



ROYAL CARIBBEAN MANNING
INDIA PVT LTD

Seafarer Identity Document (SID) Application Process SOPs

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General Instructions



1. All crew members currently in India, please apply for your SID immediately. Your Internet browser must support 128-bit encryption and must have java script enabled (Google Chrome v22 or Mozilla Firefox v40 or higher).



2. The time to download pages depends on your Internet service provider's speed.

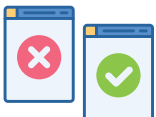


3. Details in your Continuous Discharge Certificate (CDC) and Indian National Database of Seafarers (INDoS) profile are captured in your Seafarers Identity Document. If you wish to make any change in the INDoS and CDC database, please do so before applying for the SID. For changes in INDoS database such as name, date of birth, place of birth, state of birth, country of birth, nationality, height, hair color, eye color, identification mark, or complexion, please send an email to lbsINDoS@vsnl.net with a scanned copy of your INDoS certificate, passport, and CDC.



4. You are required to ensure that your data related to Continuous Discharge Certificate and INDoS Number in the database of the Directorate General of Shipping (DGS) is correct, updated, and linked. If the details are not visible in CDC checker:

- a. Please fill out and submit an online application at <http://220.156.189.33/INDoSApplication|Indos/CDCChecker.isp>, after which an online application number is generated.
- b. Your application will be processed by your respective Shipping Master office.
- c. Queries about your application should be taken up with your Shipping Master office, by emailing the IDs stated above, with a copy to the supervisory officer. Please remember to include your application number in the email.
- d. If your CDC details are visible in the checker but the INDoS number is not reflected or incorrectly reflected in the CDC details, your CDC and INDoS data may require integration. In this case, please fill out the Excel sheet given and forward it by email to the respective Shipping Master. The Shipping Master office, after verification, will forward it to eGovernance cell for integration. The correct data would be automatically reflected once the integration is carried out. Time required for this takes 7 days.



5. Other than the above, if you wish to make any correction to your INDoS database or CDC data, please approach the office of INDoS cell or Shipping Master to get the desired correction done.



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Collection Centers

Mumbai : Government Shipping Office, Nov Bhavan, 10, RK Marg Ballard Estate, Mumbai - 400001

Chennai : Government Shipping Office/Seaman's Employment office, Anchorgate Building 3rd Floor, Rajaji Salai, Chennai - 600001

Kolkata : Government Shipping Office Marine House, Hastings, Kolkata - 700022.

Noida : Mercantile Marine Department, IWAI Bhawan, 3rd Floor, A-13, Sector-01, Noida - 201301

Goa : Mercantile Marine Department, Headland Sada, Goa - 403804

Kochi : Mercantile Marine Department, Willingdon Island, North End PO, Kochi - 682009

Kandla : Mercantile Marine Department, Plot No. 16, Sector-8, Government Office Area, Behind KPT Admin Building, Near Maitri Bhavan, Gandhidham - 370201

New Mangalore : Mercantile Marine Department, Type V Qtrs., First Floor, MMD Resi Qtr. Bldg, 23rd Street, Panambur, New Mangalore - 575010

Vizag : Mercantile Marine Department, # 7-8-26/A, Harbour Park Down, Visakhapatnam - 530003



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Steps for Online SID Application

1. Before proceeding, please read the [general instructions](#) and collect the required documents.

2. Login to the SID portal using the following link: <https://dgshippingbsid.in/>

3. In the login page, enter your **INDoS number**, your **Password**, and the '**CAPTCHA**' provided.

Please Log in to continue ... dgshippingbsid.in says
Please use mozilla firefox browser to login.

