
e-Gov Application Guide

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1. Introduction

1.1 About This Manual

This manual provides instructions for seafarers or their authorized representatives to submit maritime administrative procedures online through e-Gov, the government's electronic application and filing service. For basic guidance on using e-Gov, please refer to [5.1 e-Gov Electronic Application Procedures](#) in the Appendix.

1.2 Manual Organization

This manual is structured as follows:

- 2. Application Methods
Describes application types, procedures, and information required for submissions.
- 3. Making Corrections
Explains how to make corrections to submitted applications.
- 4. Withdrawal Procedures
Explains how to withdraw submitted applications.
- 5. Appendix
Provides supplementary information necessary for using this manual.

1.3 Recommended Environment

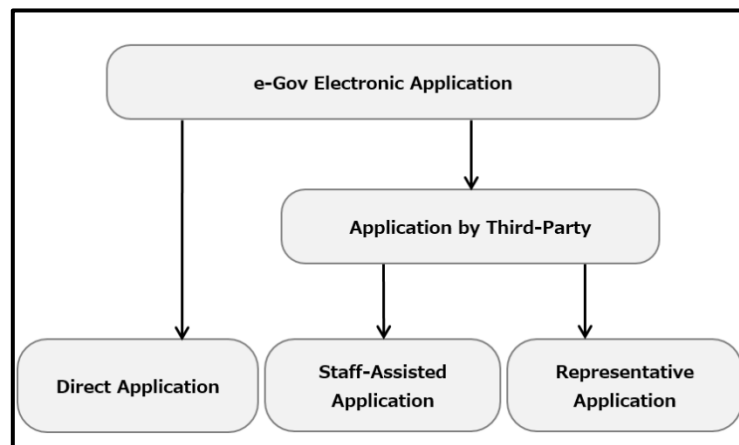
For the best experience of this system, please refer to the recommended environment in [5.1 e-Gov Electronic Application Procedures](#).

2. Application Methods

e-Gov users can submit applications for certificate issuance and examinations online at any time.

This section explains application methods, procedure types, and how to complete application forms.

There are three ways of applying through e-Gov. Each application method is illustrated in the figure below.



● Direct Application

The applicant (the individual obtaining the certificate or taking the examination) submits the application themselves.

● Staff-Assisted Application

The applicant visits a Regional Transport Bureau office, where Bureau staff members input the application on their behalf.

● Representative Application

The applicant entrusts someone other than Bureau staff to act as their representative, and that representative submits the application on their behalf.

2.1 Application Procedures

This section explains the application procedures. In e-Gov, there are broadly two types of procedures available. The application procedures differ depending on the type.

● Qualifications

This refers to procedures for issuance, reissuance, limitation removal, and renewal of qualifications.

If you wish to check the application procedures for qualifications,

→ Go to [2.1.1 Qualification Procedures](#)

● Examinations

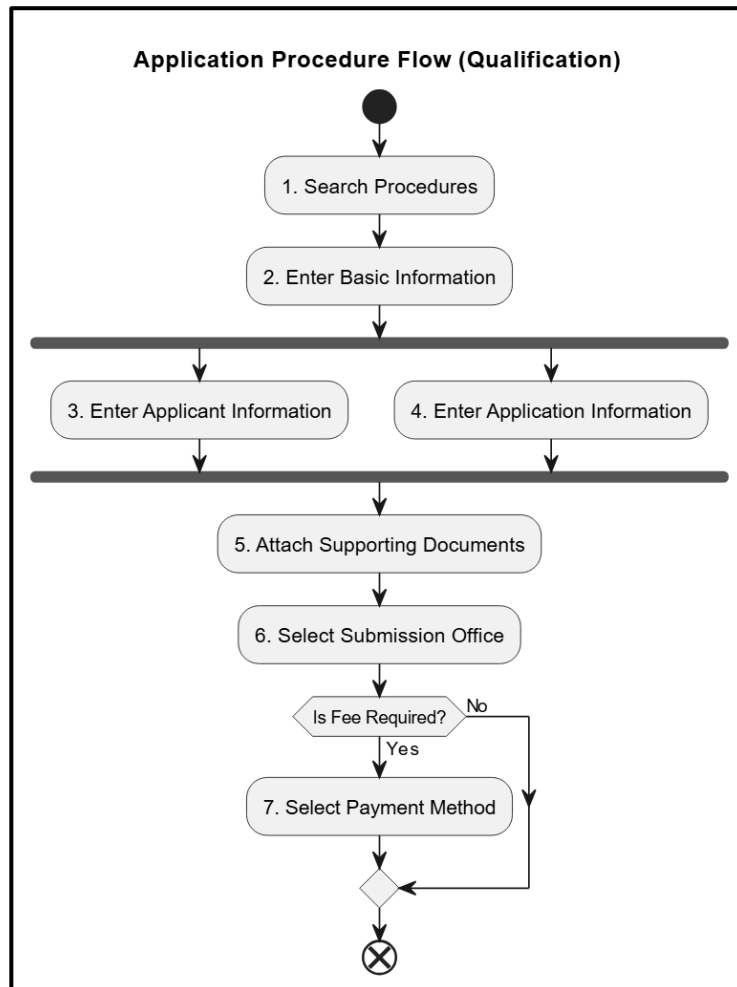
This refers to procedures for applying to take examinations.

If you wish to check the application procedures for examination procedures,

→ Go to [2.1.2 Examination Procedures](#)

2.1.1 Qualification Procedures

This section explains the application process for qualification procedures. The following diagram shows the application procedure flow for qualifications:



(1) Search Procedures

Search for procedures within the e-Gov application to find the procedure you wish to apply for. To narrow down to the procedures covered in this manual, you can use either of the following two methods:

- Enter "#船員" in the procedure search box and perform the search.
- Narrow down using the following three elements:
 - 大分類（手続分野分類）：**国土交通**
Major Category (Procedure Field Classification): **Land and Transport**
 - 中分類：**海事**
Middle Category: **Maritime Affairs**
 - 小分類：**船員法**
Minor Category: **Mariners Act**

(2) Enter Basic Information

Enter basic information (applicant information and contact information).

For more details

→ Go to [2.2 Enter Basic Information](#)

(3) Enter Applicant Information

Enter applicant information in the form.

For more details

→ Go to [2.3 Enter Applicant Information](#)

(4) Enter Application Information

Enter application information in the form.

For more details

→ Go to [2.4 Enter Application Information \(Issuance Procedures\)](#)

→ Go to [2.5 Enter Application Information \(Reissuance Procedure\)](#)

→ Go to [2.6 Enter Application Information \(Limitation Removal Procedure\)](#)

→ Go to [2.7 Enter Application Information \(Renewal Procedure\)](#)

(5) Attach Supporting Documents

Attach the required supporting documents for the application.

For more details

→ Go to [2.9 Attach Supporting Documents](#)

(6) Select Submission Office

Select the Regional Transport Bureau to which you will submit your application.

For more details

→ Go to [2.10 Select Submission Office](#)

(7) Select Payment Method

If the procedure requires a fee¹, you can select the payment method.

