". At the bottom right of the main content area are buttons for "Skip" and "Exit". The footer contains the text "Copyright © 2014 - YCF Group | YCF Maritime Version: 1.1".

STEP 1 - PREPARATION

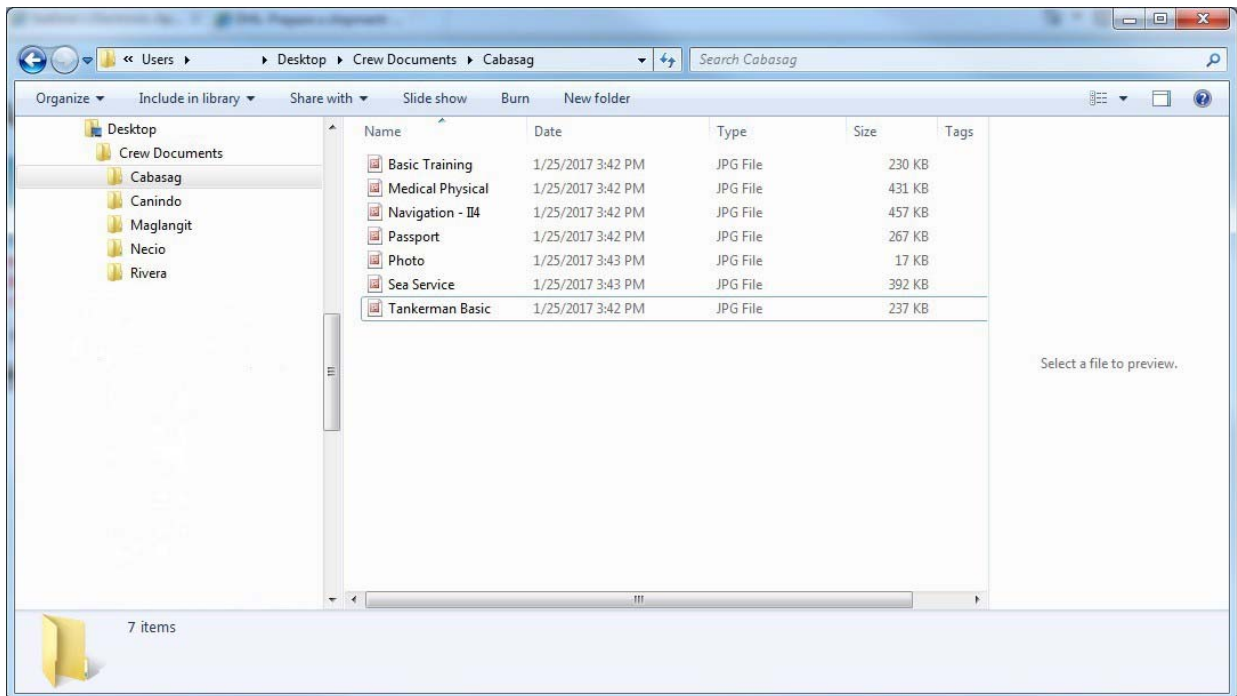
SEA System automatically generates a list of required documentation supporting proof of training/certification based on the Luxembourg documents that are applied for.

Before you begin a SEA System application, it is recommended that you gather all necessary supporting documents including a photograph, scan each item, and save them to a readily accessible folder on your computer or network server.

Please review [CHECKLIST OF REQUIREMENTS FORM](#) located in the Links tab to gain a thorough understanding of the necessary supporting documents required for each application.

Scanned photographs and supporting documentation must meet minimum quality requirements.

For efficiency in entry of your SEA System application, and to help you meet document retention requirements, it is recommended that you create a logical electronic storage structure for documents.



STEP 2 - ENTER SEA SYSTEM

Access SEA System at <https://esea.euroflag.com/Login/LoginMain.aspx>. Enter your Username and Password to **LOGIN**. Please note that Passwords are case sensitive.

YCF MARITIME SEAFARER'S ELECTRONIC APPLICATION (SEA)

Login or apply for your SEA account below:

Already a User?

Enter Email (User Name) :

Enter Password :

☐ Remember my Username.

Login

Not a User Yet?

YCF Maritime is pleased to introduce the new SEA System for use by authorized Filing/Receiving agents around the world.

The new SEA System features:

- Access to the web-based system from any computer, no software to install.
- Allows for multiple users per office.
- Prepare and submit application for seafarer documents in real time.
- Order Certificates of Receipt of Applications (CRA) for both Officers and Ratings.
- Reduced turn around time for applications.
- Smart logic that determines the exact supporting documents to upload.
- Query your order history.
- Send an email to seasystemhelp@ycfmaritime.com to become a user

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After logging in, please choose the Flag of Registry you are applying for.

YCF MARITIME SEAFARER'S ELECTRONIC APPLICATION (SEA) [sea system](#) | [Log Out](#)

WELCOME TO THE **SEA** WEB Portal

Please click the Flag of Registry you would like to submit your application to:



LIBERIA
(SEA SYSTEM PORTAL for LIBERIAN Applications)



LUXEMBOURG
(ESEA PORTAL for LUXEMBOURG Applications)

HOME Page provides links to Reference/Instructional Documents and Important Notices.

