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Application for Recognition of STCW Certificates

Application for Recognition of STCW Certificates – User Guide

- ✓ This user guide, intends to explain all steps needed to fulfill the necessary information to submit an application for Recognition of STCW Certificates from the DGRM Online application.

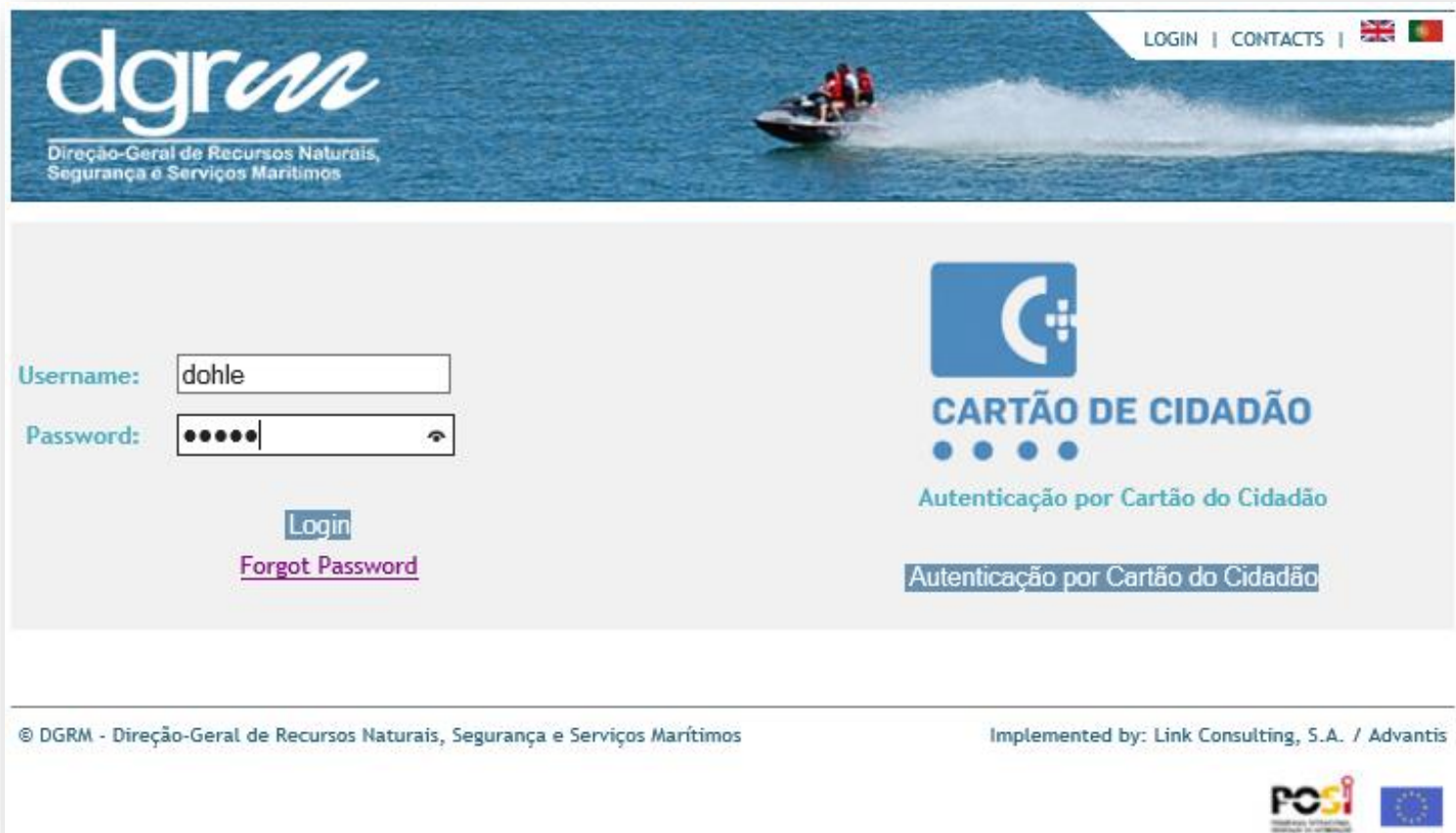
- ✓ Supported Browsers:
 - Internet Explorer 9 or above
 - Firefox
 - Chrome

DGRM - Homepage



- ✓ Accessed by “Portal do Mar” (<https://www.portaldomar.pt/dgrmonline/>)
- ✓ User must first click on “Login”