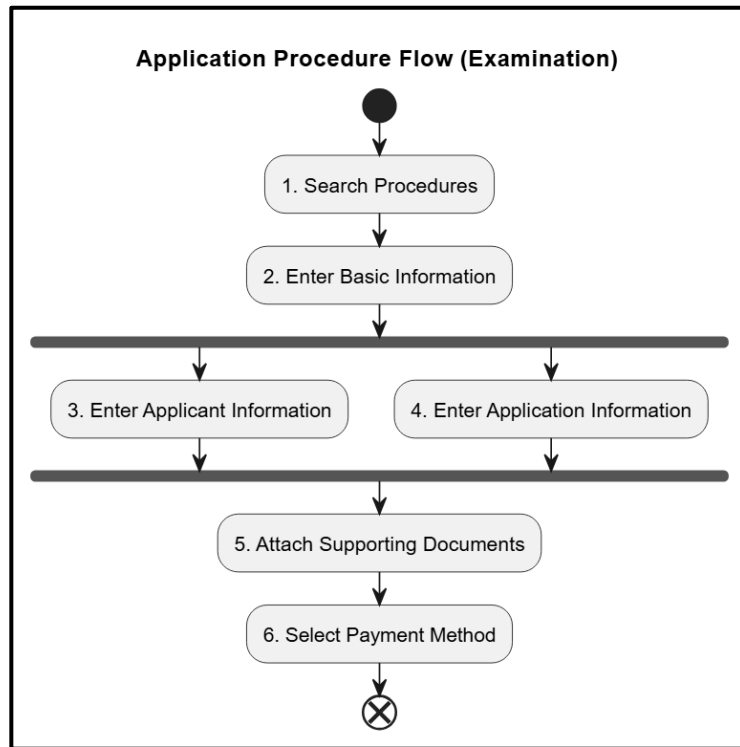
For more details

→ Go to [2.11 Select Payment Method](#)

¹ For procedures that require fees, refer to [5.4 Procedures Requiring Fees](#)

2.1.2 Examination Procedures

This section explains the application process for examination procedures. The following diagram shows the application procedure flow for examinations:



(1) Search Procedures

For more details

→ Go to [2.1.1 Search Procedures](#)

(2) Enter Basic Information

Enter basic information (applicant information and contact information).

For more details

→ Go to [2.2 Enter Basic Information](#)

(3) Enter Applicant Information

Enter applicant information in the form.

For more details

→ Go to [2.3 Enter Applicant Information](#)

(4) Enter Application Information

Enter application information in the form.

For more details

→ [2.8 Enter Application Information \(Examination Procedure\)](#)

(5) Attach Supporting Documents

Attach the required supporting documents for the application.

For more details

→ Go to [2.9 Attach Supporting Documents](#)

(6) Select Payment Method

Select the payment method for examination procedures as they require fees.

For more details

→ Go to [2.11 Select Payment Method](#)

2.2 Enter Basic Information

When applying with e-Gov, it is necessary to enter **basic information**². Basic information consists of two types: **applicant information** and **contact information**. These two together form the basic information.

The content to be entered as basic information differs depending on the **application method**³. This section explains the content to be entered as basic information for the cases of direct application and representative application respectively.

- When the applicant applies directly as themselves
→ [2.2.1 Direct Application](#)
- When the applicant entrusts a representative other than a Regional Transport Bureau staff member, and that representative applies on behalf
→ [2.2.2 Representative Application](#)

² For details regarding how to enter basic information, refer to [5.1 e-Gov Electronic Application Procedures](#)

³ For details regarding application methods, refer to [2 Application Methods](#)

2.2.1 Direct Application

When the applicant applies by themselves, the content to be entered as basic information is as follows:

- **Applicant Information** : Information of the applicant
- **Contact Application** : **Information of the applicant**

Tips

It is **recommended** to **enter an email address** in the **applicant information**.

If you provide an email address when applying for a qualification with an expiration date, you will receive a renewal reminder before it expires.

2.2.2 Representative Application

When a representative entrusted by the applicant submits the application, the content to be entered as basic information is as follows:

- **Applicant Information** : Information of the applicant
- **Contact Information** : Information of the representative (such as a Maritime Agent)

Tips

It is **recommended** to **enter an email address** in the **applicant information**.

- If you provide an email address when applying for a qualification with an expiration date, you will receive a renewal reminder before it expires.
- If you provide an email address when applying for an examination, you will receive an email with the exam result.
- ※ The exam result email includes an electronic certificate as an attachment.
- ※ The exam result email is also sent to the email address provided in the contact information of the representative.

2.3 Enter Applicant Information

To submit an application, you must enter the applicant's information in the form section titled **"Applicant Information."** Because the fields in **"Applicant Information"** are the same for all qualification-related procedures and exam-related procedures (regardless of the procedure type), this section explains them together.

The screen below shows the **"Applicant Information"** form section for a qualification procedure.

申請者情報

申請者情報

任意 申請者姓 (ローマ字)

必須 申請者名 (ローマ字)

任意 旧姓併記を希望する

任意 旧姓 (ローマ字)

必須 生年月日 年 月 日

必須 国籍選択

任意 本籍地 (ローマ字)

※国籍選択にて「日本 : JPN」を選択した場合、「本籍地」を入力

任意 その他国籍

※国籍選択にて「その他 : Other」を選択した場合、3桁の「国籍コード」を入力
※国籍コードの一覧はこちらを参照 : JIS X 0304:2011

必須 性別 男性 女性

For examinations, this label shows as **Examinee Surname (Roman Letters)**

For examinations, this label shows as **Examinee First Name (Roman Letters)**

日本 : JPN
フィリピン : PHL
インド : IND
ミャンマー : MMR
ベトナム : VNM
インドネシア : IDN
中国 : CHN
バングラデシュ : BGD
韓国 : KOR
ロシア : RUS
クロアチア : HRV
ルーマニア : ROU
ウクライナ : UKR
ブルガリア : BGR
モンテネグロ : MNE
スリランカ : LKA
タイ : THA
英国 : GBR
ナイジェリア : NGA
その他 : Other

[Table 2.2.2.1](#) explains each input field for the “Application Information” form.

Table 2.2.2.1 “Applicant Information” Input Fields

Field	Description	Required	Input Constraints
申請者姓 (ローマ字) Applicant Surname (Roman letters)	Enter the applicant’s surname in Roman letters. For examinations, the label is “Examinee Surname (Roman letters).”	—	Half-width Latin alphabetic letters only, up to 30 characters ⁴ ; half-width spaces allowed
申請者名 (ローマ字) Applicant First Name (Roman letters)	Enter the applicant’s first name in Roman letters. For middle names, separate it with a half-width space. For examinations, the label is “Examinee Given Name (Roman letters).”	○	Half-width Latin alphabetic letters only, up to 30 characters ⁴ ; half-width spaces allowed
旧姓併記を希望する Display Former Surname	Select the checkbox if displaying the former surname is preferred.	—	—
旧姓 (ローマ字) Former Surname (Roman letters)	■ Required only if “Display Former Surname” is selected. Enter the former surname in Roman letters.	△	Half-width Latin alphabetic letters only, up to 30 characters; half-width spaces allowed
生年月日 Date of Birth	Enter the applicant’s date of birth.	○	Year: 4 half-width digits; Month: up to 2 half-width digits; Day: up to 2 half-width digits
国籍選択 Nationality	Select the applicant’s nationality from the drop-down list. ⁵ If the	○	—

⁴ The applicant's family name and given name each have an input limit of 30 characters. If either exceeds 30 characters, please abbreviate it to within 30 characters in a way that does not hinder the identification of the individual.

⁵ For details of the options in the drop-down list, see the figure.

