



**Information regarding the visa processing for applications  
for National D -Visas for crew members of German-flagged ships  
for the Federal Republic of Germany**

The Embassy is obliged to check - within the framework of the visa application - among other things the applicant's purpose of travel and willingness to return to his/her home country. The Embassy can fulfil this obligation only, if the applicant submits his/her application personally in the Embassy. Therefore the **personal appearance of each applicant is mandatory (s. information on appointments)**.

The following list allows you to check, by ticking off the boxes, whether you have all the documents needed for the visa application.

**Please note that only applications for visa submitted by manning / crewing agencies which are accredited with the German Embassy in Manila will be accepted. Information about how to become accredited you may ask from [visa@mani.diplo.de](mailto:visa@mani.diplo.de)**

**Please note** that the German Embassy Manila **does not accept incomplete applications** – if an application is submitted without the ascertainable documents for the purpose of travel, **the application will be turned away at the visa counter** and you will be requested to set a new appointment for your visa interview.

**Please note** that the German Embassy **does not** assume the responsibility of the distribution of unasked for documents sent in by fax or e-mail. All the documents itemized below are to be submitted by the applicant during his/her personal interview.

**What does the Embassy check? - What must I submit for the interview?**

**1. The Embassy verifies the identity of the traveller:**

- Passport, which must be valid for at least another **3 months** upon the conclusion of the travel, which **must contain two empty pages**,  
and
- 1 Xerox copy of the passport,  
and if available,
- valid / invalid passports  
and
- the seafarer's booklet, which must be valid for at least **3 months longer** than the intended trip and **must contain two empty pages**, and  
one Xerox copy of the seafarer's booklet,  
and, if available,
- valid / invalid seafarer's booklets,  
and
- Two** current passport pictures, face recorded frontally, light background (regarding passport pictures s. homepage of the Bundesdruckerei: [http://www.bundesdruckerei.de/en/service/service\\_citizen/index.html](http://www.bundesdruckerei.de/en/service/service_citizen/index.html) ). One to be fixed to the application form, one attached loosely.

**2. The Embassy checks the visa application only upon submission of an appropriate application form:**

- One** fully completed application form and one declaration to §§ 54 and 55 Aufenthaltsg signed by your own hand. You can obtain the forms free of charge at the entrance of the German Embassy, or from the homepage of the German Embassy [www.manila.diplo.de](http://www.manila.diplo.de) or you can fill out the application form on the homepage of the Ministry of Foreign Affairs <https://service.diplo.de/einreicher/start.do> or you may have it filled out during the Interview setting by telephone.

**3. The Embassy checks the purpose of travel:**

- 3.1 ISR Certificate of the vessel ("internationales Seeschiffsregister-Zeugnis"), confirmation of the Federal Office for Maritime Navigation and Hydrography ("Bundesamt für Seeschifffahrt und Hydrographie" (BSH).

In case the ISR certificate has not been finalized or issued at time of visa application the "Flag certificate" or the "Amtlich beglaubigter Auszug aus dem Schiffsregister" has to be presented together with the temporary ISR certificate.

- 3.2 Employment contract of the crew member
- 3.3 Crew list
- 3.4 Invitation of the crewing agency or their agent in the original or, in special cases, as a scan by email or by fax directly from Germany to the Embassy
- 3.5 Security Questionnaire (s. Homepage of the Embassy for the form: [www.manila.diplo.de](http://www.manila.diplo.de))
- 3.6 Guarantee Letter from the local shipping agency.

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and

**Please note:**

- 1) **In the case of transit**, please see the leaflet for seamen in transit.
- 2) All documents mentioned in **pt. 3.3 up to 3.6** may not be older than 6 months and must, where required, be authenticated again by the Federal Office for Maritime Navigation and Hydrography.

**The Embassy reserves the right to request further documents.**