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ANNEX

**ANNEX**

*to the*

**COMMISSION IMPLEMENTING DECISION**

**establishing the operational instructions for issuing visas at the external border to  
seafarers**

## ANNEX

### Operational instructions for issuing visas at the external border to seafarers

In order to process visa application from seafarers in transit at an external border (seaport or airport), information may need to be exchanged between the competent authorities of two or more Member States.

The sharing of information is to be applied in two cases:

- 1) The seafarer is to sign on to a vessel berthed or expected at a port of one Member State via the crossing of the external border at an airport in another Member

**Example:** a seafarer is to sign on to a vessel berthed or expected at the port of Rotterdam via the crossing of the external border at the airport in Frankfurt.

- 2) The seafarer is to transfer from a vessel that entered a port of a Member State to exit the territory of the Member States on board another vessel leaving from a port of another Member State.

**Example:** a seafarer is to transfer from a vessel that entered the port of Valencia to exit the territory of the Member States on board another vessel leaving from the port of Piraeus.

The procedure to follow:

- the shipping company or its agent shall inform the competent authorities at the Member State port that the seafarer(s) is/are due to leave the territory of the Member States from that specific port. The shipping company or its agent shall sign a guarantee letter indicating that the shipping company will cover all expenses for the stay and, if necessary, the repatriation of the seafarer or the seafarers;
- the competent authorities of the Member State shall verify as soon as possible the information provided by the shipping company or its agent and assess whether the other conditions for entry into the territory of the Member States are satisfied. The competent Member State shall verify that the ship to be joined by the seafarer or seafarers is berthed or expected in the relevant port. The itinerary of the seafarer or seafarers within the territory of the Member States shall also be verified, e.g. the (airline) tickets;
- when a seafarer/seafarers is/are due to enter via a Member State land or sea border or airport, the competent authorities at the Member State port of destination shall by means of the form (set out below) inform the competent authorities at the Member State land or sea border or airport of entry of the results of the verification.

**Form for exchanging information among the competent authorities of two or more  
Member States on seafarers to whom a visa may be issued at the external border**



<sup>1</sup>

**Formal guarantee letter signed by the shipping company or its agent confirming its/his responsibility for covering all expenses of the stay and, if necessary, the repatriation of the seafarer or seafarers.**

**FOR OFFICIAL USE ONLY**

1. Date of application	2. Application number:	3. Issuing authority: Surname/code of official:
4. Recipient authority:		
<b>DATA ON SEAFARER</b>		
5. Surname(s):	6. First name(s):	7. Nationality:
8. Date of birth:	9. Place of birth:	
10. Passport number:	11. Date of issue	12. Date of expiration:
13. Seaman's book number <i>(if relevant):</i>	14. Date of issue:	15. Rank/grade:

<sup>1</sup> No logo is required for Norway, Iceland, Liechtenstein and Switzerland.

DATA ON VESSEL AND SHIPPING AGENT		
16. Name of shipping agent:	17. Telephone number:	18. Name of the vessel :
19. IMO number:	20. Date of arrival:	21. Date of departure:
22. Flag:	23. Departure point of vessel:	24. Destination of vessel:
DATA ON MOVEMENT OF SEAFARER		
25. Final destination:	26. Purpose of travel: <input type="checkbox"/> Signing on <input type="checkbox"/> Transfer <input type="checkbox"/> Leaving service	
27. Date of arrival:	28. Date of transit:	29. Date of departure:
30. Means of transport: <input type="checkbox"/> Car <input type="checkbox"/> Train <input type="checkbox"/> Aeroplane		
31. Car registration number (as appropriate):	32. Train journey route (as appropriate):	33. Flight number (as appropriate):