Field	Description	Required	Input Constraints
	nationality code is not available, select "Other."		
本籍地 (ローマ字) Registered Domicile (Roman letters)	<p>■ Required only if "Japan (JPN)" is selected under Nationality.</p> <p>Enter the applicant's registered domicile in Roman letters. ⁶</p>	△	Half-width Latin alphabetic letters only, up to 9 characters
その他国籍 Other Nationality	<p>■ Required only if "Other" is selected under Nationality.</p> <p>Enter the applicant's nationality code. ⁷</p>	△	3 half-width Latin alphabetic letters
性別 Gender	Select the applicant's gender.	○	—

Legend: ○ = Required; △ = Conditionally Required; — = Optional

⁶ For the list of Romanization for Registered Domiciles, refer to [5.2 List of Romanization for Registered Domicile](#)

⁷ For the list of nationality codes, refer to [5.3 List of Nationality Codes](#)

2.4 Enter Application Information (Issuance Procedures)

Issuance procedures are used when you are **obtaining an electronic certificate for a qualification for the first time**. Use an issuance procedure if you want to apply for new issuance of an electronic certificate for a qualification you do not yet hold, or switch from an old certificate to an electronic certificate.

To apply for issuance of an electronic certificate, enter the required details in the application form section **“Application Information”**, and attach the documents required depending on the content of the application.

Shown below are the names and overviews of the procedures that will be explained in this chapter.

- **[Issuance of Competency Certificate] Ship’s Cook #船員**

Use this procedure to obtain an electronic certificate for the Ship’s Cook or Limited Ship’s Cook qualification for the first time.

→ [2.4.1 \[Issuance of Competency Certificate\] Ship’s Cook #船員](#)

- **[Issuance of Certificate] Cooking Graduate #船員**

Use this procedure to obtain an electronic certificate for the completion of cookery education (or equivalent) for the first time.

→ [2.4.2 \[Issuance of Certificate\] Cooking Graduate #船員](#)

- **[Issuance of Competency Certificate] Hygiene Manager #船員**

Use this procedure to obtain an electronic certificate for the Hygiene Manager qualification for the first time.

→ [2.4.3 \[Issuance of Competency Certificate\] Hygiene Manager #船員](#)

- **[Issuance of Competency Certificate] Hygiene Officer #船員**

Use this procedure to obtain an electronic certificate for the Hygiene Officer qualification for the first time.

→ [2.4.4 \[Issuance of Competency Certificate\] Hygiene Officer #船員](#)

- **[Issuance of Competency Certificate] Voyage Officer #船員**

Use this procedure to obtain an electronic certificate for qualifications such as Deck Watchkeeping Rating or Engine Watchkeeping Rating for the first time.

→ [2.4.5 \[Issuance of Competency Certificate\] Voyage Officer #船員](#)

● **[Issuance of Competency Certificate] Dangerous Goods Officer #船員**

Use this procedure to obtain an electronic certificate for qualifications such as Class A Person in Charge of Handling Dangerous Goods (Petroleum)/(Deck) or Class A Person in Charge of Handling Dangerous Goods (Liquid Chemicals)/(Engine) for the first time.

→ [2.4.6 \[Issuance of Competency Certificate\] Dangerous Goods Officer #船員](#)

● **[Issuance of Competency Certificate] Sea Area Officer #船員**

Use this procedure to obtain an electronic certificate for qualifications such as Class A Person in Charge of Specified Sea Area Operations or Class B Person in Charge of Specified Sea Area Operations for the first time.

→ [2.4.7 \[Issuance of Competency Certificate\] Sea Area Officer #船員](#)

● **[Issuance of Competency Certificate] Lifeboatman #船員**

Use this procedure to obtain an electronic certificate for the Lifeboatman or Limited Lifeboatman qualification for the first time.

→ [2.4.8 \[Issuance of Competency Certificate\] Lifeboatman #船員](#)

● **[Issuance of Competency Certificate] Firefighting Officer #船員**

Use this procedure to obtain an electronic certificate for the Firefighting Officer qualification for the first time.

→ [2.4.9 \[Issuance of Competency Certificate\] Firefighting Officer #船員](#)

2.4.1 【適任証書交付】船舶料理士#船員 (Ship's Cook)

This section explains the details of each input field and the required supporting documents for the [Issuance of Competency Certificate] Ship's Cook #船員 application procedure, with reference to the "Application Information" screen from the form.

Shown below is the "Application Information" screen for this procedure.

申請情報

※旧証書をお持ちでない方は、「新規」にチェックを付けてお手続きください。

※旧証書をお持ちの方で、再交付または電子証書に切り替える場合は、「再交付」にチェックを付けてお手続きください。

※旧証書（限定）をお持ちの方で、限定解除を行う場合は、「限定解除」にチェックを付けてお手続きください。

申請情報

必須 申請の種類 新規 再交付 限定解除

必須 申請年月日 2026 年 2 月 24 日

任意 申請資格（限定の有無） 船舶料理士 ▼

任意 能力証明書の区分 ▼

任意 専ら調理に関する業務乗船履歴

任意 現有資格証書番号

船舶料理士
限定船舶料理士

試験合格
調理師免許、栄養士、管理栄養士免許
海上保安学校主計コース卒業
同等認定講習
指定国資格証明書
その他

In this procedure's "Application Information" form, first select the **application type** from the following three options: "New", "Reissuance" or "Limitation Removal". Please note that the **required fields and attachment documents differ** depending on which

application type you select.

Please refer to the following to determine which application type to select for varying cases:

- If you wish to apply for first-time issuance of an electronic certificate for a qualification you do not yet hold (i.e., you hold neither an electronic certificate nor an old certificate)
→ Select **“New”**

 **Important Note**

For reissuance or limitation removal, if you do not hold an electronic certificate (i.e., you hold an old paper certificate issued by March 31, 2026), use the issuance procedure.

- If you already hold a qualification (i.e., an old certificate) and wish to request a reissuance, an electronic certificate, or both
→ Select **“Reissuance”**
- If you wish to obtain an electronic certificate at the time of limitation removal for a **Limited Ship’s Cook** qualification you already hold (i.e., an old certificate)
→ Select **“Limitation Removal”**

[Table 2.4.1.1](#) describes each input field for the “Application Information” form.

Table 2.4.1.1 “Application Information” Input Fields (Issuance — Ship’s Cook)

Field	Description	Required			Input Constraints
		New	Reissue	Limitation Removal	
申請の種類 Application Type	See the explanation above.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	—
申請年月日 Application Date	Enter the application date. This field defaults to today’s date.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Year: 4 half-width digits; Month: up to 2 half-width digits; Day: up to 2 half-width digits
申請資格（限定の有無） Qualification Type (Limited/Normal)	Select the qualification details from the drop-down. ⁸	<input type="radio"/>	<input type="radio"/>		—
能力証明書の区分 Competency Certificate Category	Select the type of document ⁹ you will attach as the “Competency Certificate” from the dropdown.	<input type="radio"/>			—
専ら調理に関する業務乗船履歴 Sea Service Record Exclusively in Cooking Duties	Enter your sea service history limited to cooking-related duties.	<input type="radio"/>			—
現有資格証書番号 Current Qualification Certificate No.	Enter the qualification certificate number of the old certificate.		<input type="radio"/>	<input type="radio"/>	Up to 100 characters (half-width alphanumeric)

⁸ For details of the options in the drop-down list, see the figure.

⁹ For details regarding document attachment types, refer to [Table 2.4.1.2](#)

Legend: ○ = Required; Grayed Out = Not Required

[Table 2.4.1.2](#) lists the supporting documents that must be attached depending on the type of application. For instructions on how to attach each document, refer to [2.9 Attach Supporting Documents](#).

Table 2.4.1.2 Required Documents List (Issuance — Ship’s Cook)

Document	Required			Notes
	New	Reissue	Limitation Removal	
乗船履歴証明書 Sea Service Certificate	△			■ Required if the Competency Certificate Category is not selected as “Other”.
写真 Photo	○	○	○	—
手書き署名 Handwritten Signature	○	○	○	—
現有資格証明書 Current Qualification Certificate		○	○	—
能力証明書 1 Competency Certificate 1	○		○	For this procedure, the following documents are accepted as competency certificates. Attach one or more copies of the following: <ul style="list-style-type: none"> •Certificate of Passing the Registration Examination •Cook License •Dietician License •Registered Dietitian License •Japan Coast Guard School (Accounting Course) Graduation Certificate or Diploma •Certificate of Completion of Equivalent Training •Certificate of Qualification Issued by a Designated Country

Document	Required			Notes
	New	Reissue	Limitation Removal	
				•Other ¹⁰
能力証明書 2 Competency Certificate 2	—		—	Attach if there is a second competency certificate file.
身分証明書 1 Identification 1	○	△		<p>■ For Reissuance, this becomes a required document when making changes such as the name or registered domicile.</p> <p>For this procedure, the following documents are accepted as identification documents. Attach one of the following:</p> <ul style="list-style-type: none"> •Mariner's Pocket Ledger (Copy of tables 1-4) •Certificate of Residence showing Registered Domicile, Certificate of Recorded Matters •Certificate Copy of Family Register (Full), Certified Copy of Family Register (Partial) •Passport (Copy)
身分証明書 2 Identification 2	—	—		Attach if there is a second file for identification.
身分証明書 3 Identification 3	—	—		Attach if there is a third file for identification.

Legend: ○ = Required; △ = Conditionally Required; — = Optional; Grayed Out = Not Required

¹⁰ Determined by staff based on standards such as official notices.

2.4.2 【証明書交付】調理教育修了等 #船員 (Cooking Graduate)

This section explains the details of each input field and the required supporting documents for the [Issuance of Certificate] Cooking Graduate #船員 application procedure, with reference to the “Application Information” screen from the form.

Shown below is the “Application Information” screen for this procedure.

申請情報

※旧証書をお持ちでない方は、「新規」にチェックを付けてお手続きください。

※旧証書をお持ちの方で、再交付または電子証書に切り替える場合は、「再交付」にチェックを付けてお手続きください。

申請情報

必須 申請の種類 新規 再交付

必須 申請年月日 2026 年 2 月 24 日

任意 教育の種類

任意 現有資格証書番号

試験合格
調理師免許、栄養士、管理栄養士免許
海上保安学校主計コース卒業
同等認定講習
指定国資格証明書
社内講習
社外講習
その他

In this procedure’s “Application Information” form, first select the **application type** from the following two options: “**New**” or “**Reissuance.**” Please note that the **required fields and attachment documents differ** depending on which application type you select.

Please refer to the following to determine which application type to select for varying cases:

- If you wish to apply for first-time issuance of an electronic certificate for a qualification you do not yet hold (i.e., you hold neither an electronic certificate nor an old certificate)
→ Select **“New”**

 **Important Note**

For reissuance, if you do not hold an electronic certificate (i.e., you hold an old paper certificate issued by March 31, 2026), use the issuance procedure.

- If you already hold a qualification (i.e., an old certificate) and wish to request a reissuance, an electronic certificate, or both
→ Select **“Reissuance”**

[Table 2.4.2.1](#) describes each input field for the “Application Information” form.

Table 2.4.2.1 “Application Information” Input Fields (Issuance — Cooking Graduate)

Field	Description	Required		Input Constraints
		New	Reissue	
申請の種類 Application Type	See the explanation above.	<input type="radio"/>	<input type="radio"/>	—
申請年月日 Application Date	Enter the application date. This field defaults to today’s date.	<input type="radio"/>	<input type="radio"/>	Year: 4 half-width digits; Month: up to 2 half-width digits; Day: up to 2 half-width digits
教育の種類 Education Type	Select from the pull-down the education completed to obtain the qualification. ¹¹ The type of document ¹² to attach as a “Competency Certificate” differs depending on the education type selected.	<input type="radio"/>		—
現有資格証書番号 Current Qualification Certificate No.	Enter the qualification certificate number of the old certificate.		<input type="radio"/>	Up to 100 characters (half-width alphanumeric)

Legend: = Required; Grayed Out = Not Require

¹¹ For details of the options in the dropdown list, see the figure.

¹² For details regarding document attachment types, refer to [Table 2.4.2.2](#)

[Table 2.4.2.2](#) lists the supporting documents that must be attached depending on the type of application. For instructions on how to attach each document, refer to [2.9 Attach Supporting Documents](#)

Table 2.4.2.2 Required Documents List (Issuance — Cooking Graduate)

Document	Required		Notes
	New	Reissue	
写真 Photo	○	○	—
手書き署名 Handwritten Signature	○	○	—
現有資格証明書 Current Qualification Certificate		○	—
能力証明書 1 Competency Certificate 1	○		For this procedure, the following documents are accepted as competency certificates. Attach one or more copies of the following: <ul style="list-style-type: none"> •Certificate of Passing the Registration Examination •Cook License •Dietician License •Registered Dietitian License •Japan Coast Guard School (Accounting Course) Graduation Certificate or Diploma •Certificate of Completion of Equivalent Training •Other¹³
能力証明書 2 Competency Certificate 2	—		Attach if there is a second competency certificate file.
身分証明書 1 Identification 1	○	△	■ For Reissuance, this becomes a required document when making changes such as the name or registered domicile.

¹³ Determined by staff based on standards such as official notices.

Document	Required		Notes
	New	Reissue	
			<p>For this procedure, the following documents are accepted as identification documents. Attach one of the following:</p> <ul style="list-style-type: none"> •Mariner’s Pocket Ledger (Copy of tables 1-4) •Certificate of Residence showing Registered Domicile, Certificate of Recorded Matters •Certificate Copy of Family Register (Full), Certified Copy of Family Register (Partial) •Passport (Copy)
身分証明書 2 Identification 2	—	—	Attach if there is a second file for identification.
身分証明書 3 Identification 3	—	—	Attach if there is a third file for identification.

Legend: ○ = Required; △ = Conditionally Required; — = Optional; Grayed Out = Not Required

2.4.3 【適任証書交付】衛生管理者 #船員 (Hygiene Manager)

This section explains the details of each input field and the required supporting documents for the [Issuance of Competency Certificate] Hygiene Manager #船員 application procedure, with reference to the “Application Information” screen from the form.

Shown below is the “Application Information” screen for this procedure.

申請情報

※旧証書をお持ちでない方は、「新規」にチェックを付けてお手続きください。

※旧証書をお持ちの方で、再交付または電子証書に切り替える場合は、「再交付」にチェックを付けてお手続きください。

申請情報

必須 申請の種類 新規 再交付

必須 申請年月日 2026 年 2 月 24 日

任意 能力証明書の区分

任意 受験番号

※試験合格者は受験番号を入力

任意 現有資格証書番号

衛生管理者試験合格
登録講習修了
同等認定講習修了
水産系学校卒業で衛生管理の科目修了
海上保安学校主計コース修了
STCW条約に基づくMedical Care資格受有者を対象とする講習修了
医師
歯科医師、薬剤師、獣医師
保健師、助産師、看護師、准看護師
医学士、歯学士、薬学士、衛生看護学士
医学、歯学その他の保健衛生に関する旧専門学校卒業
外国の医師免許
安衛法衛生管理者資格取得後、2年以上の船内衛生管理業務経験
その他

In this procedure’s “Application Information” form, first select the **application type** from the following two options: “**New**” or “**Reissuance.**” Please note that the **required fields and attachment documents differ** depending on which application type you select.