**EUROFLAG SERVICES**

sea system

SEAFARER'S ELECTRONIC APPLICATION (SEA)

[Home](#) [Applications](#) [Order History](#) [Evaluator](#) [Links](#) [Log Out](#)

WELCOME TO THE **SEA** WEB SITE

Welcome to Euro Flag Services Seafarer Electronic Application System

PLEASE MAKE SURE YOUR COMPANY CONTACT INFORMATION IS UP TO DATE INCLUDING YOUR E-MAIL ADDRESS. PLEASE E-MAIL INFO TO seasystemhelp@ycfmaritime.com

QUESTIONS

We welcome feedback from our clients to continually improve the level of service received through SEA System. Please email your questions, comments, or suggestions to seasystemhelp@ycfmaritime.com

European Flag Services Main Page www.euroflag.eu

[APPLY to ANOTHER REGISTRY](#)

[Return to SEA System Portal](#)

Please note: The browser back button functionality is disabled in this application

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STEP 3 - APPLICATION ENTRY

Select the **APPLICATIONS** tab and then **START NEW APPLICATION** to begin entry of a new application.

EUROFLAG SERVICES SEAFARER'S ELECTRONIC APPLICATION (SEA)

Home Applications Order History Evaluator Links Log Out

Filter Applications

Application ID: Last Name: First Name: Vessel:

Application Status: Birth Date: (dd-mmm-yyyy) Date Modified: (dd-mmm-yyyy)

Application(s) not Submitted

No Records

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If you have previously started but not yet completed or submitted an application it will be shown in the list of APPLICATIONS NOT SUBMITTED. You may select an application to resume entry by selecting the **LAST NAME** of the seafarer. If the list of APPLICATIONS NOT SUBMITTED is long, you may use the FILTER APPLICATIONS function to locate the specific application you wish to resume.

EUROFLAG SERVICES SEAFARER'S ELECTRONIC APPLICATION (SEA)

Home Applications Order History Evaluator Links Log Out

Filter Applications

Application ID: Last Name: First Name: Vessel:

Application Status: Birth Date: (dd-mmm-yyyy) Date Modified: (dd-mmm-yyyy)

Application(s) not Submitted

	ID	Last Name	First Name	Birth Date	Vessel	Date Modified	Documents Applied	Status
<input type="checkbox"/>	1225	Smith	Dan	28-Nov-1985	VESSEL	17-Oct-2017	Book, COC	Complete

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STEP 4 - DOCUMENT SELECTION

You may use SEA System to apply for the following Luxembourg Document:

- Seafarer's Identification & Record Book (SIRB)
- Officer License

Check the appropriate box next to each document type for which you are applying. Select the type of application from the drop down menu.

NOTE: CRA option is for Liberian applications only. Do not select it when applying for Luxembourg documents.

SEA FARER'S ELECTRONIC APPLICATION (SEA)sea system

[Home](#) [Applications](#) [Order History](#) [Evaluator](#) [Links](#) [Log Out](#)

New Application Submission Note:

When Gathering your documents for scanning please follow the following procedures.

For Ratings:

Upload Photo as a JPEG - use the file name as "Photo".
Upload Passport as a PDF - use the file name as "Passport".
Upload the Certificate of Competency (COC), Basic Safety Training (four phases) (BST), Survival Craft (if possessed) (PSCRB), Security Awareness or Designated Security Duty (If possessed)(SATSDSD) and any other STCW you would like to provide for recognition – scan all documents together and name as a single PDF file using the abbreviations listed. Ex: "COC_BST_PSCRB_SATSDSD"
Upload Sea Service as a PDF (can be multiple pages scanned and combined into one file) - use the file name as "Sea service".
Upload Medical Physical as a PDF (can be multiple pages scanned and combined into one file) - use the file name as "Med Phys".

For Officers:

Upload Photo as a JPEG - use the file name as "Photo".
Upload Passport as a PDF - use the file name as "Passport".
Upload the Certificate of Competency (COC), Endorsement (Endor,) and Verification for Engineers or Certificate of Competency (COC), Endorsement (Endor,) GOC or GMDSS, Endorsement and Verifications for Deck officers – as a single file PDF using the abbreviations listed. Ex: "COC_Endor_GOC_Verifications"
Upload the other STCW certificates such as Basic Safety Training (four phases) (BST), Survival Craft (if possessed) (PSCRB), Advanced Fire Fighting (AFF), Medical First Aid (MFA), or Medical Care (MC) Security Awareness or Designated Security Duty, Ship Security Officer (If possessed)(SATSDSD)(SSO) – scan all documents together and name as a single PDF file using the abbreviations listed. Ex: "BST_PSCRB_AFF_MFA_MC_SATSDSD_SSO"
Upload Sea Service as a PDF (can be multiple pages scanned and combined into one file) - use the file name as "Sea service".
Upload Medical Physical as a PDF (can be multiple pages scanned and combined into one file) - use the file name as "Med Phys".

*** Required Information**

Select the documents that you are applying for : * ☒ Seafarer's ID Book ☒ Officer's Certificate (C O C) ☐ CRA

Application Type : * New Application


[Continue](#) [Exit](#)

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STEP 5 - SEAFARER SEARCH

Search the Liberian Registry or Luxembourg database for the seafarer's existing record by entering the parameters specified. You may select the corresponding flag from the drop down menu and continue with the form. This function assists in retrieving records within both databases for your convenience when applying for Extension or Renewal applications.

If the seafarer is not currently in possession of Luxembourg or Liberian documents, you may proceed to select **NEW CREW-SKIP**.

sea system

SEAFARER'S ELECTRONIC APPLICATION (SEA)

[Home](#) [Applications](#) [Order History](#) [Evaluator](#) [Links](#) [Log Out](#)

To search for an existing Seafarer you had previously submitted an application on the CURRENT SEA web portal, you will need to enter at least two of the following: Fin, Last Name, and/or Date of Birth. After locating the Seafarer, click on the FIN number or Last Name to auto-populate some parts of the application. Otherwise, click on [New Crew - Skip] to apply for a new Seafarer.

New Application: Crew Look Up

Crew Flag: Luxembourg

Last Name:


Birth Date: Date Format : dd-mmm-yyyy

Fin: Note : Fin is for Liberian crew only

Citizenship: PLEASE SELECT

Previously submitted crew information

No Records

New Crew - Skip 

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STEP 6 - DATA ENTRY

If the record was found in the previous step, the system will auto populate the fields. If you were not able to find a record, you will need to enter the appropriate data in all fields.

EUROFLAG SERVICES SEAFARER'S ELECTRONIC APPLICATION (SEA)

*** Required Information**

Personal1
Personal2
Officer
Qualifications
Supporting
Fee Details

Last Name: * Smith
Middle Initial:
First Name: * Dan
Social Security Type: * Private Cover
Social Security Info: * VESSEL OWNER
Birth Date: * 28-NOV-1985 (Date Format : dd-MMM-yyyy)
Place of Birth: * MANILA, PHILIPPINES (City, Country)
Citizenship: * PHILIPPINES
Height: * cm: 185 or feet: 6 inches: 0
Weight: * kilos: 63 or pounds: 139
Hair Color: * Black
Eye Color: * Brown
Distinguishing Marks: * NONE (Scar, Tattoos, etc.)
Sex: * ☒ Male ☐ Female
Employment Types: * Limited
Employment Duration: * 8 Months

Identity Document

Identity Document Number: * EA123456
Identity Document Issued City: * DFA CEBU
Identity Document Issued Country: * PHILIPPINES
Identity Document Expire Date: * 09/28/2022 (Date Format : dd-MMM-yyyy)
Medical Center: * SUPERCARE CENTER
Medical Examination Date: * 09/10/2017 (Date Format : dd-MMM-yyyy)
Civil Status: * Married
Vessel Name: * VESSEL
Vessel Type: * General Cargo
Rank On Board: * MASTER
Destination: * LONDON
Crew Spoken Languages: * Czech, Danish, Dutch, English, American
Photo: * Upload (Photo must be 3.5cm by 4.5cm)

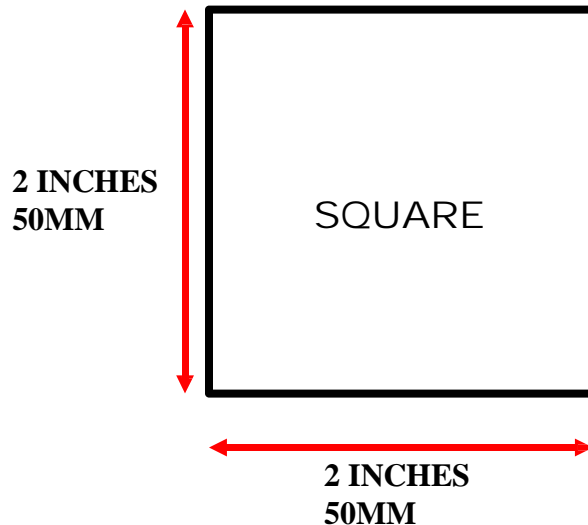
Previous Save and Continue Exit

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PHOTO:

The applicant's photo must be uploaded at this time. Photos are subject to minimum file parameters and quality requirements.

Photos must be cropped to a **SQUARE** area surrounding the Head and Upper Shoulders of the individual. A **SQUARE** is a geometric shape having four equal sides: **HEIGHT = WIDTH**. The photo must be sized to **2" x 2" (50mm x 50mm)**. The resolution of the image must be between **200dpi - 300dpi**. The photo file must be in **JPEG/JPG** format.



To upload the photo, click **UPLOAD**. A new window will open:

sea system

SEA APPLICATION (SEA)

Update Crew Photo ?

Close Window

Upload: Browse...

Identity Document Number: * EA123456

Identity Document Issued City: * DFA CEBU

Identity Document Issued Country: * PHILIPPINES

Identity Document Expire Date: * 28-SEP-2022 (Date Format : dd-MMM-yyyy)

Medical Center: * SUPERCARE CENTER

Medical Examination Date: * 28-SEP-2017 (Date Format : dd-MMM-yyyy)

Civil Status: * Married

Vessel Name: * VESSEL

Vessel Type: * General Cargo

Rank On Board: * MASTER

Destination: * LONDON

Crew Spoken Languages: * Abkhazian, Afar, Afrikaans, Albanian

Photo: * Upload ?

Photo must be 3.5cm by 4.5cm

Photo is required

Exit

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Click **BROWSE** to locate the photograph file stored on your computer and click **OPEN** to select the photo:

sea system

Choose File to Upload

Luxembourg Applications

Organize New folder

File name: photo

File type: All Files (*.*)

Open Cancel

Photo must be 3.5cm by 4.5cm

Photo is required

Exit

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After selecting the photo file, the applicant's photo will be displayed. Click **SAVE PHOTO** to complete the upload process.

Update Crew Photo - Internet Explorer

https://eseeuroflag.com/Application/photo_modify.aspx?typ= Identified by DigiCert

Update Crew Photo ?

Save Photo Close Window

Upload: Browse...

photo.jpg

Identity Document Number: * EA123456

Identity Document Issued City: * DFA CEBU

Identity Document Issued Country: * PHILIPPINES

Identity Document Expire Date: * 28-SEP-2022 (Date Format : dd-MMM-yyyy)

Medical Center: * SUPERCARE CENTER

Medical Examination Date: * 28-SEP-2017 (Date Format : dd-MMM-yyyy)

Civil Status: * Married

Vessel Name: * VESSEL

Vessel Type: * General Cargo

Rank On Board: * MASTER

Destination: * LONDON

Crew Spoken Languages: * Abkhazian, Afar, Afrikaans, Albanian

Photo: * Upload ?