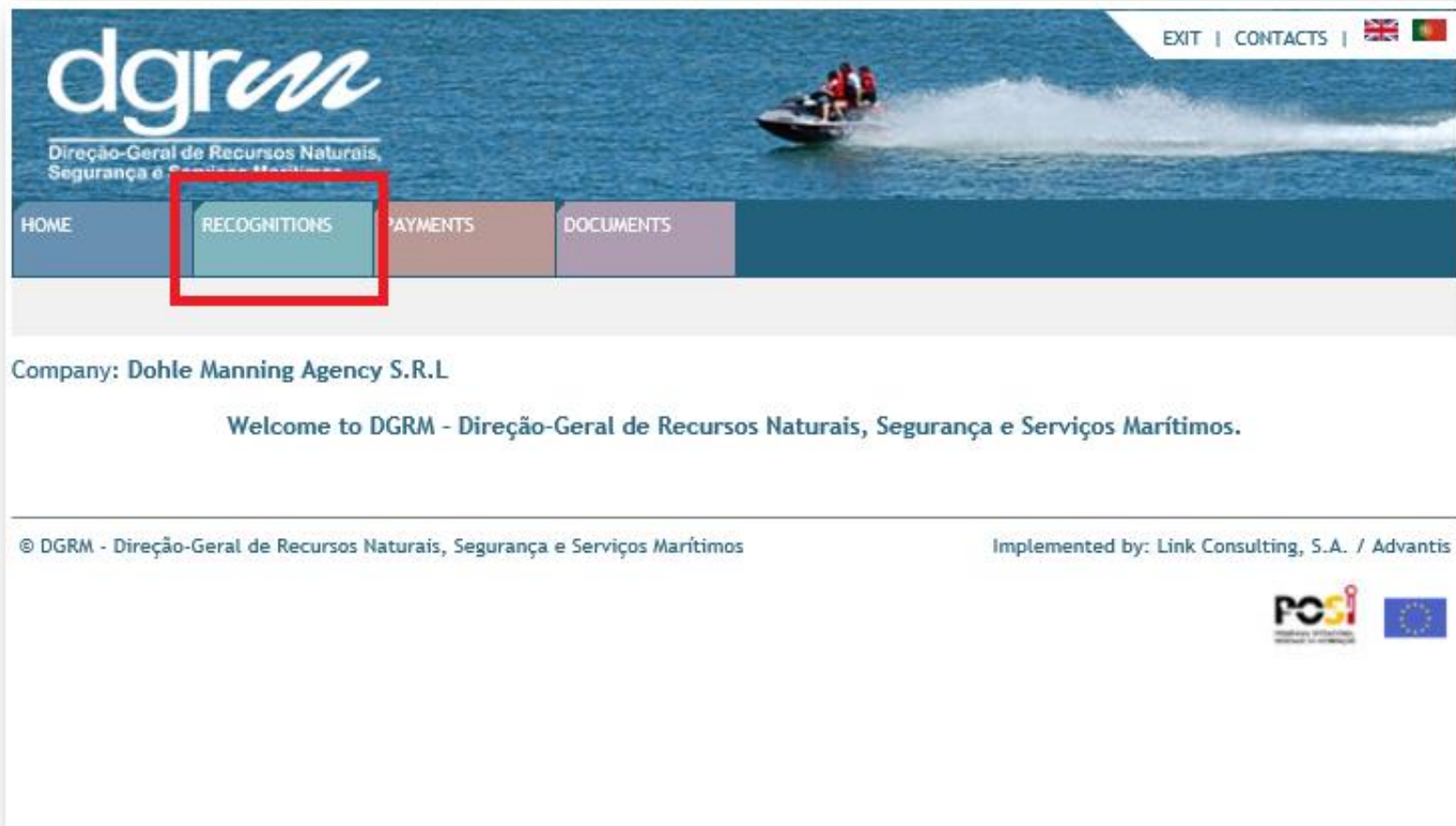
DGRM – Login Page



The screenshot shows the DGRM login page. At the top, there is a header with the DGRM logo and the text "Direção-Geral de Recursos Naturais, Segurança e Serviços Marítimos". To the right of the header, there are links for "LOGIN" and "CONTACTS", along with flags for the United Kingdom and Portugal. The main content area features a login form with fields for "Username:" (containing "dohle") and "Password:" (containing masked characters). Below the password field is a "Login" button and a link for "Forgot Password". To the right of the login form, there is a section for "CARTÃO DE CIDADÃO" (Citizen Card) with a blue icon and the text "Autenticação por Cartão do Cidadão". Below this, there is a button labeled "Autenticação por Cartão do Cidadão". At the bottom of the page, there is a footer with the copyright notice "© DGRM - Direção-Geral de Recursos Naturais, Segurança e Serviços Marítimos" and the text "Implemented by: Link Consulting, S.A. / Advantis". Logos for FCSi and the European Union are also present in the footer.

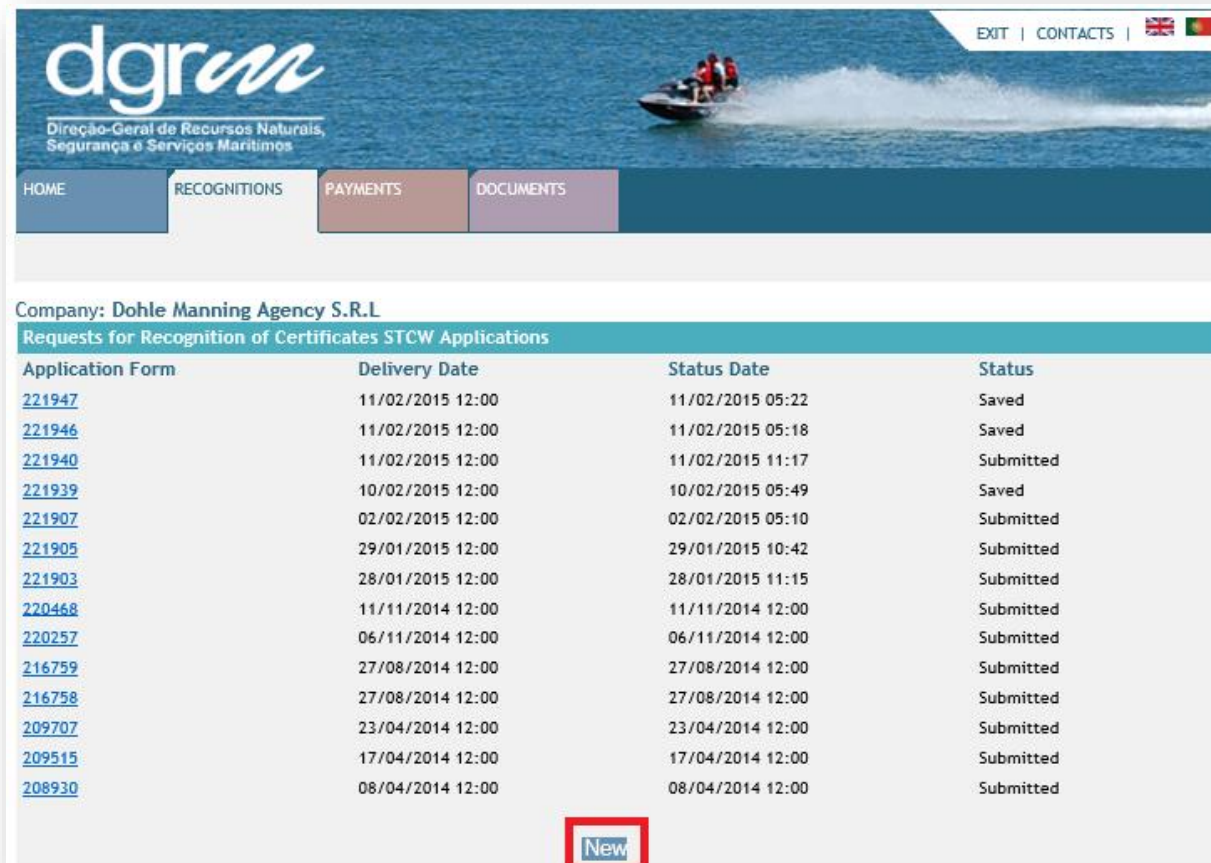
- ✓ DGRM previously sends user credentials by email
- ✓ User must enter his *Username* and *Password* and click the “Login” button

Recognition of STCW Certificates - Homepage




- ✓ Once logged in, user must select “Recognitions” tab to create new requests

Recognition of STCW Certificates – Company Recognitions List



dgrm
Direção-Geral de Recursos Naturais,
Segurança e Serviços Marítimos

EXIT | CONTACTS | 

HOME | **RECOGNITIONS** | PAYMENTS | DOCUMENTS

Company: Dohle Manning Agency S.R.L.

Requests for Recognition of Certificates STCW Applications

Application Form	Delivery Date	Status Date	Status
221947	11/02/2015 12:00	11/02/2015 05:22	Saved
221946	11/02/2015 12:00	11/02/2015 05:18	Saved
221940	11/02/2015 12:00	11/02/2015 11:17	Submitted
221939	10/02/2015 12:00	10/02/2015 05:49	Saved
221907	02/02/2015 12:00	02/02/2015 05:10	Submitted
221905	29/01/2015 12:00	29/01/2015 10:42	Submitted
221903	28/01/2015 12:00	28/01/2015 11:15	Submitted
220468	11/11/2014 12:00	11/11/2014 12:00	Submitted
220257	06/11/2014 12:00	06/11/2014 12:00	Submitted
216759	27/08/2014 12:00	27/08/2014 12:00	Submitted
216758	27/08/2014 12:00	27/08/2014 12:00	Submitted
209707	23/04/2014 12:00	23/04/2014 12:00	Submitted
209515	17/04/2014 12:00	17/04/2014 12:00	Submitted
208930	08/04/2014 12:00	08/04/2014 12:00	Submitted

[New](#)

- ✓ This tab lists all user recognitions, either Submitted or Saved
- ✓ Each recognition's Id, links to the recognition detail
- ✓ The “New” button below let the user create a new recognition

Recognition of STCW Certificates – Recognition Application List

The screenshot shows the DGRM (Direção-Geral de Recursos Naturais, Segurança e Serviços Marítimos) website. The header includes the DGRM logo and navigation links: HOME, RECOGNITIONS (selected), PAYMENTS, and DOCUMENTS. The main content area is titled 'Company: Dohle Manning Agency S.R.L.' and 'Recognition of Certificates STCW Applications'. It displays a table with 8 rows of application data. Each row includes an application ID (e.g., 221947 / 630720), the seafarer's name (e.g., Ricardo Esteves), the certificate description (e.g., Reconhecimento de Certificados de Competência STCW (GMDSS)), and the status (e.g., Saved). Each row also has 'Edit' and 'Delete' links. At the bottom of the table are 'Submit', 'New' (highlighted with a red box), and 'Back' buttons. The footer contains copyright information for DGRM and implementation details for Link Consulting, S.A. / Advantis.

Application	Seafarer	Certificate	Status	
221947 / 630720	Ricardo Esteves	Reconhecimento de Certificados de Competência STCW (GMDSS)	Saved	Edit Delete
221947 / 630719	Ricardo Esteves	Reconhecimento de Certificados de Competência STCW	Saved	Edit Delete
221947 / 630707	Ricardo Basbosa	Reconhecimento de Certificados de Competência STCW (GMDSS)	Saved	Edit Delete
221947 / 630706	Ricardo Basbosa	Reconhecimento de Certificados de Competência STCW	Saved	Edit Delete
221947 / 630701	Ricardo Guerreiro	Reconhecimento de Certificados de Competência STCW (GMDSS)	Saved	Edit Delete
221947 / 630700	Ricardo Guerreiro	Reconhecimento de Certificados de Competência STCW	Saved	Edit Delete
221947 / 630681	ricardao frois	Reconhecimento de Certificados de Competência STCW (GMDSS)	Saved	Edit Delete
221947 / 630680	ricardao frois	Reconhecimento de Certificados de Competência STCW	Saved	Edit Delete

[Submit](#) [New](#) [Back](#)

© DGRM - Direção-Geral de Recursos Naturais, Segurança e Serviços Marítimos
Implemented by: Link Consulting, S.A. / Advantis

- ✓ This tab lists all included services in the selected recognition
- ✓ Each service Id links to the application form detail
- ✓ User can submit here the recognition

Recognition of STCW Certificates – Application Form

✓ This form is splitted in:

- Seafarer Data
- Documents
- Certification
- Endorsement

✓ User can always save his work and come back later to finish it

The screenshot shows a web-based application form for the recognition of STCW certificates. The form is titled "Application Form for Recognition of Certificates STCW" and is for "Company: Double Manning Agency S.R.L.". It is divided into several sections: "Seafarer" (Personal Information), "Documents", "Certificate of Competency", "Endorsement", "Rules", "Functions", "Functions Limitations", "Capacity", and "Capacity Limitations". The "RECOGNITION" tab is selected. The form includes fields for personal information (Name, First Name, Surname, Sex, Birth Date, Nationality, Passport Number, Address, Email, Country), document uploads (Photo, ID Card, Seaman's Book, Certificate of Competency, Medical Certificate, Statement, Others), and certification details (Certificate of Competency Number, Issue Date, Expiration Date, Government, Issuing Place, Endorsement Number, Issue Date, Expiration Date, Government, Issuing Place, Revalidation Date, Revalidation Expiration Date). The form also includes a "Rules" section with "Function" and "Level" dropdowns, and "Functions" and "Capacity" sections with "Function" and "Level" dropdowns. The form is implemented by Link Consulting, S.A. / Advantec.

Recognition of STCW Certificates – Application Form

✓ Seafarer Data

Company: Dohle Manning Agency S.R.L

Application Form for Recognition of Certificates STCW


Reference/Ship

Seafarer

Personal Information

Name (*)

First Name (*) Surname (*)

Gender (*) Birth Date (*)  (dd/mm/yyyy)

Nationality (*)

Passport Number

Address (*) Country (*)

Email

Mandatory fields: Name, First Name, Surname, Gender, Birth Date, Nationality, Address and Country

Recognition of STCW Certificates – Application Form







✓ Documents

Documents			
Photo (*)	D:\WORK\Desktop\Doc	Browse...	(jpg) (< 200KB)
Id Card or Passport (front and back) (*)	D:\WORK\Desktop\Doc	Browse...	Browse... (pdf) (< 200KB)
Seaman's Book or Equivalent (*)	D:\WORK\Desktop\Doc	Browse...	(pdf) (< 200KB)
Certificate of Competency (*)	D:\WORK\Desktop\Doc	Browse...	(pdf) (< 200KB)
Medical Certificate (*)	D:\WORK\Desktop\Doc	Browse...	(pdf) (< 200KB)
Statement		Browse...	(pdf) (< 200KB)
Others		Browse...	(pdf) (< 200KB)

Mandatory documents: Photo, Id Card, Seaman's Book, Certificate of Competency and Medical Certificate

Recognition of STCW Certificates – Application Form

✓ Certification & Endorsment Data

Certificate of Competency			
Number (*)	<input type="text" value="28934723"/>		
Issue Date	<input type="text"/>  (dd/mm/yyyy)	Expiration Date	<input type="text"/>  (dd/mm/yyyy)
Government of (*)	<input type="text" value="Portugal"/> ▼	Issuing Place	<input type="text"/>
Endorsement			
Number	<input type="text"/>		
Issue Date	<input type="text"/>  (dd/mm/yyyy)	Expiration Date	<input type="text"/>  (dd/mm/yyyy)
Government of	<input type="text" value="Choose"/> ▼	Issuing Place	<input type="text"/>
Revalidation Date	<input type="text"/>  (dd/mm/yyyy)	Revalidation Expiration Date	<input type="text"/>  (dd/mm/yyyy)

Mandatory fields: Certificate Number and Government

Recognition of STCW Certificates – Application Form

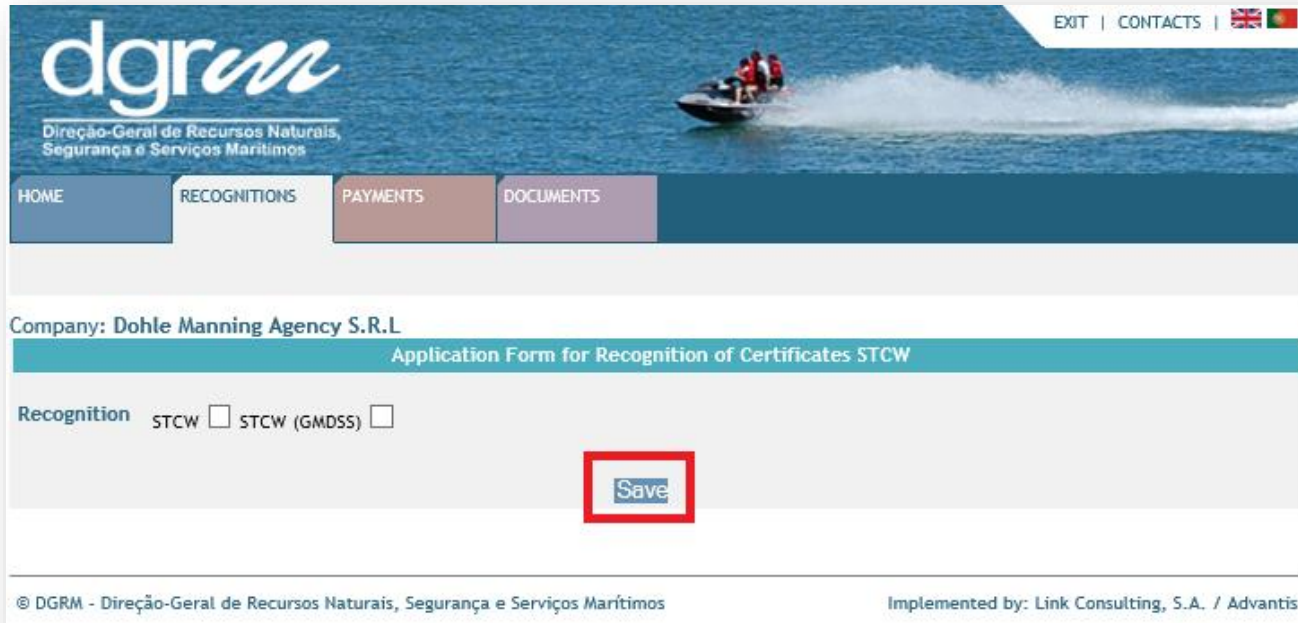
✓ Rules, Functions & Capacity

Rules (*)	<div>Test Rules</div>															
Functions	<table><thead><tr><th>Function (*)</th><th>Level (*)</th><th></th><th></th></tr></thead><tbody><tr><td>Navigation</td><td>Operational</td><td>+</td><td>-</td></tr><tr><td>Marine Engineering</td><td>Management</td><td>+</td><td>-</td></tr></tbody></table>				Function (*)	Level (*)			Navigation	Operational	+	-	Marine Engineering	Management	+	-
Function (*)	Level (*)															
Navigation	Operational	+	-													
Marine Engineering	Management	+	-													
Functions limitations (*)	<div>Test Rules</div>															
Capacity (*)	<div>Test Rules</div>															
Capacity limitations (*)	<div>Test Rules</div>															

Mandatory fields: All of this fields are mandatory

Recognition of STCW Certificates – Application Form

- ✓ Choose Type of Recognition and Save



The screenshot shows the DGRM (Direção-Geral de Recursos Naturais, Segurança e Serviços Marítimos) website. The header includes the DGRM logo and navigation links: HOME, RECOGNITIONS, PAYMENTS, and DOCUMENTS. The main content area displays the company name 'Dohle Manning Agency S.R.L.' and the title 'Application Form for Recognition of Certificates STCW'. Below this, there are two checkboxes for 'Recognition': 'STCW' and 'STCW (GMDSS)'. A red box highlights the 'Save' button. The footer contains copyright information for DGRM and implementation details for Link Consulting, S.A. / Advantis.

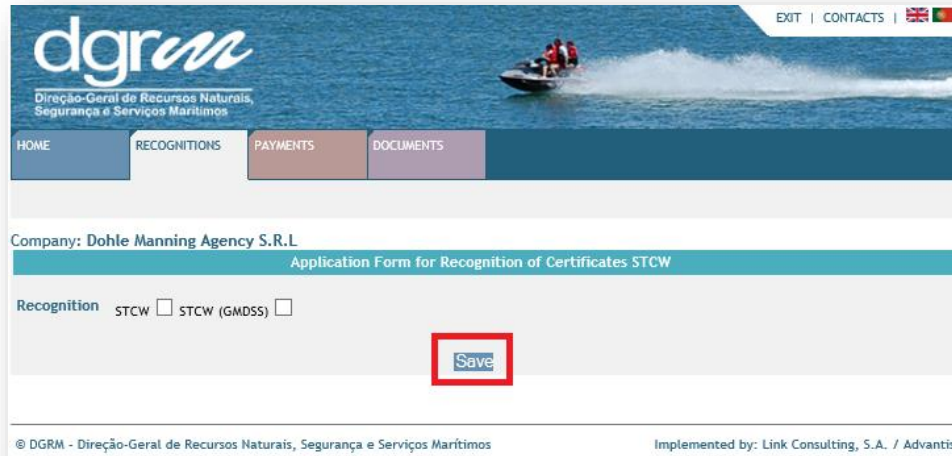
- ✓ After clicking on “Next” button the user must choose one of or both types of Recognition, and then click “Save” to finish the request.