Please refer to the following to determine which application type to select for varying cases:

- If you wish to apply for first-time issuance of an electronic certificate for a qualification you do not yet hold (i.e., you hold neither an electronic certificate nor an old certificate)
→ Select **“New”**

 **Important Note**

For reissuance, if you do not hold an electronic certificate (i.e., you hold an old paper certificate issued by March 31, 2026), use the issuance procedure.

- If you already hold a qualification (i.e., an old certificate) and wish to request a reissuance, an electronic certificate, or both
→ Select **“Reissuance”**

[Table 2.4.3.1](#) describes each input field for the “Application Information” form.

Table 2.4.3.1 “Application Information” Input Fields (Issuance — Hygiene Manager)

Field	Description	Required		Input Constraints
		New	Reissue	
申請の種類 Application Type	See the explanation above.	<input type="radio"/>	<input type="radio"/>	—
申請年月日 Application Date	Enter the application date. This field defaults to today’s date.	<input type="radio"/>	<input type="radio"/>	Year: 4 half-width digits; Month: up to 2 half-width digits; Day: up to 2 half-width digits
能力証明書の区分 Competency Certificate Category	Select the type of document ¹⁴ you will attach as “Competency Certificate” from the dropdown.	<input type="radio"/>		—
受験番号 Exam Number	<p>■ If “Passed the Hygiene Manager Exam” is selected under “Competency Certificate Category”, this field becomes required.</p> <p>If you applied for the exam through the [Examination] Hygiene Manager #船員 procedure¹⁵ and passed, enter the exam number.</p>	<input type="checkbox"/>		Up to 11 characters (half-width alphanumeric)
現有資格証書番号 Current Qualification	Enter the qualification certificate number of the old certificate.		<input type="radio"/>	Up to 100 characters (half-width alphanumeric)

¹⁴ For details regarding document attachment types, refer to [Table 2.4.3.2](#)

¹⁵ For details on the **[Examination] Hygiene Manager #船員** procedure, see [2.8.1 \[Examination\] Hygiene Manager #船員](#)

Field	Description	Required		Input Constraints
		New	Reissue	
Certificate No.				

Legend: ○ = Required; △ = Conditionally Required; Grayed Out = Not Required

[Table 2.4.3.2](#) lists the supporting documents that must be attached depending on the type of application. For instructions on how to attach each document, refer to [2.9 Attach Supporting Documents](#).

Table 2.4.3.2 Required Documents List (Issuance — Hygiene Manager)

Document	Required		Notes
	New	Reissue	
乗船履歴証明書 Sea Service Certificate	○		—
写真 Photo	○	○	—
手書き署名 Handwritten Signature	○	○	—
現有資格証明書 Current Qualification Certificate		○	—
能力証明書 1 Competency Certificate 1	△		<p>■This becomes a required document if you have selected an option other than “Passed the Hygiene Manager Examination” under the input field “Competency Certificate Category”.</p> <p>For this procedure, the following documents are accepted as competency certificates. Attach one of the following:</p> <ul style="list-style-type: none"> •Certificate proving the capabilities specified in each item of Article 12 of the Ministerial Ordinance •Exam Result Notice
能力証明書 2 Competency Certificate 2	—		Attach if there is a second competency certificate file.
身分証明書 1 Identification 1	△	△	■For New applications, this becomes a required document if you have selected an option other than

Document	Required		Notes
	New	Reissue	
			<p>“Passed the Hygiene Manager Examination” for the input field “Competency Certificate Category”.</p> <p>■ For Reissuance, this becomes a required document when making changes such as the name or registered domicile.</p> <p>For this procedure, the following documents are accepted as identification documents. Attach one of the following:</p> <ul style="list-style-type: none"> •Mariner’s Pocket Ledger (Copy of tables 1-4) •Certificate of Residence showing Registered Domicile, Certificate of Recorded Matters •Certificate Copy of Family Register (Full), Certified Copy of Family Register (Partial) •Passport (Copy)
身分証明書 2 Identification 2	—	—	Attach if there is a second file for identification.
身分証明書 3 Identification 3	—	—	Attach if there is a third file for identification.

Legend: ○ = Required; △ = Conditionally Required; — = Optional; Grayed Out = Not Required

2.4.4 【適任証書交付】衛生担当者#船員 (Hygiene Officer)

This section explains the details of each input field and the required supporting documents for the **[Issuance of Competency Certificate] Hygiene Officer #船員** application procedure, with reference to the “Application Information” screen from the form.

Shown below is the “Application Information” screen for this procedure.

申請情報

※旧証書をお持ちでない方は、「新規」にチェックを付けてお手続きください。

※旧証書をお持ちの方で、再交付または電子証書に切り替える場合は、「再交付」にチェックを付けてお手続きください。

申請情報

必須 申請の種類 新規 再交付

必須 申請年月日 2026 年 2 月 24 日

任意 現有資格証書番号

In this procedure’s “Application Information” form, first select the **application type** from the following two options: “**New**” or “**Reissuance.**” Please note that the **required fields and attachment documents differ** depending on which application type you select.

Please refer to the following to determine which application type to select for varying cases:

- If you wish to apply for first-time issuance of an electronic certificate for a qualification you do not yet hold (i.e., you hold neither an electronic certificate nor an old certificate)
→ Select **“New”**

 **Important Note**

For reissuance, if you do not hold an electronic certificate (i.e., you hold an old paper certificate issued by March 31, 2026), use the issuance procedure.

- If you already hold a qualification (i.e., an old certificate) and wish to request a reissuance, an electronic certificate, or both
→ Select **“Reissuance”**

[Table 2.4.4.1](#) describes each input field for the “Application Information” form.

Table 2.4.4.1 “Application Information” Input Fields (Issuance — Hygiene Officer)

Input Field	Description	Required		Input Constraints
		New	Reissue	
申請の種類 Application Type	See the explanation above.	<input type="radio"/>	<input type="radio"/>	—
申請年月日 Application Date	Enter the application date. This field defaults to today’s date.	<input type="radio"/>	<input type="radio"/>	Year: 4 half-width digits; Month: up to 2 half-width digits; Day: up to 2 half-width digits
現有資格証書 番号	Enter the qualification certificate number of the old certificate.		<input type="radio"/>	Up to 100 characters (half-

Input Field	Description	Required		Input Constraints
		New	Reissue	
Current Qualification Certificate No.				width alphanumeric)

Legend: ○ = Required; Grayed Out = Not Required

[Table 2.4.4.2](#) lists the supporting documents that must be attached depending on the type of application. For instructions on how to attach each document, refer to [2.9 Attach Supporting Documents](#).

