

Issuance of Seaman’s Employment Record Book (Serb)			
1.0	Checklist for Issuance of Seaman’s Employment Record Book (Serb)	Yes	No
1.1	Fees Paid – Application and Issuance of SERB Fees: FJD 33.70 VIP		
1.2	SERB Application (Yellow) Form filled properly		
1.3	Two (2) current Passport Size Photos <i>(taken within the last 6 months)</i>		
1.4	Original or Certified copy of Birth Certificate		
1.5	Valid Safety Certificate		

******SRO to receive only the applications that has fulfil the above requirements.**

Assessment of Application / Entering of Data	
SRO:	Date:
Examination	
Examiner:	Date:
Authorising Printing of Certificate	
MQ&L:	Date:
Authorising Issuance / Release of Certificate	
CEO:	Date: