



EMPLOYMENT VISA FOR SEAFARERS
NATIONAL TYPE D VISA (MORE THAN 90 DAYS)

CHECKLIST

- 1. VISA APPLICATION FORM:** Download and complete the [National Visa application form](#). Please do not leave any fields blank; indicate "N/A" where a question is not applicable.
- 2. PHOTOGRAPH:** One (1) recent colour passport-sized photograph (3.5 × 4.0 cm) compliant with [ICAO](#) standards, with a white background and both ears visible.
- 3. TRAVEL DOCUMENT:** A valid current passport (and any previous passports, if applicable). The passport must remain valid for at least three months beyond the expiry date of the requested visa. A remaining validity of at least six months is recommended, in accordance with the requirements of the Philippine Bureau of Immigration.
 - a. A photocopy of the passport's biographical data page, all previous visas, and immigration entry and exit stamps from all countries.
- 4. SUPPORTING DOCUMENTATION:**
 - a. Original and one (1) photocopy of the Seaman's Book, valid for at least one year;
 - b. Original and one (1) photocopy of the employment contract authenticated by the Philippine Overseas Employment Administration (POEA);
 - c. Original and one (1) photocopy of the declaration issued by the shipping company in the Philippines;
 - d. Original and one (1) photocopy of the letter from the Italian shipping agent addressed to the Embassy of Italy (submitted by email), bearing the official stamp of the Italian Port Authorities (*Capitaneria di Porto*), confirming the vessel's arrival and departure, the vessel's flag, and the names of all crew members joining the vessel, together with their respective ranks;
 - e. Original and one photocopy of the Crew Manning Agreement;

- f. Original and one photocopy of the employment contract signed between the foreign principal (shipowner or authorised representative) and the crew member.

ADDITIONALLY, for first-time joiners and new embarkations:

- g. Certificate of completion of the Basic Safety Training (BST) course.

ADDITIONALLY, for Italian-flagged vessels only:

- h. Copy of the vessel's Certificate of Registration in the Italian International Register;
- i. Copy of the Minimum Safe Manning Certificate (Crew List/Manning Table).

ADDITIONALLY, for non-Filipino seafarers only:

- l. In place of the POEA-authenticated contract, applicants must provide a copy of the employment contract with the Italian agent, indicating the duration of the contract;
- m. The Italian agent must send a copy of the Letter of Intent (LOI) by email to vistimar.manila@esteri.it;
- n. Copy of the applicant's Philippine residence permit or Alien Certificate of Registration (ACR).

5. VISA FEE: Payment of the applicable visa application processing fee.