Table 2.4.4.2 Required Documents List (Issuance — Hygiene Officer)

Document	Required		Notes
	New	Reissue	
写真 Photo	○	○	—
手書き署名 Handwritten Signature	○	○	—
現有資格証明書 Current Qualification Certificate		○	—
能力証明書 1 Competency Certificate 1	○		For this procedure, the following documents are accepted as competency certificates. Attach the following: ・Certificate of Completion of Lifesaving Training
能力証明書 2 Competency Certificate 2	—		Attach if there is a second competency certificate file.
身分証明書 1	○	△	■ For Reissuance , this becomes a required document when making changes such as the name or registered

Document	Required		Notes
	New	Reissue	
Identification 1			<p>domicile.</p> <p>For this procedure, the following documents are accepted as identification documents. Attach one of the following:</p> <ul style="list-style-type: none"> • Mariner’s Pocket Ledger (Copy of tables 1–4) • Certificate of Residence showing Registered Domicile, Certificate of Recorded Matters • Certificate Copy of Family Register (Full) , Certified Copy of Family Register (Partial)
身分証明書 2 Identification 2	—	—	Attach if there is a second file for identification.
身分証明書 3 Identification 3	—	—	Attach if there is a third file for identification.

Legend: ○ = Required; △ = Conditionally Required; — = Optional; Grayed Out = Not Required

2.4.5 【適任証書交付】航海当直部員#船員 (Voyage Officer)

This section explains the details of each input field and the required supporting documents for the **[Issuance of Competency Certificate] Voyage Officer #船員** application procedure, with reference to the “Application Information” screen from the form.

Shown below is the “Application Information” screen for this procedure.

The screenshot shows a web form titled "申請情報" (Application Information). At the top, there are two instructions: "※証印を有していない方は、「新規」にチェックを付けてお手続きください。" (If you do not have a stamp, please check 'New') and "※証印を有している方で、適任証書に切り替える場合は、「再交付」にチェックを付けてお手続きください。" (If you have a stamp and are switching to a competency certificate, please check 'Reissuance'). Below these are four fields: 1. "申請の種類" (Application Type) with radio buttons for "新規" (New) and "再交付" (Reissuance). 2. "申請年月日" (Application Date) with a date picker set to 2026年2月24日. 3. "資格の区分" (Qualification Category) with a dropdown menu currently showing "甲板部航海当直部員" (Deck Department Voyage Officer). 4. "現有資格証書番号" (Current Competency Certificate Number) which is a greyed-out field. A callout box highlights the dropdown menu, listing four options: "甲板部航海当直部員" (selected), "機関部航海当直部員" (Engine Room Voyage Officer), "甲種甲板・機関部航海当直部員" (Type A Deck/Engine Room Voyage Officer), and "乙種甲板・機関部航海当直部員" (Type B Deck/Engine Room Voyage Officer).

In this procedure’s “Application Information” form, first select the **application type** from the following two options: “**New**” or “**Reissuance.**” Please note that the **required fields and attachment documents differ** depending on which application type you select.

Please refer to the following to determine which application type to select for varying cases:

- If you wish to apply for first-time issuance of an electronic certificate for a qualification you do not yet hold (i.e., you hold neither an electronic certificate nor an old certificate)
→ Select **“New”**
- If you already hold a qualification (i.e., an endorsement in the Mariner's Pocket Ledger) and wish to request an electronic certificate
→ Select **“Reissuance”**

[Table 2.4.5.1](#) describes each input field for the “Application Information” form.

Table 2.4.5.1 “Application Information” Input Fields (Issuance — Voyage Officer)

Field	Description	Required		Input Constraints
		New	Reissue	
申請の種類 Application Type	See the explanation above.	<input type="radio"/>	<input type="radio"/>	—
申請年月日 Application Date	Enter the application date. This field defaults to today’s date.	<input type="radio"/>	<input type="radio"/>	Year: 4 half-width digits; Month: up to 2 half-width digits; Day: up to 2 half-width digits
資格の区分 Qualification Category	Select the details of the qualification you are applying for from the dropdown list. ¹⁶	<input type="radio"/>	<input type="radio"/>	—
現有資格証書番号 Current	Enter the qualification certificate number of the old certificate.		<input type="radio"/>	Up to 100 characters (half-width alphanumeric)

¹⁶ For details of the options in the dropdown list, see the figure.

Field	Description	Required		Input Constraints
		New	Reissue	
Qualification Certificate No.				

Legend: ○ = Required; Grayed Out = Not Required

[Table 2.4.5.2](#) lists the supporting documents that must be attached depending on the type of application. For instructions on how to attach each document, refer to [2.9 Attach Supporting Documents](#).

Table 2.4.5.2 Required Documents List (Issuance — Voyage Officer)

Document	Required		Notes
	New	Reissue	
健康証明書 Health Certificate	○		Copy of Mariner’s Pocket Ledger Table 16
写真 Photo	○	○	—
手書き署名 Handwritten Signature	○	○	—
現有資格証明書 Current Qualification Certificate		○	Copy of Mariner’s Pocket Ledger Table 5
能力証明書 1 Competency Certificate 1	○		For this procedure, the following documents are accepted as competency certificates. Attach one or more copies of the following: <ul style="list-style-type: none"> •Sea Service Certificate •Mariner’s Pocket Ledger (Copy of tables 1-4, 6-7) •Certificate of Completion from a Ship’s Officer Training Institution •Maritime Officer Certificate of Competency (Deck/Engine)
能力証明書 2 Competency Certificate 2	—		Attach if there is a second competency certificate file.
身分証明書 1 Identification 1	○	△	■ For Reissuance, this becomes a required document when making changes such as the name or registered domicile. For this procedure, the following document is

Document	Required		Notes
	New	Reissue	
			accepted as identification. Please attach the following when applying: • Mariner's Pocket Ledger (Copy of tables 1-4)
身分証明書 2 Identification 2	—	—	Attach if there is a second file for identification.
身分証明書 3 Identification 3	—	—	Attach if there is a third file for identification.

Legend: ○ = Required; △ = Conditionally Required; — = Optional; Grayed Out = Not Required

2.4.6 【適任証書交付】危険物等取扱責任者 #船員 (Dangerous Goods Officer)

This section explains the details of each input field and the required supporting documents for the [Issuance of Competency Certificate] Dangerous Goods Officer # 船員 application procedure, with reference to the “Application Information” screen from the form.

Shown below is the “Application Information” screen for this procedure.

申請情報

※締約国資格証明書受有者が、適任証書の初回申請をされる場合は、「再交付」にチェックをつけてお手続きください。

※船員手帳への証印を有している方で、適任証書に切り替える場合は、「再交付」にチェックを付けてお手続きください。

※船員手帳への証印を有している方で、更新および適任証書に切り替える場合は、「更新」にチェックを付けてお手続きください。

申請情報

必須 申請の種類 新規 再交付 更新

必須 申請年月日 2026 年 3 月 18 日

必須 資格の区分 甲種（石油）・甲板部

任意 講習修了証番号

※講習修了証番号を入力するか、講習修了証明書を添付すること

任意 現有資格証書番号

※既に有効な資格を有する場合は記載すること
※締約国資格証明書受有者の申請の場合は、「0000」を記載すること

任意 現有資格の有効期限年月日 年 月 日

※締約国資格証明書受有者の申請の場合は、締約国資格証明書の交付日から5年経過した日、又は、締約国資格証明書の有効期限のいずれか早い日を入力すること

The dropdown menu displays the following options:

- 甲種（石油）・甲板部
- 甲種（石油）・甲板部 - 国内限定
- 甲種（石油）・機関部
- 甲種（石油）・機関部 - 国内限定
- 甲種（液体化学薬品）・甲板部
- 甲種（液体化学薬品）・甲板部 - 国内限定
- 甲種（液体化学薬品）・機関部
- 甲種（液体化学薬品）・機関部 - 国内限定
- 乙種（石油・液体化学薬品）
- 甲種（液化ガス）・甲板部
- 甲種（液化ガス）・甲板部 - 国内限定
- 甲種（液化ガス）・機関部
- 甲種（液化ガス）・機関部 - 国内限定
- 乙種（液化ガス）
- 甲種（吸引火点燃料）メタノール・エタノール
- 甲種（吸引火点燃料）メタノール・エタノール 内航
- 甲種（吸引火点燃料）内航
- 乙種（吸引火点燃料）メタノール・エタノール
- 乙種（吸引火点燃料）

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In this procedure's "Application Information" form, first select the **application type** from the following three options: **"New"**, **"Reissuance"** or **"Renewal"**. Please note that the **required fields and attachment documents differ** depending on which application type you select.