Photo must be 3.5cm by 4.5cm

Photo is required

Exit

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The selected photo will now appear in the **PERSONAL 1** page:

SEAFAREER'S ELECTRONIC APPLICATION (SEA)

Home Applications Order History Evaluator Links Log Out

* Required Information

Last Name: * Smith

Middle Initial: *

First Name: * Dan

Social Security Type: * Private Cover

Social Security Info: * VESSEL OWNER

Birth Date: * 28-NOV-1985 (Date Format : dd-MMM-yyyy)

Place of Birth: * MANILA, PHILIPPINES (City, Country)

Citizenship: * PHILIPPINES

Height: * cm: 185 or feet: 6 inches: 0

Weight: * kilos: 63 or pounds: 139

Hair Color: * Black

Eye Color: * Brown

Distinguishing Marks: * NONE (Scar, Tattoos, etc.)

Sex: * Male Female

Employment Types: * Limited

Employment Duration: * 8 Months

Identity Document Number: * EA123456

Identity Document Issued City: * DFA CEBU

Identity Document Issued Country: * PHILIPPINES

Identity Document Expire Date: * 28-SEP-2022 (Date Format : dd-MMM-yyyy)

Medical Center: * SUPERCARE CENTER

Medical Examination Date: * 28-SEP-2017 (Date Format : dd-MMM-yyyy)

Civil Status: * Married

Vessel Name: * VESSEL

Vessel Type: * General Cargo

Rank On Board: * MASTER

Destination: * LONDON

Crew Spoken Languages: * Abkhazian, Afar, Afrikaans, Albanian

Photo: * Update ?

Photo must be 3.5cm by 4.5cm

Photo is required

Previous Save and Continue Exit

Click **SAVE AND CONTINUE** to save all data entered on the **PERSONAL 1** Page. You will now proceed to the **PERSONAL 2** Page:

SEAFARERS PERMANENT ADDRESS:
Enter the applicant's address information.

PERSON TO NOTIFY IN CASE OF EMERGENCY:
Enter the address information of the person to contact in case of an emergency involving the applicant.

Once all information has been entered, click **SAVE AND CONTINUE** to save all data entered on the **PERSONAL 2** Page. You will now proceed to the **OFFICER** Page.

STEP 7 – OFFICER CERTIFICATE

If the seafarer is applying for a Luxembourg Officer License Endorsement, click **ADD LICENSE**.

EUROFLAG SERVICES SEAFARER'S ELECTRONIC APPLICATION (SEA)

Home Applications Order History Evaluator Links Log Out

Personal1
Personal2
Officer
Qualifications
Supporting
Fee Details

License Types

No Records

Previous Continue

Skip Exit

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The seafarer must currently hold a valid and unexpired National Certificate of Competency and you must enter details of the COC at this time. Once you have entered the details click **SAVE** to save the data entered and click **CONTINUE** on the following screen.

EUROFLAG SERVICES SEAFARER'S ELECTRONIC APPLICATION (SEA)

Home Applications Order History Evaluator Links Log Out

Personal1
Personal2
Officer
Qualifications
Supporting
Fee Details

* Required Information

Officer's Certificate (C O C) Applied for

Grade : * MASTER

Certificate Number : * 302154779

Certificate Issue Date : * 03 Mar 2016

Certificate Exp Date : * 02 Mar 2021

Endorsment Number : 5688/A

Endorsment Exp Date : 01 Mar 2021

Save Cancel Reset

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ADDITIONAL QUALIFICATION CERTIFICATES:
If the seafarer holds additional qualifications, please click **ADD QUALIFICATION**.

sea system

EUROFLAG SERVICES SEAFARER'S ELECTRONIC APPLICATION (SEA)

Home Applications Order History Evaluator Links Log Out

Personal1
Personal2
Officer
Qualifications
Supporting
Fee Details

Additional Qualifications

No Records

Add Qualification

Previous Continue Skip Exit

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After selecting from the menu, click **SAVE** and click **CONTINUE** on the following screen.

sea system

EUROFLAG SERVICES SEAFARER'S ELECTRONIC APPLICATION (SEA)

Home Applications Order History Evaluator Links Log Out

Personal1
Personal2
Officer
Qualifications
Supporting
Fee Details

Save Additional Qualifications

Qualification Name	Select
Training on Ro-Ro Passenger Ships	<input type="checkbox"/>
Training on Passenger Ships	<input type="checkbox"/>
Basic Safety	<input checked="" type="checkbox"/>
Proficiency in Survival Craft and Rescue Boats	<input checked="" type="checkbox"/>
Proficiency in Fast Rescue Boats	<input type="checkbox"/>
Advanced Fire Fighting	<input checked="" type="checkbox"/>
Medical First Aid	<input checked="" type="checkbox"/>
Medical Care	<input checked="" type="checkbox"/>

Save Cancel

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STEP 8 - SUPPORTING

LIST OF SUPPORTING DOCUMENTS REQUIRED:

SEA System automatically generates a list of required documentation supporting proof of training, certification and verification, based on the Luxembourg documents that are applied for. The required documents are listed in the DOCUMENT TYPE column. All supporting documentation must meet minimum requirements set forth by STCW. Images are subject to minimum file parameters and quality requirements.

