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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”

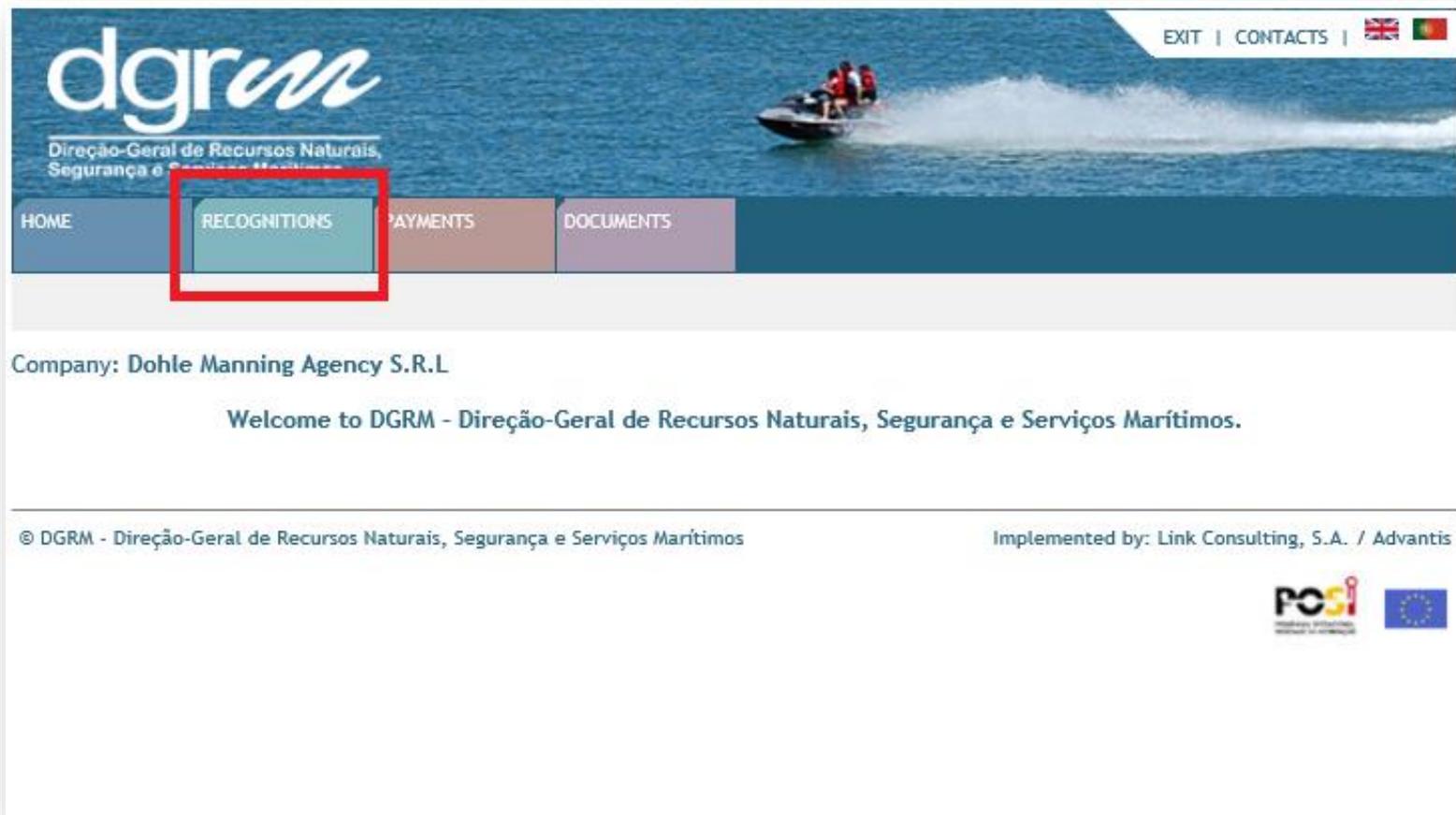
DGRM – Login Page



The screenshot shows the login page for DGRM. At the top left is the DGRM logo and the text "Direção-Geral de Recursos Naturais, Segurança e Serviços Marítimos". At the top right are links for "LOGIN" and "CONTACTS", along with flags for the United Kingdom and Portugal. The main content area features a login form with "Username:" and "Password:" labels, input fields (the password field is masked with dots), a "Login" button, and a "Forgot Password" link. To the right of the form is a "CARTÃO DE CIDADÃO" logo and text, with a link for "Autenticação por Cartão do Cidadão". The footer contains copyright information for DGRM, implementation details for Link Consulting, S.A. / Advantis, and logos for POSI and the European Union.

- ✓ 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

EXIT | CONTACTS |

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Direção-Geral de Recursos Naturais,
Segurança e Serviços Marítimos

HOME RECOGNITIONS PAYMENTS DOCUMENTS

Company: Dohle Manning Agency S.R.L.

Recognition of Certificates STCW Applications

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

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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 titled "Application Form for Recognition of Certificates STCW" from the DGRM (Direção-Geral de Recursos Naturais, Segurança e Serviços Marítimos). The form is for a company named "Doble Manning Agency S.R.L." and is for a seafarer named "Joaoquin Sousa" on the ship "Navio 2".

The form is divided into several sections:

- Personal Information:** Includes fields for Name (Joaoquin Sousa), First Name (Joaoquin), Surname (Sousa), Sex (Male), Birth Date (10/10/1996), Nationality (Andora), Passport Number, Address (teste@gmail.com), and Country (portugal).
- Documents:** Includes fields for Photo, Id Card or Passport, Seaman's Book or Equivalent, Certificate of Competency, Medical Certificate, Statement, and Others, each with a "Browse" button.
- Certificate of Competency:** Includes fields for Number (23423424), Issue Date, Expiration Date, Government of (Angola), and Issuing Place.
- Endorsement:** Includes fields for Number, Issue Date, Expiration Date, Government of (Choose), Issuing Place, and Revalidation Date.
- Rules:** A dropdown menu showing "adcf".
- Functions:** A table with columns for Function and Level. The function is "Controlling the operation of the ship and care for persons on board" and the level is "Operational".
- Functions Limitations:** A dropdown menu showing "adcfadcf".
- Capacity:** A dropdown menu showing "adcfadcf".
- Capacity Limitations:** A dropdown menu showing "adcfadcf".

At the bottom, there are "Back" and "Next" buttons and a footer with copyright information: "© DGRM - Direcção-Geral de Recursos Naturais, Segurança e Serviços Marítimos. Implementado by: Link Consulting, S.A. / Advantus".

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\Doc1	Browse...	(jpg) (< 200KB)
Id Card or Passport (front and back) (*)	D:\WORK\Desktop\Doc1	Browse...	Browse... (pdf) (< 200KB)
Seaman's Book or Equivalent (*)	D:\WORK\Desktop\Doc1	Browse...	(pdf) (< 200KB)
Certificate of Competency (*)	D:\WORK\Desktop\Doc1	Browse...	(pdf) (< 200KB)
Medical Certificate (*)	D:\WORK\Desktop\Doc1	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