Please refer to the following to determine which application type to select for varying cases:

- If you wish to apply for first-time issuance of an electronic certificate for a qualification you do not yet hold (i.e., a qualification for which you hold neither an electronic certificate nor an endorsement in the Mariner's Pocket Ledger)
→ Select **"New"**
- If you already hold a qualification (i.e., an endorsement in the Mariner's Pocket Ledger) and wish to request an electronic certificate
→ Select **"Reissuance"**
- If you hold a certificate issued by a party to the STCW convention and wish to obtain your first issuance of an electronic certificate
→ Select **"Reissuance"**
- If you wish to obtain an electronic certificate at the time of renewal for a qualification you already hold (i.e., an endorsement in the Mariner's Pocket Ledger)
→ Select **"Renewal"**

 **Important Note**

If **more than one year** remains until the qualification's expiration date, **the renewal procedure cannot be performed.**

[Table 2.4.6.1](#) describes each input field for the “Application Information” form.

Table 2.4.6.1 “Application Information” Input Fields (Issuance — Dangerous Goods Officer)

Field	Description	Required			Input Constraints
		New	Reissue	Renewal	
申請の種類 Application Type	See the explanation above.	○	○	○	—
申請年月日 Application Date	Enter the application date. This field defaults to today’s date.	○	○	○	Year: 4 half-width digits; Month: up to 2 half-width digits; Day: up to 2 half-width digits
資格の区分 Qualification Category	Select the details of the qualification you are applying for from the drop-down list. ¹⁷	○	○	○	—
講習修了証番号 Course Completion Certificate Number	<p>■ For new applications or renewals, if you do not attach the Course Completion Certificate, this becomes a required input field.</p> <p>Enter the certificate number shown on the Course Completion Certificate obtained upon completing the training required for the</p>	△		△	Up to 15 characters (half-width alphanumeric)

¹⁷ For details of the options in the dropdown list, see the figure.

Field	Description	Required			Input Constraints
		New	Reissue	Renewal	
	qualification. ¹⁸				
現有資格証書 番号 (Current Qualification Certificate No.)	<p>■ For new applications, enter this field if you are applying for a qualification higher than the one you currently hold.</p> <p>Enter the Qualification Certificate Number of the old certificate.</p>	—	○ ¹⁹	○	Up to 100 characters (half-width alphanumeric)
現有資格の有 効期限年月日 (Expiration Date of Current Qualification)	<p>■ For new applications, enter this field if you are applying for a qualification higher than the one you currently hold.</p> <p>Enter the expiration date of the old certificate.</p>	—	○ ²⁰	○	Year: 4 half-width digits; Month: up to 2 half-width digits; Day: up to 2 half-width digits

Legend: ○ = Required; △ = Conditionally Required; Grayed Out = Not Required

¹⁸ If you submit the procedure within a few days after completing the training, an error may occur even if you enter a valid Course Completion Certificate Number. In that case, delete the entered number and proceed by attaching the Course Completion Certificate as a supporting document.

¹⁹ When applying for reissuance using a Certificate issued by a party to the STCW Convention, enter "0000" in the "Current Qualification Certificate Number" field.

²⁰ When applying for reissuance using a Certificate issued by a party to the STCW Convention, enter the expiry date of that certificate or the date five years after the issue date into the "Expiration Date of Current Qualification" field, whichever is earlier.

[Table 2.4.6.2](#) lists the supporting documents that must be attached depending on the type of application. For instructions on how to attach each document, refer to [2.9 Attach Supporting Documents](#).

Table 2.4.6.2 Required Documents List (Issuance — Dangerous Goods Officer)

Document	Required			Notes
	New	Reissue	Renewal	
写真 Photo	○	○	○	—
手書き署名 Handwritten Signature	○	○	○	—
現有資格証明書 Current Qualification Certificate	△	○ ²¹	○	<p>■ For new applications, if the applicant already holds a valid qualification, attach it here.</p> <p>Copy of Mariner's Pocket Ledger Table 5</p>
能力証明書 1 Competency Certificate 1	○		○	<p>For this procedure, the following documents are accepted as competency certificates. Attach one or more of the following:</p> <ul style="list-style-type: none"> • Sea Service Certificate • Mariner's Pocket Ledger (Copy of tables 1-4, 6-7) • Liquefied Gas Qualification (Copy) • Certificate issued by a Party to the STCW Convention (Copy) • Certificate of Completion of Training in Domestic Maritime Laws and Regulations (Copy) • Other
能力証明書 2 Competency	—		—	Attach if there is a second competency certificate file.

²¹ When applying for reissuance using a Certificate issued by a party to the STCW Convention, attach that certificate to the "Current Qualification Certificate".

Document	Required			Notes
	New	Reissue	Renewal	
Certificate 2				
講習修了証明書 Course Completion Certificate	△		△	■ For new applications or renewals , this becomes a required document if the Course Completion certificate number was not entered.
身分証明書 1 Identification 1	○	△	△	■ For reissuance or renewals , this becomes a required document if there are changes made such as to the name or registered domicile. For this procedure, the following document is accepted as identification. Please attach the following when applying: •Mariner's Pocket Ledger (Copy of tables 1-4)
身分証明書 2 Identification 2	—	—	—	Attach if there is a second file for identification.
身分証明書 3 Identification 3	—	—	—	Attach if there is a third file for identification.

Legend: ○ = Required; △ = Conditionally Required; — = Optional; Grayed Out = Not Required

2.4.7 【適任証書交付】特定海域運航責任者 #船員 (Sea Area Officer)

This section explains the details of each input field and the required supporting documents for the [Issuance of Competency Certificate] Sea Area Officer #船員 application procedure, with reference to the “Application Information” screen from the form.

Shown below is the “Application Information” screen for this procedure.

申請情報

※締約国資格証明書受有者が、適任証書の初回申請をされる場合は、「再交付」にチェックをつけてお手続きください。

※船員手帳への証印を有している方で、適任証書に切り替える場合は、「再交付」にチェックを付けてお手続きください。

※船員手帳への証印を有している方で、更新および適任証書に切り替える場合は、「更新」にチェックを付けてお手続きください。

申請情報

必須 申請の種類 新規 再交付 更新

必須 申請年月日 2026 年 3 月 18 日

必須 資格の区分 甲種 乙種

任意 講習修了証番号

※講習修了証番号を入力するか、講習修了証明書を添付すること

任意 現有資格証書番号

※締約国資格証明書受有者の申請の場合は、「0000」を記載すること

任意 現有資格の有効期限年月日 年 月 日

※締約国資格証明書受有者の申請の場合は、締約国資格証明書の交付日から5年経過した日、又は、締約国資格証明書の有効期限のいずれか早い日を入力すること

In this procedure’s “Application Information” form, first select the **application type** from the following three options: “**New**”, “**Reissuance**” or “**Renewal**”. Please note that the **required fields and attachment documents differ** depending on which application type

you select.