IF YOU CHOOSE BOTH OPTIONS PLEASE PAY ATTENTION TO THE NEXT SLIDE

Recognition of STCW Certificates – Choosing both requisition type

- ✓ Choose Type of Recognition and Save



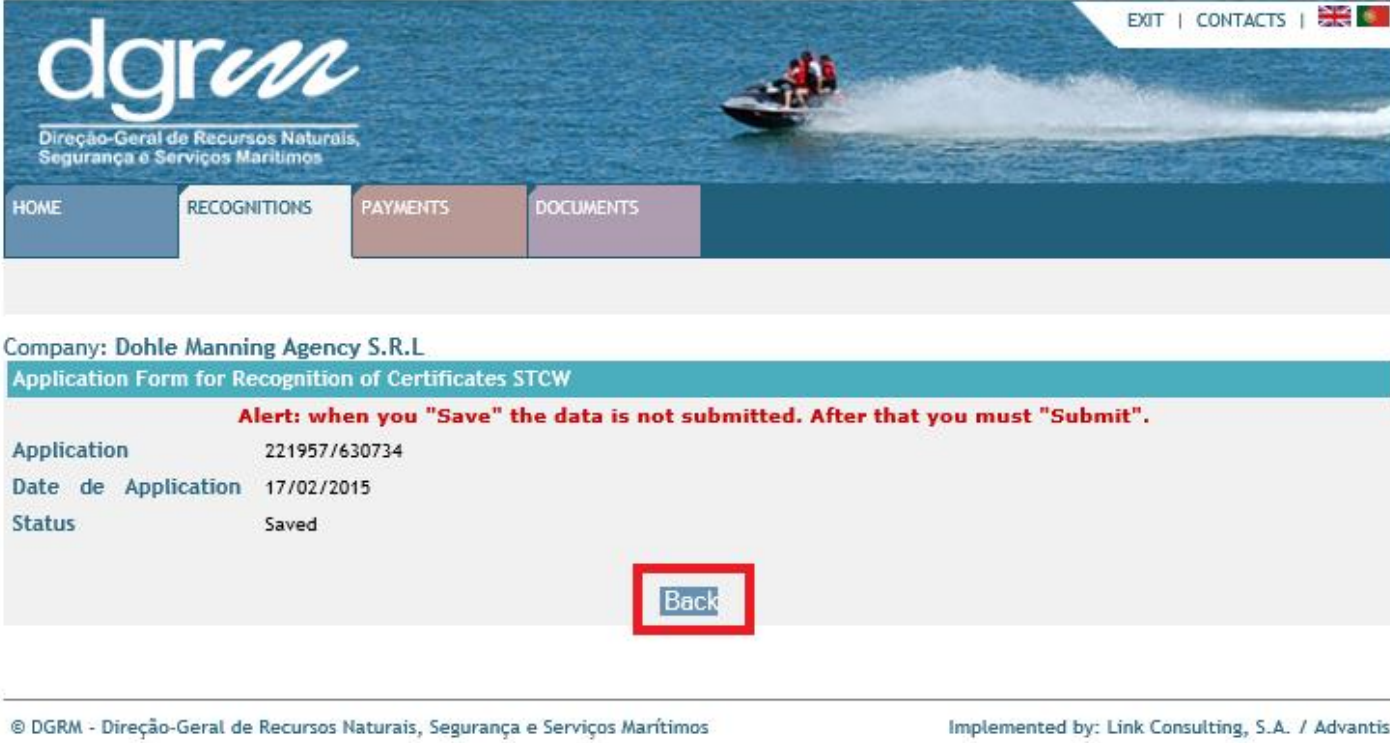
The screenshot shows the DGRM (Direção-Geral de Recursos Naturais, Segurança e Serviços Marítimos) website. The header includes the DGRM logo and navigation links: HOME, RECOGNITIONS, PAYMENTS, and DOCUMENTS. The main content area is titled 'Application Form for Recognition of Certificates STCW'. It features a 'Recognition' section with two radio buttons: 'STCW' (selected) and 'STCW (GMDSS)'. A red box highlights the 'Save' button. The footer contains copyright information for DGRM and implementation details for Link Consulting, S.A. / Advantis.

- ✓ Choosing Both types will save to Requests exactly the same except the requisition type.



- ✓ After clicking “Save” Button, you must edit one of the requests and change/fulfill the following information:
 - Documents (Just the Competency Certificate) – page 10
 - Certification & Endorsment Data – page 11
 - Rules, Functions & Capacity – page 12

Recognition of STCW Certificates – Application Form Saved



The screenshot shows the DGRM (Direção-Geral de Recursos Naturais, Segurança e Serviços Marítimos) web application. The header includes the DGRM logo and navigation links: HOME, RECOGNITIONS, PAYMENTS, and DOCUMENTS. The main content area shows the 'Application Form for Recognition of Certificates STCW' for 'Company: Dohle Manning Agency S.R.L.'. A red alert message states: 'Alert: when you "Save" the data is not submitted. After that you must "Submit".'. The application details are as follows:

Field	Value
Application	221957/630734
Date de Application	17/02/2015
Status	Saved

A 'Back' button is visible below the application details. The footer contains the copyright information: '© DGRM - Direção-Geral de Recursos Naturais, Segurança e Serviços Marítimos' and 'Implemented by: Link Consulting, S.A. / Advantis'.

- ✓ Every time an application form is saved successfully, this window is shown.
- ✓ At this point the request is not submitted, for that user must click on "Submit" button

Recognition of STCW Certificates – Submitting Recognition

The screenshot shows the DGRM web application interface. At the top, there is a header with the DGRM logo and the text "Direção-Geral de Recursos Naturais, Segurança e Serviços Marítimos". To the right of the header are links for "EXIT", "CONTACTS", and flags for the United Kingdom and Portugal. Below the header is a navigation bar with four tabs: "HOME", "RECOGNITIONS", "PAYMENTS", and "DOCUMENTS". The "RECOGNITIONS" tab is currently selected.

Below the navigation bar, the user is logged in as "Company: Dohle Manning Agency S.R.L.". The main section is titled "Recognition of Certificates STCW Applications". It contains a table with the following data:

Application	Seafarer	Certificate	Status
221957 / 630734	Teste User	Reconhecimento de Certificados de Competência STCW	Saved Edit Delete
221957 / 630709	Ricardo Salvador	Reconhecimento de Certificados de Competência STCW (GMDSS)	Saved Edit Delete
221957 / 630708	Ricardo Salvador	Reconhecimento de Certificados de Competência STCW	Saved Edit Delete

Below the table, there are three buttons: "Submit" (highlighted with a red box), "New", and "Back".

At the bottom of the page, there is a footer with the text "© DGRM - Direção-Geral de Recursos Naturais, Segurança e Serviços Marítimos" and "Implemented by: Link Consulting, S.A. / Advantis".

- ✓ Once user has created all requests, he can then submit the Recognition by clicking on “Submit” button

Recognition of STCW Certificates – Submitting Recognition

The screenshot shows the DGRM (Direção-Geral de Recursos Naturais, Segurança e Serviços Marítimos) web application. The header includes the DGRM logo and navigation links: HOME, RECOGNITIONS, PAYMENTS, and DOCUMENTS. The main content area is titled 'Company: Dohle Manning Agency S.R.L.' and 'Submit Request for Recognition of Certificates STCW'. It contains a form with the following fields: Email (ricardo.silva@link.pt), Send By Mail (checked), Address (Avenida da Liberdade), and Country (Portugal). A red box highlights the 'Submit' button. The footer includes the copyright notice '© DGRM - Direção-Geral de Recursos Naturais, Segurança e Serviços Marítimos' and the implementation information 'Implemented by: Link Consulting, S.A. / Advantis'.