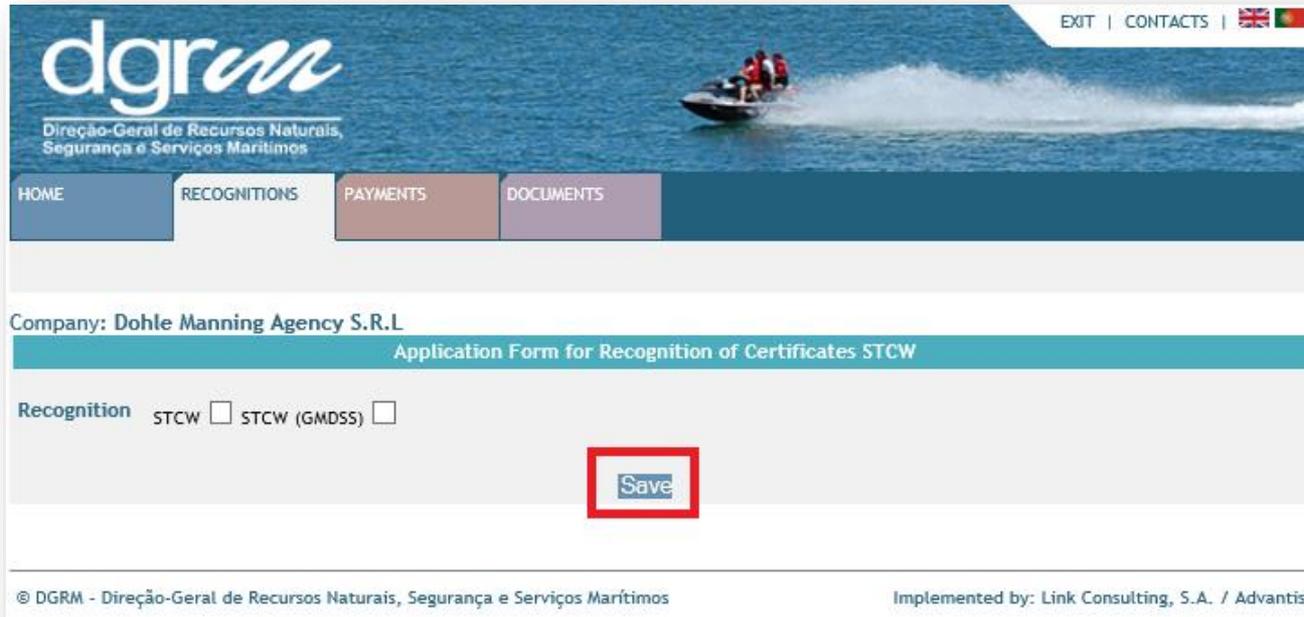
✓ Rules, Functions & Capacity

Rules (*)	<u>Test Rules</u>												
Functions	<table border="1"><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 (*)	<u>Test Rules</u>												
Capacity (*)	<u>Test Rules</u>												
Capacity limitations (*)	<u>Test Rules</u>												

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 website interface. At the top, there is a navigation bar with the DGRM logo and the text "Direção-Geral de Recursos Naturais, Segurança e Serviços Marítimos". To the right of the logo, there are links for "EXIT", "CONTACTS", and flags for the United Kingdom and Portugal. Below the navigation bar, there are four tabs: "HOME", "RECOGNITIONS", "PAYMENTS", and "DOCUMENTS". The "RECOGNITIONS" tab is selected. The main content area displays "Company: Dohle Manning Agency S.R.L." and "Application Form for Recognition of Certificates STCW". Under the heading "Recognition", there are two checkboxes: "STCW" and "STCW (GMDSS)". A red box highlights the "Save" button. 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".

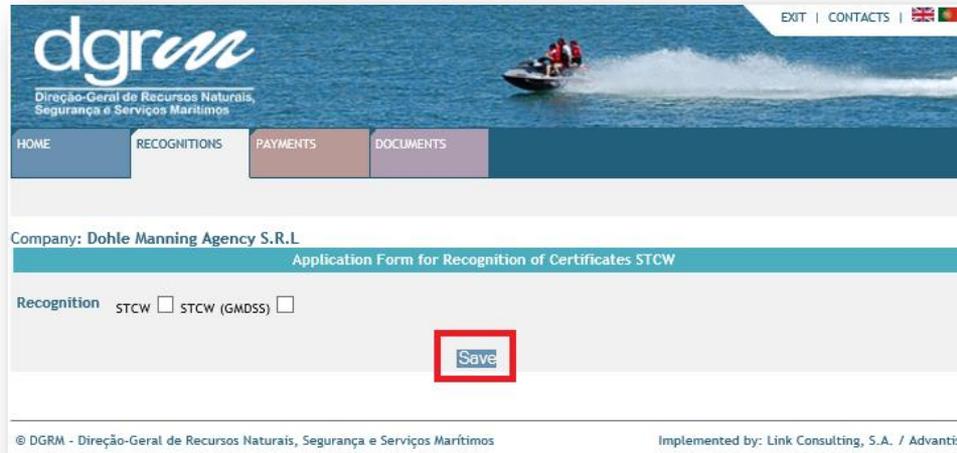
- ✓ After clicking on “Next” button the user must choose one of or both types of Recognition, and then click “Save” to finish the request.



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



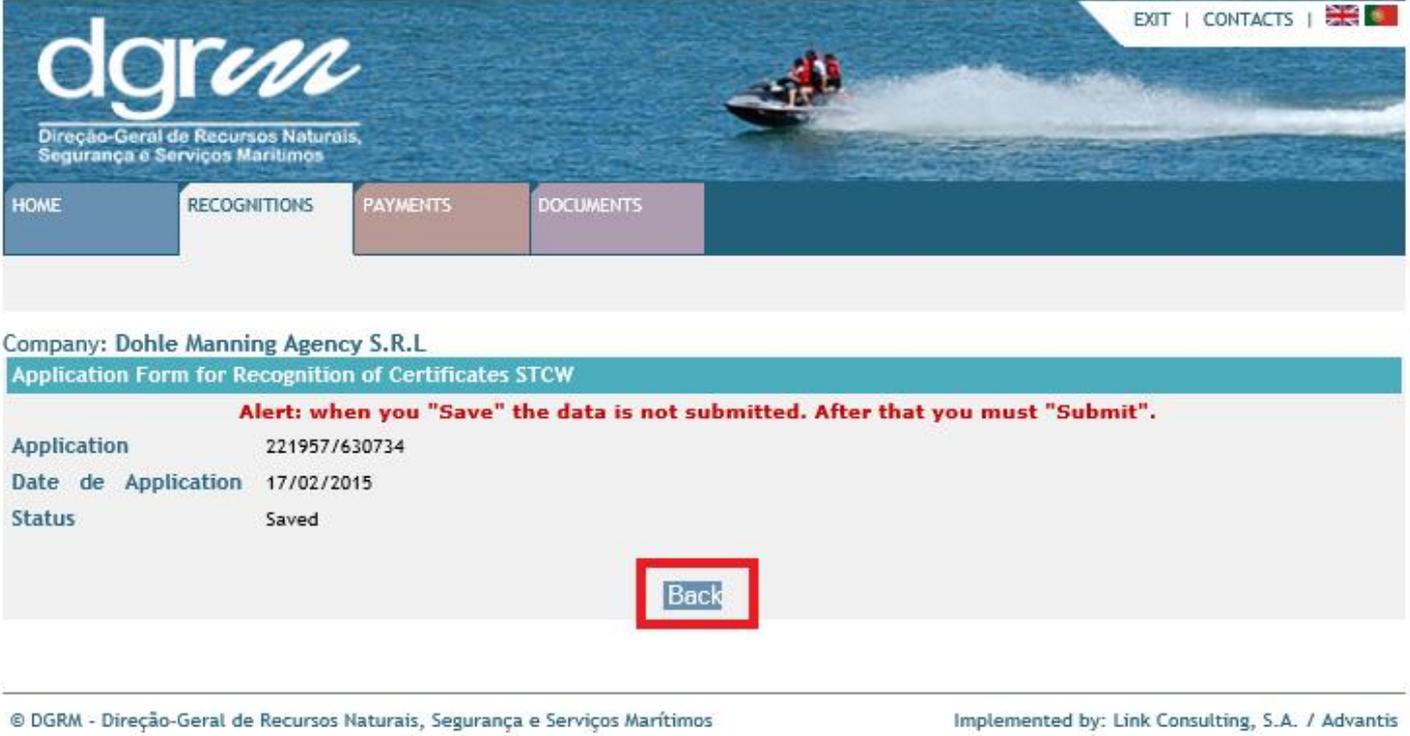
The screenshot shows the DGRM (Direção-Geral de Recursos Naturais, Segurança e Serviços Marítimos) website interface. The header includes the DGRM logo and navigation links for HOME, RECOGNITIONS, PAYMENTS, and DOCUMENTS. The main content area displays the company name 'Dohle Manning Agency S.R.L.' and the title 'Application Form for Recognition of Certificates STCW'. Below this, there are two radio button options 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.

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

The main content area shows the following information:

- Company: Dohle Manning Agency S.R.L.
- Application Form for Recognition of Certificates STCW
- Alert: when you "Save" the data is not submitted. After that you must "Submit".**
- Application: 221957/630734
- Date de Application: 17/02/2015
- Status: Saved

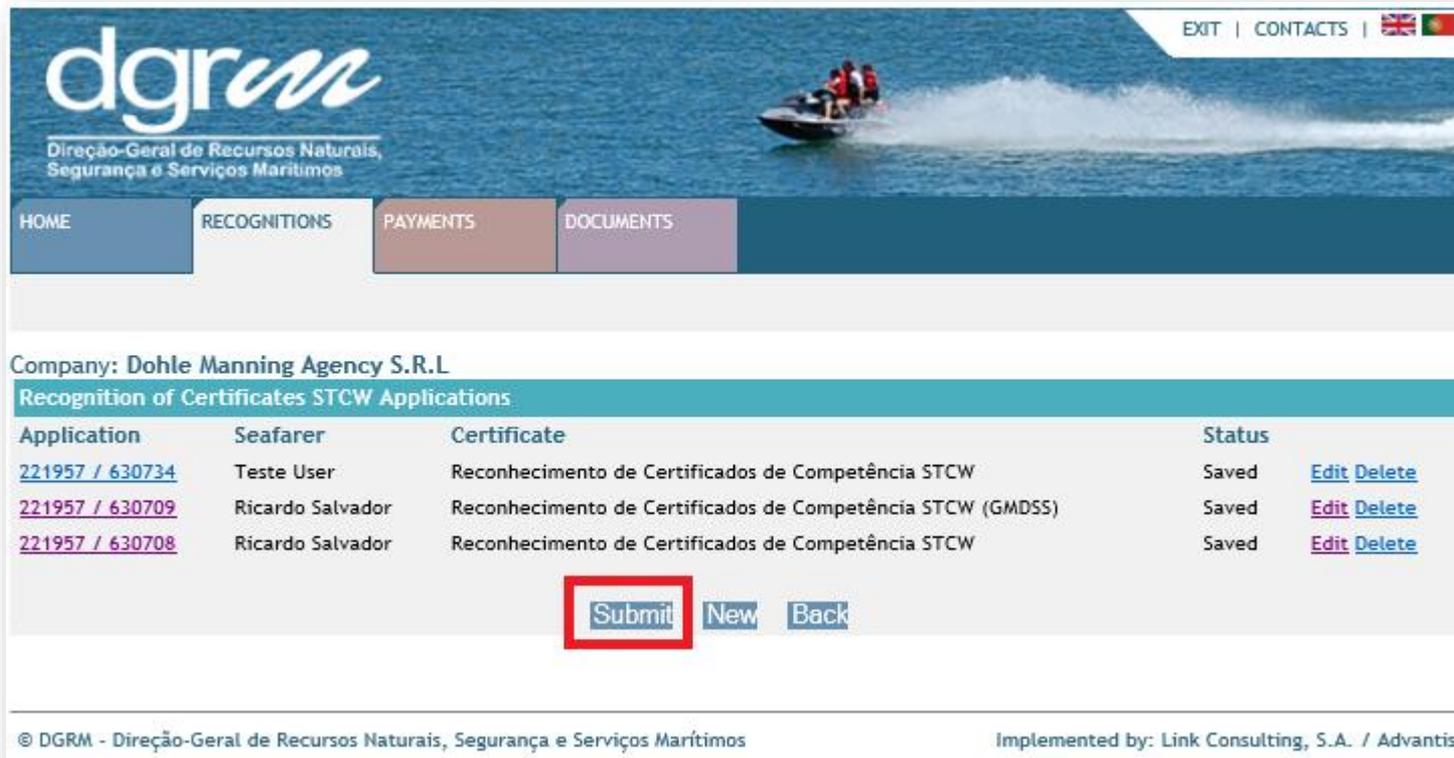
At the bottom of the main content area, there is a "Back" button highlighted with a red square.

