

PROCEDURE/REQUIREMENTS FOR 9(C) CREW LIST VISAS FOR SEAFARERS ABOARD SHIPS EN ROUTE TO THE PHILIPPINES



The Philippine Embassy will ONLY process COMPLETE visa requirements. The consular officer may require additional proof or documents as deemed necessary. For any inquiries or clarification, please send an email to visa@philippine-embassy.de or dial **+49 (30) 864 950 105**.

Procedure:

- The licensed manning agency (LMA), the ship’s agent or authorized representative in Germany have to apply for 9C Crew List visa on behalf of the foreign crew members;
- Scanned copies of the visa requirements must be submitted to visa@philippine-embassy.de for evaluation and processing.
- If the documents are found in order, the **Embassy’s bank details will be provided** for the payment of the corresponding fees through bank transfer:

Crew Members of not more than 40	Euro 110,00
Crew Members from 41 to 100	Euro 165,00
Crew Members from 101 to 200	Euro 220,00
Crew Members more than 200	Euro 275,00
Express Processing Fee (optional)	Euro 11,00

- After security vetting and once payment has reflected in the Embassy’s account, the 9C Crew List visa will be issued in five (5) working days or after two (2) working days for those who have paid expedite processing fees;
- Embassy will send advance copy of the Crew List Visa to DFA-OCA copy furnished the LMA, the ship’s agent or their authorized representative;
- Hard copies of the visas to be claimed by the LMA, the ship’s agent or the authorized representative for submission to the Bureau of Immigration

REQUIREMENTS
1. SCANNED COPY OF DULY ACCOMPLISHED FA FORM NO. 2 WITH ONE (1) PASSPORT SIZE PHOTOGRAPH (http://philippine-embassy.de/wp-content/uploads/2021/08/FA-Form-No-2_2020-1.pdf)
2. 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 (http://philippine-embassy.de/wp-content/uploads/2020/09/FA-form-No.-61.xls)
3. SCANNED COPIES OF THE PASSPORT DATA PAGE OF THE FOREIGN SEAFARERS with a minimum validity of six (6) months beyond the intended stay in the Philippines
4. SCANNED COPY OF THE LETTER FROM THE SHIPPING COMPANY

Reference/s: FSC NO. 37-2022