SEAF DOCUMENT

Home SID Guidelines Collection Centre DG Shipping BSID Certificate I.O Guidelines CDC Checker SID Checker Contact

Steps for Online SID Application (हिंदी)

- 1 Before proceeding you must read the [general instructions](#) and collect the required documents.
- 2 Login to the SID portal with your INDOS number and the password.
- 3 Click on the Link "Apply for SID"
- 4 Check the personal details in the form and click to continue.
- 5 Fill the address details and click continue
- 6 Fill other details and click continue
- 7 Make payment through e-payment portal
- 8 Submit the application
- 9 Click on "Schedule Appointment" on the screen to schedule an appointment.
- 10 Select the collection centre along with the date and time from the slots available.
- 11 Your application would be transmitted online to the verification officer who will check the application.
[Read More](#) | [Read Less](#)

use your indos no and indos password to login.

INDOS NO:

PASSWORD:

Captcha:

Login

Forgot Password?

4. Check the personal details in the form and click **Continue**.

5. Fill the address details and click **Continue**.

6. Fill other details and click **Continue**.

7. **NOTE:** Please ensure the personal details in your passport match your personal details in your **eGovernance** profile.

a) **Your name:** Ensure it is spelt right and is in the same sequence: (Last name, Middle name, First name) as in your passport.

b) **Date of Birth**

c) **Place of Birth**

If any of the above personal details in your eGovernance profile data do not match your passport, please correct these in eGovernance immediately. **ONLY WHEN** your personal data in both your passport and eGovernance match can you apply for your SID card.



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8. Make payment of INR 300 / (INR Three Hundred Only) through the e-payment portal. You can pay via credit card, debit card, Internet banking, or Wallet/Cash cards. Visa, Mastercard, American Express, and RuPay are accepted.
9. Submit the application.
10. Click on Schedule Appointment on the screen to book an appointment.
11. Select the collection center along with the date and time from the slots available.
12. Your application is transmitted to the verification officer, who checks the application.
13. Within 10 days of submission, you will receive an email notification on the verification result of the application.
14. Please note that the fee is non-refundable. Your appointment is only confirmed after payment of the fee.
15. You can reschedule your confirmed appointment (after payment of fee), but only for a maximum of two more occasions (excluding the first appointment), for a total of 3 appointment schedules. After the second appointment reschedule, you will have to pay the fee again.
16. Please be at the collection center at the appointed date and time.
17. Make sure to bring a printout of the Print report/Acknowledgment report, original passport, original CDC, and the copy receipt of payment for verification. Data capturing personnel, after examining your documents, will return these and capture your biometric data i.e. photograph.
18. Seafarer Identity Document is issued and printed.
19. Your SID will be dispatched by Speed Post AD within 2 working days.

Appellate Mechanism



The appellate mechanism in case the candidate is denied an SID (this is offline). First appellate authority would be the Principal Officer. The candidate may approach the Principal Officer having jurisdiction over the Shipping Master. After giving the candidate the opportunity to be heard, the Principal Officer may pass an order within 15 days of the appeal.

In case the Candidate is not satisfied with the order of the Principal Officer, they may file a second appeal with the DGS, who after hearing the candidate, may pass an order within 30 days of such appeal.



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How to Check the Status of Your SID Application

Click on **SID Checker**

The screenshot shows the website for the Directorate General of Shipping, Ministry of Shipping, Government of India. The page title is "SEAFARER IDENTITY DOCUMENT". The navigation menu includes: Home, SID Guideline, Collection Centre, DG Shipping, BSID Certificate, ILO Guidelines, CDC Checker, SID Checker (highlighted with a red box), and Contact. Below the navigation menu is a blue header for "SID Checker". The main content area has a heading "Gives the current status of SID card." and a form with a label "SID No." and an input field (highlighted with a red box). Below the input field is a blue "Submit" button. At the bottom of the page, there is a copyright notice: "© Copyright 2017 DGS".