At the bottom of the page, there is a footer with the following text:

- © DGRM - Direção-Geral de Recursos Naturais, Segurança e Serviços Marítimos
- 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, there are links for "EXIT | CONTACTS" and flags for the United Kingdom and Portugal. Below the header is a navigation menu with buttons for "HOME", "RECOGNITIONS", "PAYMENTS", and "DOCUMENTS". The "RECOGNITIONS" button is highlighted in a light blue color.

Below the navigation menu, the page displays the following information:

Company: Dohle Manning Agency S.R.L
Recognition of Certificates STCW Applications

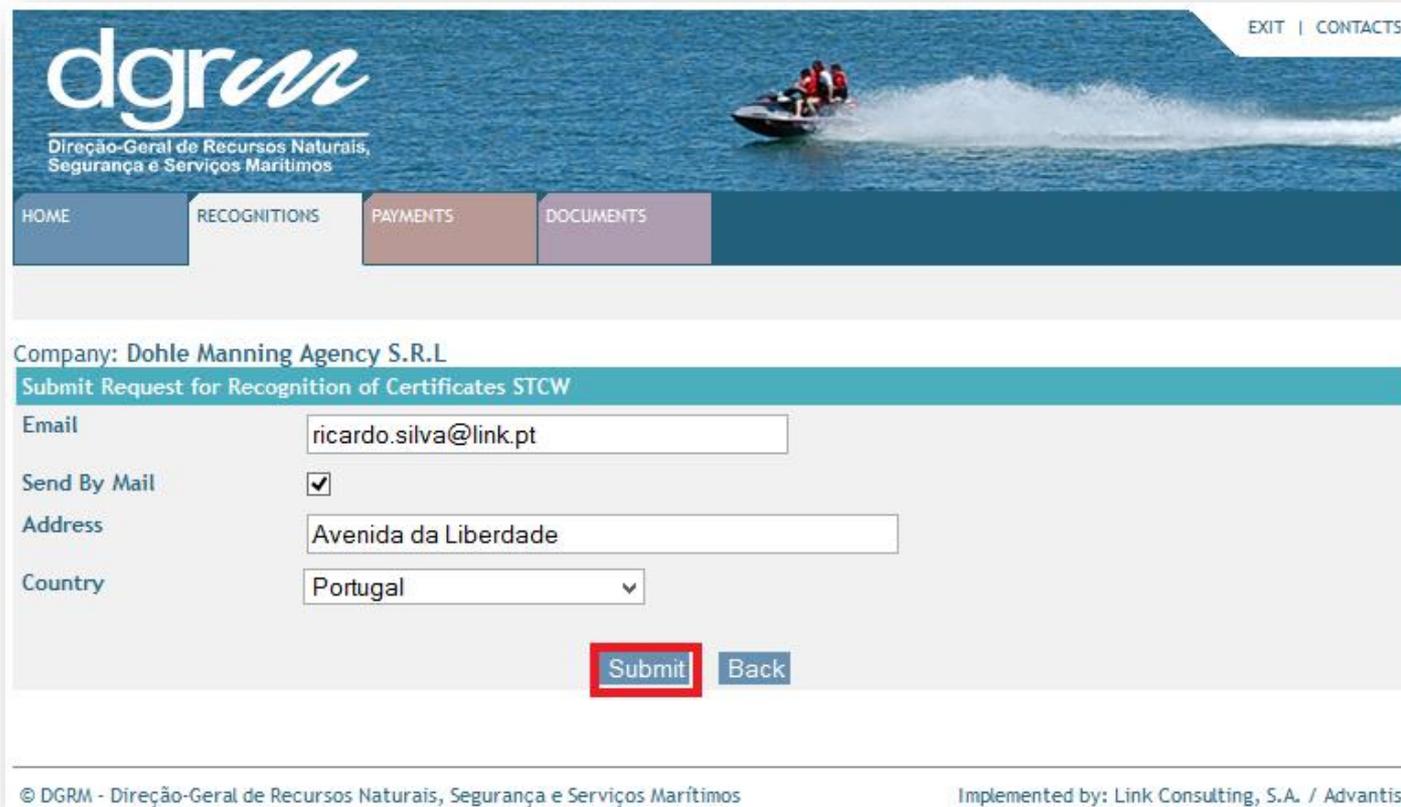
Application	Seafarer	Certificate	Status	
221957 / 630734	Teste User	Reconhecimento de Certificados de Competência STCW	Saved	Edit Delete
221957 / 630709	Ricardo Salvador	Reconhecimento de Certificados de Competência STCW (GMDSS)	Saved	Edit Delete
221957 / 630708	Ricardo Salvador	Reconhecimento de Certificados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

