

Manning Agency Accreditation Application Form

Date: _____

This application is (check one):

_____ **New Application**

_____ **Application for Renewal**

_____ **Application after Suspension**

1. Agency name: _____

2. Previous Agency names: _____

3. Street address: _____

4. Mailing address: _____

5. Business phone: _____ **Fax:** _____

6. Email: _____ **Web site:** _____

7. Name and title of person completing application _____

8. Number of years the agency has been in business _____

9. Describe current or past affiliation with other manning and/or staffing agency:

10. Name of bank(s): _____

11. List full names, dates of birth, titles, and contact details for the following:

- Executive officers
- Persons with ownership interest in agency, or affiliated manning or staffing agency
- Primary contact person

12. For each person identified above, provide a current NBI clearance letter (please provide a copy, not the original letter).

13. Attach copies of the following documents:

- Business license
- Incorporation documents
- POEA certification
- SEC and ISO registration

14. Identify all principals for whom the agency is manning ships.

15. Identify all ships, organized by principal. Provide the following for each ship:

- IMO number
- Type of ship
- Number of crew needed for the ship
- The date the ship last called on a U.S. port (or note that the ship does not sail to the U.S.)
- Unusual circumstances, if any (e.g., the ship is on dry dock, the ship has been renamed or has a new owner, the ship is changing its usual route, etc.)

16. Number of seafarers affiliated with the agency: _____

17. Number of seafarers that have a U.S. visa: _____

18. Number of seafarers that applied for a visa in the prior 12 months: _____

19. Number of seafarers that applied for a visa and were refused in the prior 12 months:

20. State any exceptional circumstances that the Embassy should be aware of:

Please return your accreditation materials by mail, hand delivery, or by email attachment

American Embassy
Chancery-Annex Building
Non Immigrant Visa Unit/Seafaring Team
1201 Roxas Blvd. Ermita, Manila
Philippines 1000
Reference: Accreditation Materials