

# St. Kitts and Nevis International Ship Registry

Flying the Flag of the Federation  
Worldwide



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## Circular Letter to Ship Owners, Ship Operators, Ship Managers, IMO Member States, MoU Secretariats

Maritime Circular No. MC/91/20

DATE: 31 JANUARY 2020

### INTRODUCTION OF ELECTRONIC CERTIFICATES (E-CERTIFICATES)

The Saint Kitts & Nevis International Ship Registry is delighted to announce that, with effect of **31 January 2020**, it will start to issue Electronic Certificates to all vessels which fly the Flag of the Federation. This is in addition to the Paper based versions that will still be available should the Ship Owner prefer physical certificates.

All certificates generated will contain:

1. A Quick Response (QR) code
2. A unique Controlled Certificate Number (e.g. SKAN-COR-XXYYYY)
  - SKAN – referring to St Kitts & Nevis
  - COR – referring to the type of certificate issued. Other examples will be SSL and SMD
  - XX – referring to the year (e.g. 19 for 2019, 20 for 2020, 21 for 2021 and so on)
  - YYYY – referring to the unique issuance number for that certificate within the calendar year

In accordance with FAL.5/Circ.39/Rev.2 all electronic certificates issued after the effective date stated in para 1, may be verified through <https://portal.skanregistry.com> and navigating to Validate a Document.



**ST. KITTS & NEVIS**  
INTERNATIONAL SHIP REGISTRY

 Secure site

## St. Kitts and Nevis International Ship Registry

Welcome to our online customer portal, providing services that are **simpler to use and efficient.**



### Purchase a Transcript

Use this service to request a transcript of the registry for a registered vessel.

Time to complete  
2 minutes



### Validate a Document

Use this service to check the validity of an issued document.

Time to complete  
4 minutes



### Pay an Invoice

Use this service to pay an outstanding invoice via credit or debit card.

Time to complete  
2 minutes



Certificates produced through this registration system implement PDF encryption (password protection and permissions) as specified in the PDF Reference, version 1.3, section 3.5 "Encryption" of the Adobe Supplement ISO 32000. Certificates are, therefore, in compliance with 4.1.2 of the aforementioned FAL circular.

Certificates that hold a Unique Controlled Certificate Number (e.g. 68901) will contain an evident hologram can only be verified by emailing a copy to mail@skanregistry.com. Certificates with this style of numbering will be available as a failover system and can be used on Non-conventional vessels within the Caribbean MOU region.

The following certificates will be issued Electronically which will be accepted at all times, whether visible on a Visual Display Unit, or printed onboard by the Ship's Master, and/or in original printed format on Blue certificate paper:

- 1.1.1. Provisional Certificate of Registry
- 1.1.2. Provisional Ship Station Licence
- 1.1.3. Permanent Certificate of Registry
- 1.1.4. Ship Radio Station Licence
- 1.1.5. Minimum Safe Manning Certificate
- 1.1.6. Continuous Synopsis Records
- 1.1.7. Bunker CLC's
- 1.1.8. Oil CLC's
- 1.1.9. Wreck Certificates
- 1.1.10. Letter of Consent to Bareboat Charter Out
- 1.1.11. Transcript of Registry
- 1.1.12. Declaration of Maritime Labour Convention Part 1
- 1.1.13. Exemption Certificate
- 1.1.14. Deletion Certificate

This circular must be kept onboard all vessels and made available for inspection, if required, by any authority. Authorities are invited to accept this circular in supplement to e-certificates as authorisation/verification to proceed with electronic copies.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'Liam Ryan', with a long horizontal flourish extending to the right.

Liam Ryan  
International Registrar of Shipping & Seamen