NOTE: SEA System only allows .PDF documents to be uploaded.

sea system

EUROFLAG SERVICES SEAFARER'S ELECTRONIC APPLICATION (SEA)

Home Applications **Order History** Evaluator Links Log Out

✓ Personal1
✓ Personal2
✓ Officer
Qualifications
✗ Supporting
✗ Fee Details

* Required Information

List of Supporting Documents Required
Document size must be less than 7 MB and pdf format only

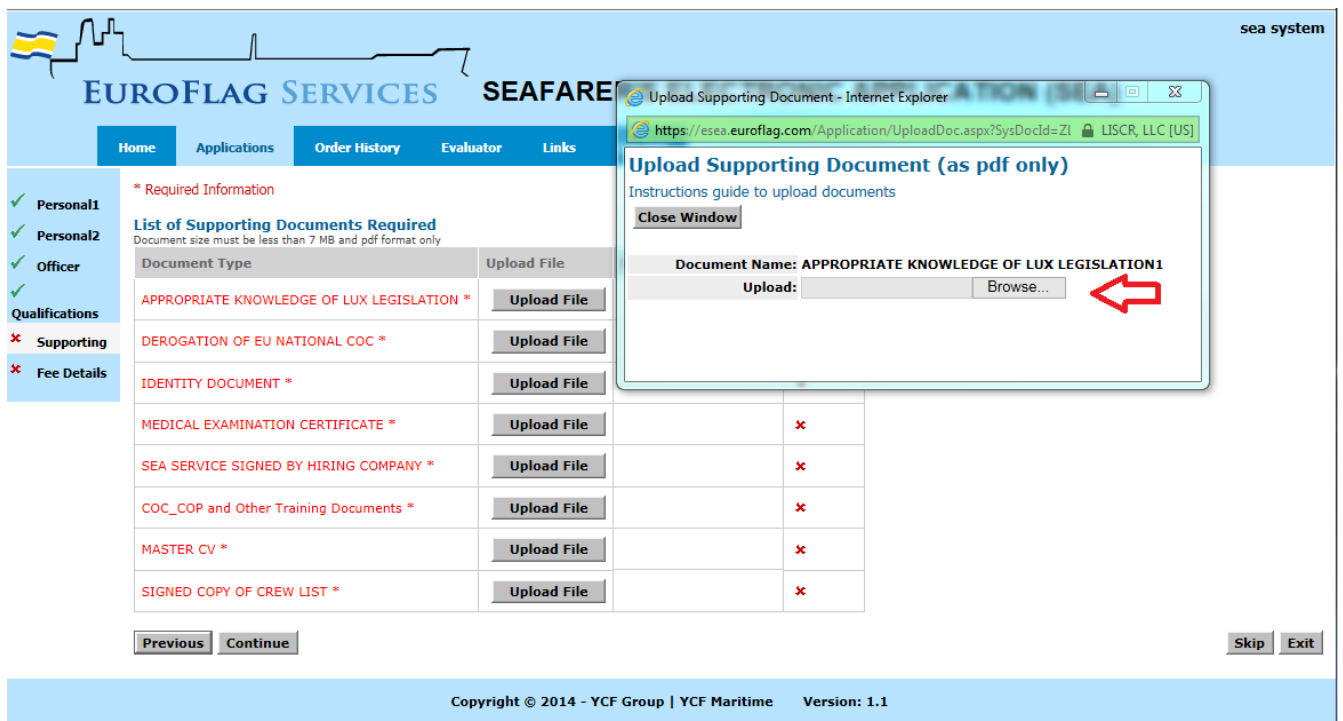
Document Type	Upload File	View Uploaded File(s)	Uploaded
APPROPRIATE KNOWLEDGE OF LUX LEGISLATION *	Upload File		✗
DEROGATION OF EU NATIONAL COC *	Upload File		✗
IDENTITY DOCUMENT *	Upload File		✗
MEDICAL EXAMINATION CERTIFICATE *	Upload File		✗
SEA SERVICE SIGNED BY HIRING COMPANY *	Upload File		✗
COC_COP and Other Training Documents *	Upload File		✗
MASTER CV *	Upload File		✗
SIGNED COPY OF CREW LIST *	Upload File		✗