Company: Dohle Manning Agency S.R.L.

Submit Request for Recognition of Certificates STCW

Email: ricardo.silva@link.pt

Send By Mail: ☒

Address: Avenida da Liberdade

Country: Portugal

Submit Back

© DGRM - Direção-Geral de Recursos Naturais, Segurança e Serviços Marítimos

Implemented by: Link Consulting, S.A. / Advantis

- ✓ User must indicate an e-mail to be associated with the recognition, used for issuing statements
- ✓ If it is chosen “Send by mail”, user must provide Address and Country information

Recognition of STCW Certificates – Submitted Recognition

Company: Dohle Manning Agency S.R.L

Your request has been successfully submitted to the DGRM.

You should print this page to use as proof of your request.

[Print](#)

Internal Document for Payment

Internal Document 108/2015

Issue Date 17/02/2015

Status Issued

Applicant Dohle Manning Agency S.R.L

Payer Dohle Manning Agency S.R.L

Payment of Applications/Payments on ATM

Company 20962

Reference 600 001 709

Value 855.60 €

Deadline 06/03/2015

Payment of Applications

IBAN PT50 078101120 0000006911 96

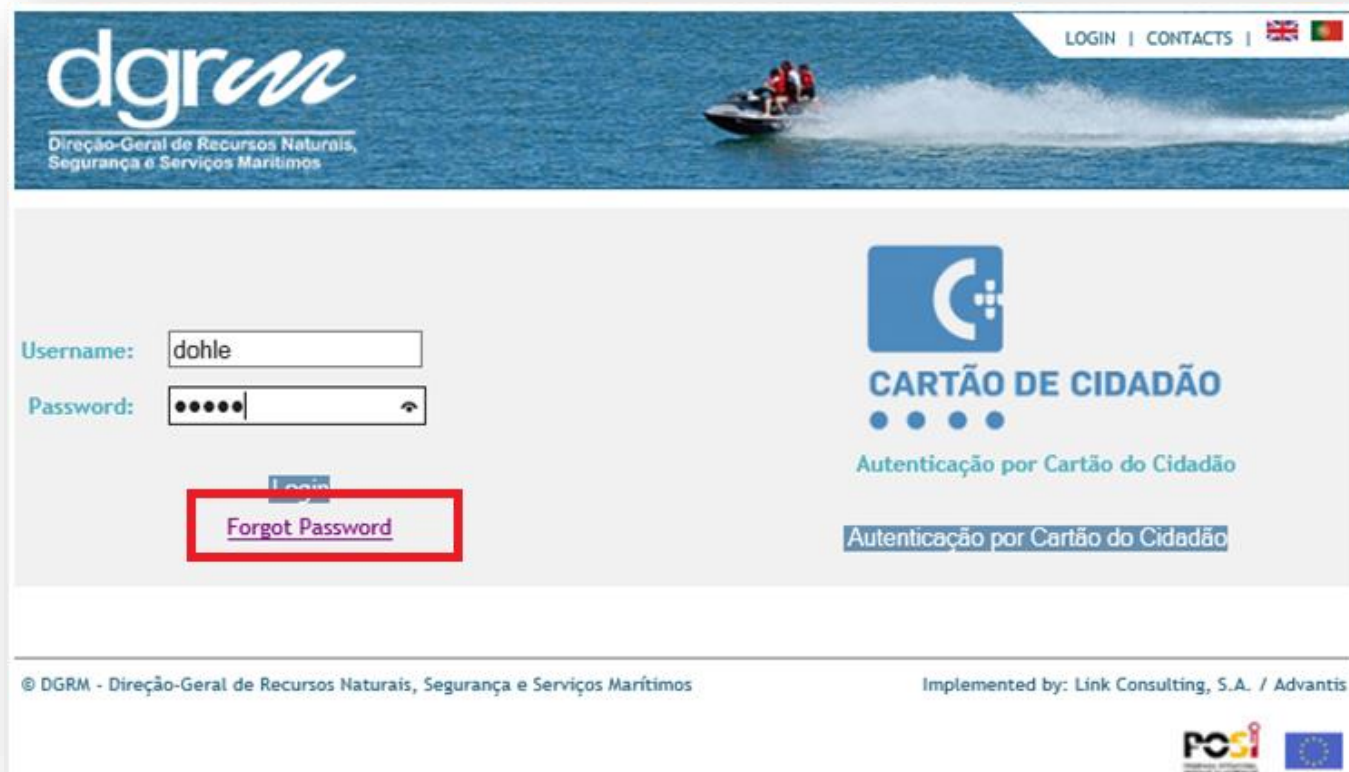
SWIFT IGCPTPL

Applications to pay

Application	Quant.	Quant. Supl.	Description	Unit price	Unit price Supl.	Value without VAT	VAT	Total
221957/630734	1	0	Declaração - Dohle Manning Agency S.R.L	136.90 €	0.00 €	136,90 €	0.00 %	136,90 €
221957/630709	1	0	Declaração - Dohle Manning Agency S.R.L	136.90 €	0.00 €	136,90 €	0.00 %	136,90 €
221957/630708	1	0	Declaração - Dohle Manning Agency S.R.L	136.90 €	0.00 €	136,90 €	0.00 %	136,90 €
221957/630734	1	0	Reconhecimento de Certificados de Competência STCW - Dohle Manning Agency S.R.L	148.30 €	0.00 €	148,30 €	0.00 %	148,30 €
221957/630708	1	0	Reconhecimento de Certificados de Competência STCW - Dohle Manning Agency S.R.L	148.30 €	0.00 €	148,30 €	0.00 %	148,30 €
221957/630709	1	0	Reconhecimento de Certificados de Competência STCW (GMDSS) - Dohle Manning Agency S.R.L	148.30 €	0.00 €	148,30 €	0.00 %	148,30 €
Total:								855.60 €

