



STCW CIRCULAR

Mandatory STCW Endorsements and Carriage of Original Certificates On Board

TO	All Haiti-flagged vessels; owners, operators, managers, masters and manning agents
DATE	10 January 2026
EFFECTIVE	Immediately
REFERENCE	STCW Convention, as amended; HISCAR seafarer certification requirements
CONTACT	Seafarers@hiscr.org

1. Purpose

This Circular sets out the endorsement requirements for officers serving on Haiti-flagged vessels and the obligation to carry original certificates on board at all times.

2. Requirement to Hold an Endorsement

Officers serving on Haiti-flagged vessels must hold the appropriate Certificate of Endorsement (CoE) under the STCW Convention, issued by the Haiti maritime administration. Service in a certified capacity without a valid endorsement is not permitted.

Certificates of Competency issued by IMO White Listed countries are recognized by HISCAR under applicable STCW requirements.

3. Documents Required for a Certificate of Endorsement

- Completed application for endorsement;
- Certificate of Competency from a White Listed country;
- GMDSS General Operator's Certificate (GMDSS-GoC) for applicable deck officers;
- Valid medical certificate;
- Passport copy and recent photograph;
- Valid Seaman's Book;
- Authenticity verification of the CoC and GMDSS-GoC by the issuing authorities.

4. Certificate of Receipt of Application (COR)

Where authenticity verification of the CoC and GMDSS-GoC is still pending, a Certificate of Receipt of Application (COR) is issued for a period not exceeding three months, permitting immediate service while the full endorsement is processed.

Any extension of a COR beyond three months is subject to approval by the General Ships Registrar.

5. Carriage of Original Certificates On Board

Original certificates - the Certificate of Competency, the Certificate of Endorsement or COR, the GMDSS-GoC

where applicable, the medical certificate and the Seaman's Book - must be carried on board and produced on demand to Port State Control officers, flag State inspectors and authorized surveyors.

Photocopies, scanned images and electronic reproductions do not satisfy this requirement unless the document is an electronically issued certificate carrying a verifiable HISCR reference.

6. Verification

Every certificate issued by HISCR can be checked against the register at www.hiscr.org/verify using the certificate number printed on the document. Port authorities and prospective employers are encouraged to verify before accepting a certificate.

7. Processing Times

- Application submission: approximately 1-2 days;
- Document authenticity verification: approximately 2-4 weeks;
- Final certificate issuance after successful verification: approximately 1-3 days.

8. Compliance

Masters and operators are responsible for ensuring that every officer on board holds a valid endorsement for the capacity in which they serve. Vessels found carrying officers without valid endorsements may be subject to administrative action, including suspension of certificates.

Owners, operators, managers and manning agents must circulate this Circular to all crewing, operational and compliance departments.

For and on behalf of the

Office of the Deputy Commissioner

Haiti International Ship & Corporate Registry