Previous Continue

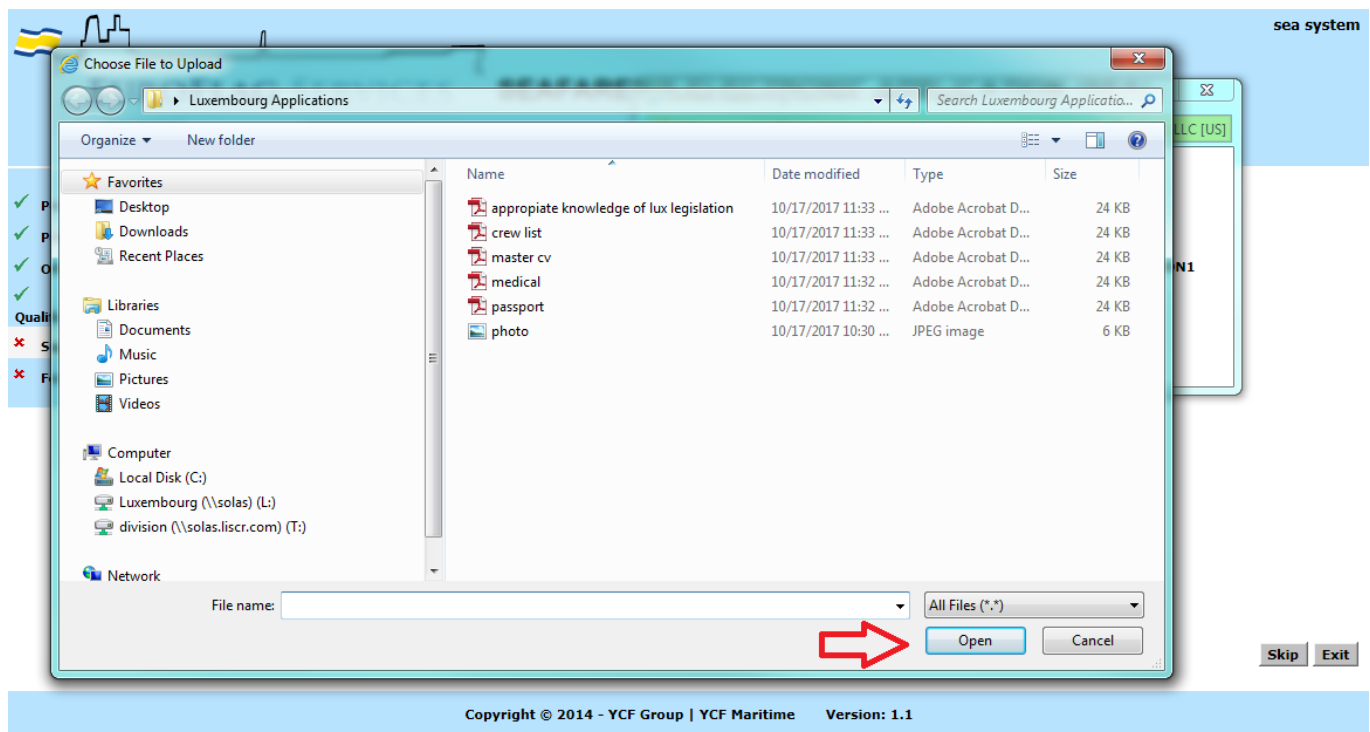
Skip Exit

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Begin to upload the supporting documents by clicking **UPLOAD FILE** next to one of the **DOCUMENT TYPES** in the list. A new window will open, then click **BROWSE** to locate the supporting document file stored on your computer.



Choose your file and click **OPEN** to select the appropriate file.



After selecting the appropriate supporting document file, the image will be displayed. Click **SAVE DOCUMENT** to complete the upload process for that item.



EUROFLAG SERVICES

SEAFARE

sea system

HomeApplicationsOrder HistoryEvaluatorLinks

✓ Personal1

✓ Personal2

✓ Officer

Qualifications

✗ Supporting

✗ Fee Details

* Required Information

List of Supporting Documents Required

Document size must be less than 7 MB and pdf format only

Document Type	Upload File
APPROPRIATE KNOWLEDGE OF LUX LEGISLATION *	<input type="button" value="Upload File"/>
DEROGATION OF EU NATIONAL COC *	<input type="button" value="Upload File"/>
IDENTITY DOCUMENT *	<input type="button" value="Upload File"/>
MEDICAL EXAMINATION CERTIFICATE *	<input type="button" value="Upload File"/>
SEA SERVICE SIGNED BY HIRING COMPANY *	<input type="button" value="Upload File"/>
COC_COP and Other Training Documents *	<input type="button" value="Upload File"/>
MASTER CV *	<input type="button" value="Upload File"/>
SIGNED COPY OF CREW LIST *	<input type="button" value="Upload File"/>

Previous

Continue

Upload Supporting Document - Internet Explorer

https://esea.euroflag.com/Application/UploadDoc.aspx?SysDocId=Z1 LISCR, LLC [US]

Upload Supporting Document (as pdf only)

Instructions guide to upload documents

Save Document

Close Window

Document Name: APPROPRIATE KNOWLEDGE OF LUX LEGISLATION1

Upload:

Browse...


appropriate knowledge of lux legislation.pdf

Skip

Exit

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The uploaded image will now be listed in the **VIEW UPLOADED File(s)** column with a **GREEN CHECK** in the **UPLOADED** column.


EUROFLAG SERVICES

SEAFARER'S ELECTRONIC APPLICATION (SEA)

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✓ Personal1

✓ Personal2

✓ Officer

✓ Qualifications

✗ Supporting

✗ Fee Details

* Required Information

List of Supporting Documents Required

Document size must be less than 7 MB and pdf format only


Document Type	Upload File	View Uploaded File(s)	Uploaded
APPROPRIATE KNOWLEDGE OF LUX LEGISLATION *	Upload File	APPROPRIATE KNOWLEDGE OF LUX LEGISLATION1	✓
DEROGATION OF EU NATIONAL COC *	Upload File		✗
IDENTITY DOCUMENT *	Upload File		✗
MEDICAL EXAMINATION CERTIFICATE *	Upload File		✗
SEA SERVICE SIGNED BY HIRING COMPANY *	Upload File		✗
COC_COP and Other Training Documents *	Upload File		✗
MASTER CV *	Upload File		✗
SIGNED COPY OF CREW LIST *	Upload File		✗

[Previous](#)
[Continue](#)

[Skip](#)
[Exit](#)

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It may be necessary to upload more than one supporting document file to meet requirements. To upload additional supporting documents for a particular DOCUMENT TYPE click **UPLOAD IMAGE** again and repeat the process. Each subsequently uploaded image for a particular item will appear in the **VIEW UPLOADED IMAGE(S)** column with a consecutive number assigned to it.