Below the table, there are three buttons: "Submit", "New", and "Back". The "Submit" button is highlighted with a red border.

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 website interface. At the top, there is a navigation bar with 'HOME', 'RECOGNITIONS', 'PAYMENTS', and 'DOCUMENTS'. The 'RECOGNITIONS' tab is active. Below the navigation bar, the company name 'Dohle Manning Agency S.R.L.' is displayed. The main heading is 'Submit Request for Recognition of Certificates STCW'. The form contains the following fields:

- Email: ricardo.silva@link.pt
- Send By Mail:
- Address: Avenida da Liberdade
- Country: Portugal (dropdown menu)

At the bottom of the form, there are two buttons: 'Submit' (highlighted with a red box) and 'Back'.

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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

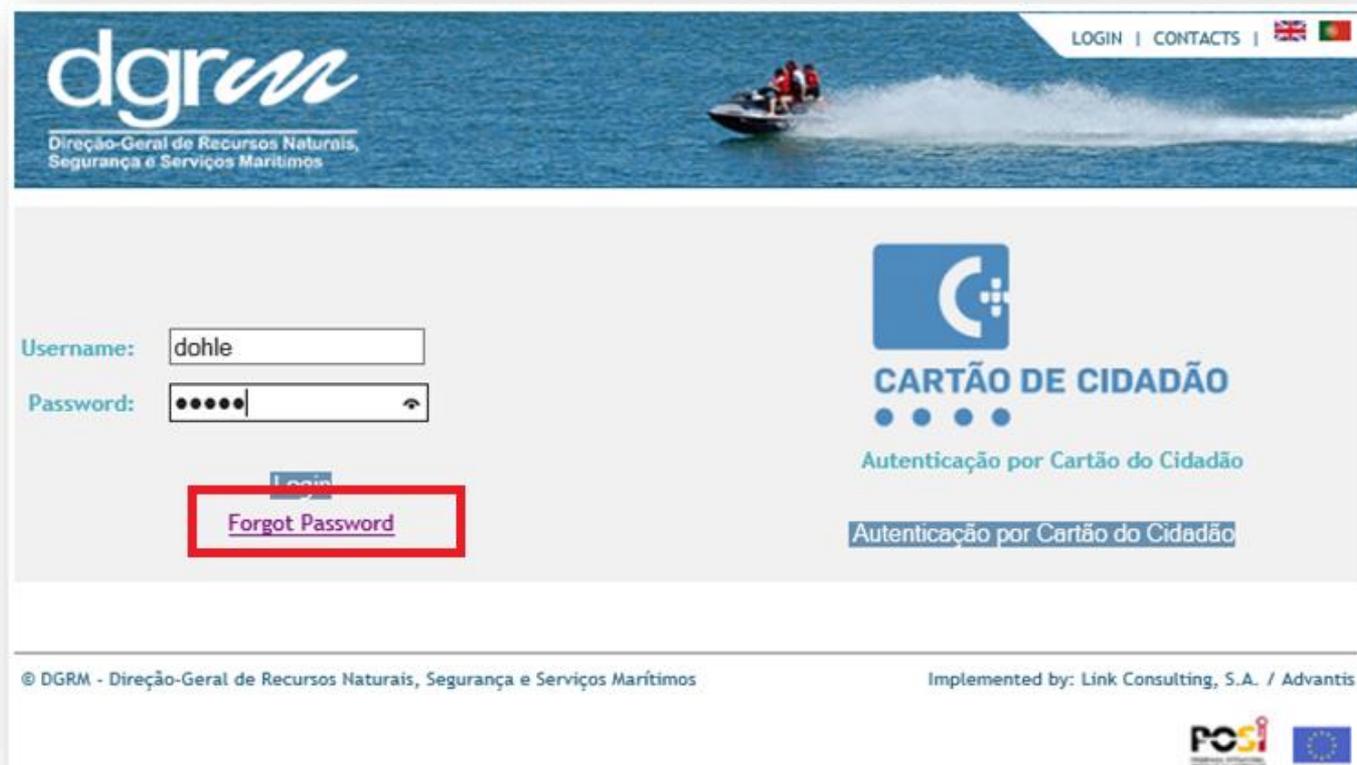
Payment of Applications

IBAN PT50 078101120 0000006911 96
 SWIFT IGCPTPL

Applications to pay							Unit price	Unit price	Value	VAT	Total
Application	Quant.	Quant. Supl.	Description				Supl.	without VAT			
221957/630734	1	0	Declaração - Dohle Manning Agency S.R.L	136,90 €	0,00 €	136,90 €	0,00 %	136,90 €		136,90 €	
221957/630709	1	0	Declaração - Dohle Manning Agency S.R.L	136,90 €	0,00 €	136,90 €	0,00 %	136,90 €		136,90 €	
221957/630708	1	0	Declaração - Dohle Manning Agency S.R.L	136,90 €	0,00 €	136,90 €	0,00 %	136,90 €		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 €		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 €		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 €		148,30 €	
Total:										855.60 €	

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

DGRM – Forgot Password?



The screenshot shows the login interface for the DGRM system. At the top left, the logo 'dgrm' is displayed with the full name 'Direção-Geral de Recursos Naturais, Segurança e Serviços Marítimos' below it. To the right, there are links for 'LOGIN | CONTACTS' and flags for the United Kingdom and Portugal. The main login area contains a 'Username:' field with the text 'dohle' and a 'Password:' field with five dots. Below the password field, there is a 'Login' button and a 'Forgot Password' link, which is highlighted with a red rectangular box. To the right of the login fields, there is a blue icon representing a citizen card, followed by the text 'CARTÃO DE CIDADÃO' and 'Autenticação por Cartão do Cidadão'. Below this, there is another 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', the implementation information 'Implemented by: 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

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

PCSI

EUROPEAN UNION

- ✓ 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