Enter your SID number here and click on **Submit**

Video of SID Application Process



Click on the link below or copy/paste the link in your browser:
https://www.youtube.com/watch?v=EQ_YMF0mimM



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FAQS

1. What is SID, how does it work, and how does it look?

A: Seafarer Identity Document (SID) is a universal identification system for seafarers in accordance with Convention. Your SID is a two-sided card that contains your digital photograph, biometric data, signature, and personal information (complete name, date and place of birth, citizenship, etc.). It is a stand-alone identity document, confirming that you are a seafarer. It is not a travel document. It may look like a small plastic national identity card or have the dimensions of a national passport; the choice is left to each country ratifying the Convention. The general form and precise content of the SID must, however, conform to a model described in the Convention. Each SID contains a bi-dimensional barcode which itself contains the representation of a biometric template of two fingerprints. The authorities concerned can compare the contents of this barcode with your fingerprints to confirm your identity. These authorities can also check the authenticity of the document by referring to the issuing authority's database, directly or through a focal point.

2. Why is SID important?

A: SID has long been used to authenticate the identity of a crew member and demonstrate that they are legitimate seafarers. It facilitates border crossing for shore leave, transit, transfer, and repatriation for genuine seafarers.

3. What is the function of SID?

A: The new biometric SID has the provisions for biometrics-based identity barcoding of seafarers and a centralized database maintained in the issuing country. This can be accessed globally through an interoperable and standard biometric template.

4. Do I have to get an SID?

A: By itself, an SID is a reliable means of identification, and is the only one so far in existence at international level. There is a possibility the SID will also replace the Indian CDC as means of tracking Sea Service records.

5. How do I access the application form?

A: Login to the SID portal (<https://dgshippingbsid.in/>) and follow the steps outlined in the beginning of this document.

6. Which collection center should I choose while applying?

A: You may choose from any of the 9 collection centers below:

Mumbai : Government Shipping Office, Nov Bhavan, 10, RK Marg Ballard Estate, Mumbai - 400001



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Chennai : Government Shipping Office/Seaman's Employment office,
Anchorgate Building 3rd Floor, Rajaji Salai, Chennai - 600001

Kolkata : Government Shipping Office Marine House, Hastings, Kolkata -
700022.

Noida : Mercantile Marine Department, IWAI Bhawan, 3rd Floor, A-13,
Sector-01, Noida - 201301

Goa : Mercantile Marine Department, Headland Sada, Goa - 403804

Kochi : Mercantile Marine Department, Willingdon Island, North End PO,
Kochi - 682009

Kandla : Mercantile Marine Department, Plot No. 16, Sector-8,
Government Office Area, Behind KPT Admin Building, Near
Maitri Bhavan, Gandhidham - 370201

**New
Mangalore :** Mercantile Marine Department, Type V Qtrs., First Floor, MMD
Resi Qtr. Bldg, 23rd Street, Panambur, New Mangalore - 575010

Vizag : Mercantile Marine Department, # 7-8-26/A, Harbour Park Down,
Visakhapatnam - 530003

NOTE: If none of the above collection centers are within your state, you may choose the one closest to your state. Please be advised you will be required to visit the collection center in person on the date you have chosen for your appointment for collection of your biometric records, so please choose your collection centers accordingly.

7. What is the cost for SID application?

A: INR 300.



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8. How do I pay for my SID application?

A: You can pay online using through e-payment portal (you may use your credit card, debit card, Internet banking, or Wallet/Cash cards. Visa, Mastercard, American Express, and RuPay are accepted).

9. Can I pay in cash?

A: Cash payment is not possible.

10. Can RCM India make the SID online application for me?

A: You must apply for SID yourself, as the payment method is online through an e-payment portal. RCM India cannot manage this for you.

11. Will the cost of SID application be refunded by the company?

A: No, the cost will have to be borne by the seafarers.

12. How will I know if my application was successful?

A: You will receive an online acknowledgement at the end of the application process. You are required to download this and print it if possible, for your records.

13. How will my SID card be delivered to me?

A: It will be delivered by courier to the permanent address registered in your eGovernance profile.

RCM India POC for assistance

Please call Amit at 8657412526 for any questions/concerns.

Please email amitsalve@rcclapac.com **immediately** when you have:

- Finished applying for your SID card
- When you have received your SID card

This will allow us to update your SID application status in our records.

NOTE: Amit cannot do the online SID application for you. Please refer to the detailed SOPs in this document for all application details.

THANK YOU!