EUROFLAG SERVICES

SEAFARER'S ELECTRONIC APPLICATION (SEA)

[Home](#)
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✓ Personal1

✓ Personal2

✓ Officer

✓ Qualifications

✗ Supporting

✗ Fee Details

* Required Information

List of Supporting Documents Required

Document size must be less than 7 MB and pdf format only


Document Type	Upload File	View Uploaded File(s)	Uploaded
APPROPRIATE KNOWLEDGE OF LUX LEGISLATION *	Upload File	APPROPRIATE KNOWLEDGE OF LUX LEGISLATION1, APPROPRIATE KNOWLEDGE OF LUX LEGISLATION2	✓
DEROGATION OF EU NATIONAL COC *	Upload File		✗
IDENTITY DOCUMENT *	Upload File		✗
MEDICAL EXAMINATION CERTIFICATE *	Upload File		✗
SEA SERVICE SIGNED BY HIRING COMPANY *	Upload File		✗
COC_COP and Other Training Documents *	Upload File		✗
MASTER CV *	Upload File		✗
SIGNED COPY OF CREW LIST *	Upload File		✗

[Previous](#)
[Continue](#)

[Skip](#)
[Exit](#)

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Once all supporting documents have been uploaded for each of the DOCUMENT TYPES, a **GREEN CHECK** will be shown down the entire **UPLOADED** column. Click **CONTINUE** to save all uploaded images and proceed to the **FEE DETAILS** Page.



SEAFARER'S ELECTRONIC APPLICATION (SEA)
sea system

[Home](#) | [Applications](#) | [Order History](#) | [Evaluator](#) | [Links](#) | [Log Out](#)

✓ Personal1
 ✓ Personal2
 ✓ Officer
 ✓ Qualifications
 ✓ Supporting
 ✗ Fee Details

* Required Information

List of Supporting Documents Required
Document size must be less than 7 MB and pdf format only

Document Type	Upload File	View Uploaded File(s)	Uploaded
APPROPRIATE KNOWLEDGE OF LUX LEGISLATION *	Upload File	APPROPRIATE KNOWLEDGE OF LUX LEGISLATION1, APPROPRIATE KNOWLEDGE OF LUX LEGISLATION2	✓
DEROGATION OF EU NATIONAL COC *	Upload File	DEROGATION OF EU NATIONAL COC1	✓
IDENTITY DOCUMENT *	Upload File	IDENTITY DOCUMENT 1	✓
MEDICAL EXAMINATION CERTIFICATE *	Upload File	MEDICAL EXAMINATION CERTIFICATE1	✓
SEA SERVICE SIGNED BY HIRING COMPANY *	Upload File	SEA SERVICE SIGNED BY HIRING COMPANY1	✓
COC_COP and Other Training Documents *	Upload File	COC_COP and Other Training Documents1	✓
MASTER CV *	Upload File	MASTER CV1	✓
SIGNED COPY OF CREW LIST *	Upload File	SIGNED COPY OF CREW LIST1	✓

[Previous](#) | [Continue](#)

[Skip](#) | [Exit](#)

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STEP 9 - FINALIZE APPLICATION AND ORDER

FEE DETAILS:

Fees associated with this application are shown according to document/service type. The total is indicated as **ESTIMATED**. Upon processing of the application, fees may be adjusted depending on issue type of the document/service.

Next click **COMPLETE APPLICATION** to save the application.

The screenshot shows the 'SEAFARER'S ELECTRONIC APPLICATION (SEA)' interface. On the left, a sidebar lists menu items: Personal1, Personal2, Officer, Qualifications, Supporting, and Fee Details (which is selected). The main area displays a 'List of Estimated Fee(s)' table. The table has two columns: 'Crew Service' and 'Fee (€)'. It lists various services and their corresponding fees, such as 'For all officer's navigational and engineering officer endorsements' at 40.00 and 'For certificates of service, each crew member' at 25.00. At the bottom of the table, it says 'Standard Rate Apply *'. Below the table, there is a disclaimer: '* Disclaimer : Shipping rate may vary based on shipping zones. For estimated shipping costs, Please email us at seasystem@ycfmaritime.com'. At the bottom of the main area, there are two buttons: 'Previous' and 'Complete Application' (which is circled in red). The footer of the page says 'Copyright © 2014 - YCF Group | YCF Maritime Version: 1.1'.

Crew Service	Fee (€)
For all officer's navigational and engineering officer endorsements (Fee includes GMDSS and other required SQCs)	40.00
For issuance of lost endorsements	40.00
For issuance of a waiver under the Maritime Act (Dispensation, derogation and others)	40.00
For certificates of service, each crew member	25.00
For issuance of any document not otherwise specified	25.00
Issuance of a seaman's book	40.00
Renewal of a seaman's book	40.00
Replacement of a lost seaman's book	40.00
Issuance of a temporary seaman's book if application not complete	20.00
Shipping & Handling Fee by Agent	Standard Rate Apply *

* Disclaimer : Shipping rate may vary based on shipping zones. For estimated shipping costs, Please email us at seasystem@ycfmaritime.com

Previous Complete Application Exit

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The application will now be listed under **APPLICATIONS** as **COMPLETE**.

The screenshot shows the 'SEAFARER'S ELECTRONIC APPLICATION (SEA)' interface. On the left, a sidebar lists menu items: Home, Applications (which is selected), Order History, Evaluator, Links, and Log Out. The main area displays a 'Filter Applications' section with input fields for Application ID, Last Name, First Name, Vessel, Application Status (set to All), Birth Date, and Date Modified, along with a Search button. Below this, there is a section titled 'Application(s) not Submitted' which contains a table. The table has columns: ID, Last Name, First Name, Birth Date, Vessel, Date Modified, Documents Applied, and Status. The first row shows an application with ID 1225, Last Name Smith, First Name Dan, Birth Date 28-Nov-1985, Vessel VESSEL, Date Modified 17-Oct-2017, Documents Applied Book, COC, and Status Complete (which is circled in red). At the bottom of the table, there are three buttons: Submit Order, Delete Application, and Start New Application. The footer of the page says 'Copyright © 2014 - YCF Group | YCF Maritime Version: 1.1'.


