



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

**OFFICE OF THE UNDERSECRETARY FOR  
CIVILIAN SECURITY AND CONSULAR CONCERNS**

**URGENT**

14 September 2020

**Subject: Issuance of PDF Copies of 9(c) Crew List Visas to Foreign Seafarers aboard Ships en route to the Philippines**

Dear Sirs/Mesdames:

Following our stakeholders' meeting held on 09 September 2020 relative to the above subject, and pursuant to Joint Circular No. 01 dated 02 July 2020 or the *Guidelines for the Establishment of the Philippine Green Lane to Facilitate the Speedy and Safe Travel of Seafarers, Including their Safe and Swift Disembarkation, and Crew Change During the COVID-19 Pandemic*, the Office of the Undersecretary for Civilian Security and Consular Concerns (DFA-UCSCC) would like to inform the Licensed Manning Agencies (LMAs) that, to facilitate and expedite the procedure for the issuance of 9(c) Crew List visas, Foreign Service Posts (FSPs) may already issue PDF/electronic copies of the same.

In this regard, 9(c) Crew List visas may be applied at any time (i.e. even prior to departure from last port of call) and at any FSP convenient to the ship's agent or authorized representative, including your counterparts overseas, by submitting the following requirements:

- Scanned copies of duly accomplished FA Form No. 2 with photo (per seafarer)
- Duly accomplished FA Form No. 61 (Excel format) with the e-signatures of the Agent/Representative in Part E and of the Captain/Master in Part F
- Scanned copies of passport data pages of the foreign seafarers
- Scanned copy of the letter from the shipping company
- Applicable fees including bank/wire charges, if necessary

Please note that FA Form No. 2 and FA Form No. 61 may be downloaded from <https://consular.dfa.gov.ph/consular-forms>.

The 9(c) Crew List visas will be issued after five (5) working days, or after two (2) working days for those who will pay Expedite Processing Fees, after receipt of complete requirements. FSPs will send PDF copies to the Office of Consular Affairs, Department of Foreign Affairs (DFA-OCA), copy furnished the LMA, the ship's agent or their authorized representative, for transmittal to the Bureau of Immigration. The ship's agent or authorized representative should claim the actual 9(c) Crew List visas from FSPs and submit them at a later date to the Bureau of Immigration.

The ship's agent or authorized representative may coordinate with FSPs on the details of the procedure, including the mode of payment. Please note that in cases of bank/wire transfers, applicable charges should be borne by the applicants. Enclosed is the directory of FSPs (Annex A), for reference.

2330 Roxas Blvd., Pasay City, 1300 Philippines  
Tel. No. 834 - 4000  
[www.dfa.gov.ph](http://www.dfa.gov.ph)

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In view of the aforementioned procedure, please note that, starting 17 September 2020, for those without 9(c) Crew List visas, the Department will only issue endorsements for entry/transit for disembarking foreign seafarers, who are for repatriation, after seven (7) working days upon receipt of the request. The Department will also require a letter of explanation why 9(c) Crew List visas were not obtained from FSPs.

Thank you.

Very truly yours,

For the Secretary of Foreign Affairs:

  
**BRIGIDO J. DULAY**  
Undersecretary

**THE MANAGERS**

Licensed Manning Agencies

Courtesy copy:

Office of Cong. Lusotan  
Bureau of Immigration  
Bureau of Quarantine  
Philippine Ports Authority  
MARINA  
DFA Offices: OUMWA, OCA, OTLA, MOAO

## **ANNEX “A”**

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Consular Mobile Hotline No.: (+549-11) 6700-5111  
Email: [buenosaires.pe@dfa.gov.ph](mailto:buenosaires.pe@dfa.gov.ph) / [pheba@fibertel.com.ar](mailto:pheba@fibertel.com.ar)  
Website: <http://buenosairespe.dfa.gov.ph>

### **Philippine Embassy, Canberra, Australia**

1 Moonah Place, Yarralumla, Canberra, A.C.T. 2600  
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Website: [www.canberrape.dfa.gov.ph](http://www.canberrape.dfa.gov.ph) / [www.philembassy.org.au](http://www.philembassy.org.au)

### **Philippine Consulate General, Sydney, Australia**

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Website: [www.sydneypcg.dfa.gov.ph](http://www.sydneypcg.dfa.gov.ph) / [www.philippineconsulate.com.au](http://www.philippineconsulate.com.au)

### **Philippine Consulate General, Melbourne, Australia**

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### **Philippine Embassy, Manama, Bahrain**

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Duty Officer No.: (+973) 3995-3235

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Website: [www.manamape.dfa.gov.ph](http://www.manamape.dfa.gov.ph)

**Philippine Embassy, Dhaka, Bangladesh**

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Hotline No.: (+880) 1915-477731  
Email: [dhaka.pe@dfa.gov.ph](mailto:dhaka.pe@dfa.gov.ph) / [philemb2@aknetbd.com](mailto:philemb2@aknetbd.com)  
Website: [www.dhakape.dfa.gov.ph](http://www.dhakape.dfa.gov.ph)

**Philippine Embassy, Brussels, Belgium**

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Fax No.: (+32-2) 345-6425  
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Email: [brussels.pe@dfa.gov.ph](mailto:brussels.pe@dfa.gov.ph); [brusselspe@gmail.com](mailto:brusselspe@gmail.com)  
Website: [www.brusselspe.dfa.gov.ph](http://www.brusselspe.dfa.gov.ph)

**Philippine Embassy, Brasilia, Brazil**

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Fax No.: (+673) 223-7707  
Consular / ATN Hotline No.: (+673) 871-4881  
OWWA 24-hour Hotline No.: (+673) 729-1315  
POLO 24-hour Hotline No.: (+673) 729-1316  
Email: [brunei.pe@dfa.gov.ph](mailto:brunei.pe@dfa.gov.ph) / [philippineembassy.brunei@gmail.com](mailto:philippineembassy.brunei@gmail.com)  
Website: [www.bruneipe.dfa.gov.ph](http://www.bruneipe.dfa.gov.ph) / [www.pebrunei.org](http://www.pebrunei.org)

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**Philippine Consulate General, Calgary, Canada**

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Website: [www.vancouverpcg.dfa.gov.ph](http://www.vancouverpcg.dfa.gov.ph) / [www.vancouverpcg.org](http://www.vancouverpcg.org)

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Email: [budapest.pe@dfa.gov.ph](mailto:budapest.pe@dfa.gov.ph) / [phbuda@philembassy.hu](mailto:phbuda@philembassy.hu)

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Duty Officer No.: (+91) 99-1079-7014

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Indonesia

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Fax No.: (+62-21) 315-1167

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Website: [www.jakartape.dfa.gov.ph](http://www.jakartape.dfa.gov.ph) / [www.philembjkt.com](http://www.philembjkt.com)

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**Philippine Embassy, Baghdad, Iraq**

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Website: [www.baghdadpe.dfa.gov.ph](http://www.baghdadpe.dfa.gov.ph) / [philembassybaghdad.wordpress.com](http://philembassybaghdad.wordpress.com)

**Philippine Embassy, Tel Aviv, Israel**

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