- ✓ After successfully submitted, the form Document for Payment is displayed

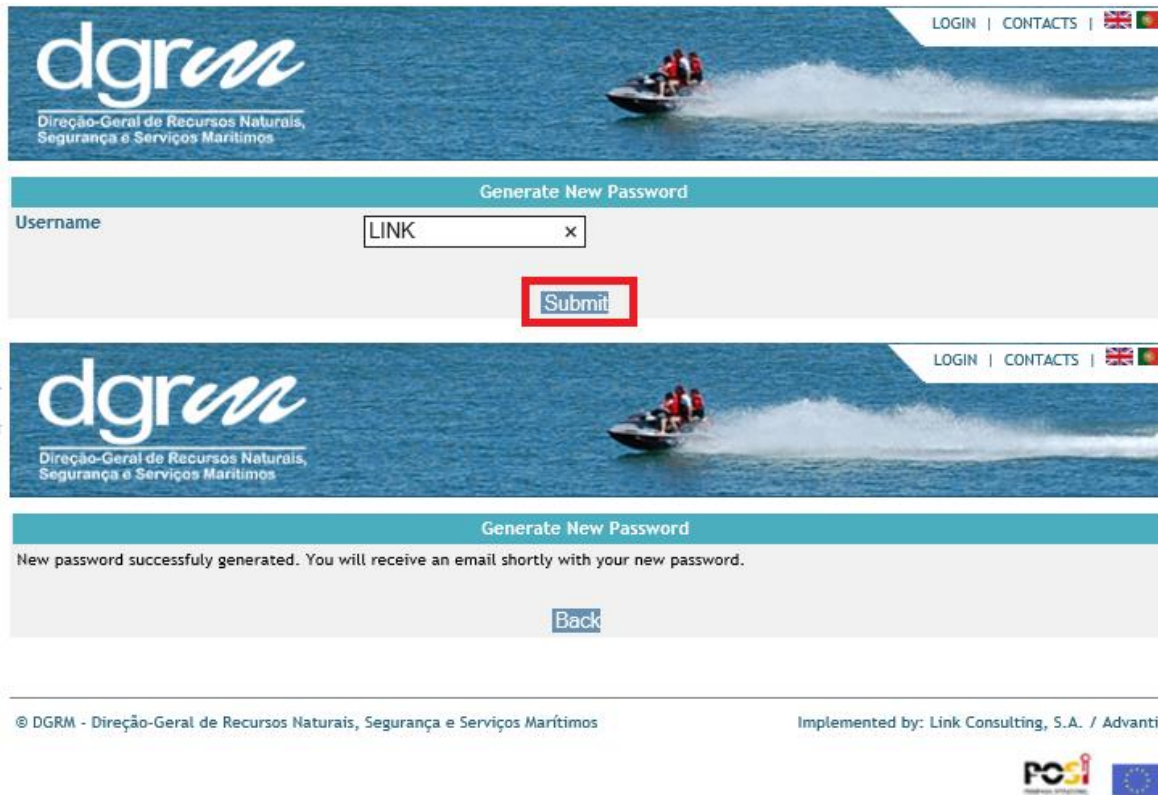
DGRM – Forgot Password?



The screenshot shows the DGRM (Direção-Geral de Recursos Naturais, Segurança e Serviços Marítimos) login interface. At the top, there's a header with the DGRM logo and navigation links for LOGIN and CONTACTS, along with flags for the UK and Portugal. The main content area features a login form with fields for Username (containing 'dohle') and Password (masked with dots). Below the password field, the 'Login' button is highlighted with a blue box, and the 'Forgot Password' link is highlighted with a red box. To the right of the login form, there's a section for 'CARTÃO DE CIDADÃO' (Citizen Card) with a blue icon and text indicating authentication options. The footer contains copyright information for DGRM, implementation details for Link Consulting, S.A. / Advantis, and logos for POSI and the European Union.

- ✓ If the User forgots his password, he must click on “Forgot Password” link to generate a new one.

DGRM – Forgot Password Submit



The image displays two sequential screenshots of the DGRM (Direção-Geral de Recursos Naturais, Segurança e Serviços Marítimos) website's 'Generate New Password' form.

Top Screenshot: The form is titled 'Generate New Password'. It features a 'Username' label and a text input field containing 'LINK'. A small 'x' icon is visible in the input field. Below the input field, the 'Submit' button is highlighted with a red rectangular box. The header of the page includes the DGRM logo, the full name of the organization, and navigation links for 'LOGIN' and 'CONTACTS' along with flags of the United Kingdom and Portugal.

Bottom Screenshot: This screenshot shows the result after submission. The message 'New password successfully generated. You will receive an email shortly with your new password.' is displayed. Below the message is a 'Back' button. The header and footer information remain consistent with the top screenshot.

- ✓ User must enter his Username.
- ✓ After that the new password will be sent to the principal company email configured.

Contacts:

DGRM

e-mails:

Seafarers.certification@dgrm.mam.gov.pt

informatica@dgrm.mam.gov.pt