ID	Last Name	First Name	Birth Date	Vessel	Date Modified	Documents Applied	Status
1225	Smith	Dan	28-Nov-1985	VESSEL	17-Oct-2017	Book, COC	Complete

Submit Order Delete Application Start New Application

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This application is now ready to be submitted for processing. You may submit this application immediately or select **START NEW APPLICATION** to enter more applications.

To submit one or more application(s) for processing, select the specific application by checking the box next to LAST NAME and click **SUBMIT ORDER**.

sea system

SEAFARER'S ELECTRONIC APPLICATION (SEA)

[Home](#) [Applications](#) [Order History](#) [Evaluator](#) [Links](#) [Log Out](#)

Filter Applications


Application ID: Last Name: First Name: Vessel:
Applicaton Status: Birth Date: (dd-mmm-yyyy) Date Modified: (dd-mmm-yyyy)

Application(s) not Submitted

	ID	Last Name	First Name	Birth Date	Vessel	Date Modified	Documents Applied	Status
<input checked="" type="checkbox"/>	1225	Smith	Dan	28-Nov-1985	VESSEL	17-Oct-2017	Book, COC	Complete

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The applications you selected will be listed at the top of the page. Please verify that you have selected the correct application(s) as well as shipping and billing agent for this order.

sea system

SEAFARER'S ELECTRONIC APPLICATION (SEA)

[Home](#) [Applications](#) [Order History](#) [Evaluator](#) [Links](#) [Log Out](#)

Applications to be submitted

ID	First Name	Last Name	Vessel
1135	Dan	Smith	VESSEL

Agent Information

Bill To Agent: *

Agency name:
Address1:
Address2:
City:
Attn. or C/O:

Ship to Agent: *

Agency Name:
Address1:
Address2:
City:
Attn. or C/O:

Ordering Agent: LISCR-YCF
Address1: 8619 Westwood Center Dr
Address2: Suite 300
City: Vienna
Attn. or C/O: SEA SYSTEM

Agent number:
State/Province:
Postal Code:
Country:

Agent Number:
State/Province:
Postal Code:
Country:


Agent Number: 1
State/Province: Virginia
Postal code: 22182
Country: UNITED STATES OF AMERICA

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Review all information shown and click **SUBMIT** to process your order.

STEP 10 - SUMMARY

You have successfully submitted the listed applications for processing and the **ORDER CONFIRMATION** Page is displayed. If you have any questions about your order or a specific application contained in the order, please reference the **ORDER NUMBER**, known as your Submission Number, when contacting our office.

sea system

EUROFLAG SERVICES SEAFARER'S ELECTRONIC APPLICATION (SEA)

[Home](#) [Applications](#) [Order History](#) [Evaluator](#) [Links](#) [Log Out](#)

Your order (order number **Lux_00001_171017_115033**) has been successfully submitted.

First Name	Last Name	Vessel	Citizenship
Dan	Smith	VESSEL	PHILIPPINES

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ORDER HISTORY:

You may review the details of Submitted Orders / Applications by clicking **ORDER HISTORY**.

To search for a specific Order, click **SUBMITTED ORDERS** and locate by using the **FILTER SUBMITTED ORDERS** function.

The screenshot shows the 'EUROFLAG SERVICES SEAFARER'S ELECTRONIC APPLICATION (SEA)' interface. The top navigation bar includes 'Home', 'Applications', 'Order History', 'Evaluator', 'Links', and 'Log Out'. On the left, a sidebar has 'Submitted Orders' (circled in red) and 'All Applications'. The main content area is titled 'Filter Submitted Orders' and contains search fields for 'Order #', 'Date Submitted: (dd-mmm-yyyy)', 'Ship To', and 'Bill To', with a 'Search' button. Below this is the 'Order History' table.

Order #	Date Submitted	Ship To	Bill To
Lux_00001_041213_195249	04-Dec-2013		
Lux_00001_121017_092522	12-Oct-2017	LISCR Virginia	LISCR Virginia
Lux_00001_171017_115033	17-Oct-2017	LISCR Virginia	LISCR Virginia

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Click the **ORDER NUMBER** for which you wish to view a list of applications

The screenshot shows the 'EUROFLAG SERVICES SEAFARER'S ELECTRONIC APPLICATION (SEA)' interface. The top navigation bar is the same as the previous screenshot. The sidebar has 'Submitted Orders' (circled in red) and 'All Applications'. The main content area is titled 'Order Detail for Order Number' followed by 'Lux_00001_171017_115033' (circled in red). Below this is a table with application details.

First Name	Last Name	Vessel	Citizenship
Dan	Smith	VESSEL	PHILIPPINES

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To search for a specific individual, regardless of which submission their application was in, click **ALL APPLICATIONS** and use the FILTER APPLICATIONS function.

sea system

EUROFLAG SERVICES **SEAFARER'S ELECTRONIC APPLICATION (SEA)**

[Home](#) [Applications](#) [Order History](#) [Evaluator](#) [Links](#) [Log Out](#)

Submitted Orders
All Applications

Filter Applications

Last Name : First Name Birth Date: (dd-mmm-yyyy)
Order # Date Modified: (dd-mmm-yyyy)

All Submitted Applications

Last Name	First Name	Order #	Birth Date	Vessel	Date Modified
Sioson	Shane	Lux_00001_041213_195249	11-Jul-1979	MAERSK SOFIA	04-Dec-2013
VERGARA JR.	VICENTE	Lux_00001_121017_092522	14-May-1981	test	12-Oct-2017
Smith	Dan	Lux_00001_171017_115033	28-Nov-1985	VESSEL	17-Oct-2017

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