Please refer to the following to determine which application type to select for varying cases:

- If you wish to apply for first-time issuance of an electronic certificate for a qualification you do not yet hold (i.e., a qualification for which you hold neither an electronic certificate nor an endorsement in the Mariner's Pocket Ledger)
→ Select **"New"**
- If you already hold a qualification (i.e., an endorsement in the Mariner's Pocket Ledger) and wish to request an electronic certificate
→ Select **"Reissuance"**
- If you hold a certificate issued by a party to the STCW convention and wish to obtain your first issuance of an electronic certificate
→ Select **"Reissuance"**
- If you wish to obtain an electronic certificate at the time of renewal for a qualification you already hold (i.e., an endorsement in the Mariner's Pocket Ledger)
→ Select **"Renewal"**

 **Important Note**

If **more than one year remains** until the qualification's expiration date, **the renewal procedure cannot be performed.**

[Table 2.4.7.1](#) describes each input field for the “Application Information” form.

Table 2.4.7.1 “Application Information” Input Fields (Issuance — Sea Area Officer)

Field	Description	Required			Input Constraints
		New	Reissue	Renewal	
申請の種類 Application Type	See the explanation above.	○	○	○	—
申請年月日 Application Date	Enter the application date. This field defaults to today’s date.	○	○	○	Year: 4 half-width digits; Month: up to 2 half-width digits; Day: up to 2 half-width digits
資格の区分 Qualification Category	Select the type of qualification you are applying for: Class A or Class B.	○	○	○	—
講習修了証番号 Course Completion Certificate Number	<p>■ For new applications or renewals, if you do not attach the Course Completion Certificate, this becomes a required input field.</p> <p>Enter the certificate number shown on the Course Completion Certificate obtained upon completing the training required for the qualification.²²</p>	△		△	Up to 15 characters (half-width alphanumeric)

²² If you submit the procedure within a few days after completing the training, an error may occur even if you enter a valid Course Completion Certificate Number. In that case, delete the entered number and proceed by attaching the Course Completion Certificate as a supporting document.

Field	Description	Required			Input Constraints
		New	Reissue	Renewal	
現有資格証書 番号 Current Qualification Certificate No.	Enter the Qualification Certificate Number of the old certificate.		○ ²³	○	Up to 100 characters (half- width alphanumeric)
現有資格の有 効期限年月日 Expiration Date of Current Qualification	Enter the expiration date of the old certificate.		○ ²⁴	○	Year: 4 half- width digits; Month: up to 2 half-width digits; Day: up to 2 half-width digits

Legend: ○ = Required; △ = Conditionally Required; Grayed Out = Not Required

²³ When applying for reissuance using a Certificate issued by a party to the STCW Convention, enter "0000" in the "Current Qualification Certificate Number" field.

²⁴ When applying for reissuance using a Certificate issued by a party to the STCW Convention, enter the expiry date of that certificate or the date five years after the issue date into the "Expiration Date of Current Qualification" field, whichever is earlier.

[Table 2.4.7.2](#) lists the supporting documents that must be attached depending on the type of application. For instructions on how to attach each document, refer to [2.9 Attach Supporting Documents](#).

Table 2.4.7.2 Required Documents List (Issuance — Sea Area Officer)

Document	Required			Notes
	New	Reissue	Renewal	
写真 Photo	○	○	○	—
手書き署名 Handwritten Signature	○	○	○	—
現有資格証明書 Current Qualification Certificate		○ ²⁵	○	Copy of Mariner's Pocket Ledger Table 5
能力証明書 1 Competency Certificate 1	○		○	For this procedure, the following documents are accepted as competency certificates. Attach one or more of the following: <ul style="list-style-type: none"> • Sea Service Certificate • Mariner's Pocket Ledger (Copy of tables 1-4, 6-7) • Certificate issued by a Party to the STCW Convention (Copy) • Certificate of Completion of Training in Domestic Maritime Laws and Regulations (Copy) • Ship's Log (Copy)
能力証明書 2 Competency Certificate 2	—		—	Attach if there is a second competency certificate file.

²⁵ When applying for reissuance using a Certificate issued by a party to the STCW Convention, attach that certificate to the "Current Qualification Certificate".

Document	Required			Notes
	New	Reissue	Renewal	
講習修了証明書 Course Completion Number	△		△	■ For new applications or renewals , if the Course Completion number was not entered, this becomes a required document.
身分証明書 1 Identification 1	○	△	△	■ For reissuance or renewals , if there are any changes such as to the name or registered domicile, this becomes a required document. For this procedure, the following document is accepted as identification. Please attach the following when applying: •Mariner’s Pocket Ledger (Copy of tables 1-4)
身分証明書 2 Identification 2	—	—	—	Attach if there is a second file for identification.
身分証明書 3 Identification 3	—	—	—	Attach if there is a third file for identification.

Legend: ○ = Required; △ = Conditionally Required; — = Optional; Grayed Out = Not Required

2.4.8 【適任証書交付】救命艇手 #船員 (Lifeboatman)

This section explains the details of each input field and the required supporting documents for the [Issuance of Competency Certificate] Lifeboatman #船員 application procedure, with reference to the “Application Information” screen from the form.

Shown below is the “Application Information” screen for this procedure.

申請情報

※旧証書をお持ちでない方は、「新規」にチェックを付けてお手続きください。

※旧証書をお持ちの方で、再交付または電子証書に切り替える場合は、「再交付」にチェックを付けてお手続きください。

申請情報

必須 申請の種類 新規 再交付

必須 申請年月日 2026 年 2 月 24 日

必須 申請資格（限定の有無） 救命艇手 限定救命艇手

任意 受験番号

※試験合格者は受験番号を入力すること

任意 現有資格証書番号

In this procedure’s “Application Information” form, first select the **application type** from the following two options: “**New**” or “**Reissuance.**” Please note that the **required fields and attachment documents differ** depending on which application type you select.

Please refer to the following to determine which application type to select for varying cases:

- If you wish to apply for first-time issuance of an electronic certificate for a qualification you do not yet hold (i.e., a qualification for which you hold neither an electronic certificate nor an old certificate)
→ Select **“New”**



Important Note

For reissuance, if you do not hold an electronic certificate (i.e., you hold an old paper certificate issued by March 31, 2026), use the issuance procedure.

- If you already hold a qualification (i.e., an old certificate) and wish to request a reissuance, an electronic certificate, or both
→ Select **“Reissuance”**

[Table 2.4.8.1](#) describes each input field for the “Application Information” form.

Table 2.4.8.1 “Application Information” Input Fields (Issuance — Lifeboatman)

Field	Description	Required		Input Constraints
		New	Reissue	
申請の種類 Application Type	See the explanation above.	○	○	—
申請年月日 Application Date	Enter the application date. This field defaults to today’s date.	○	○	Year: 4 half-width digits; Month: up to 2 half-width digits; Day: up to 2 half-width digits
申請資格（限定の有無） Qualification Type (Limited/Normal)	Select the type of qualification you are applying for: Lifeboatman or Limited Lifeboatman.	○	○	—
受験番号 Exam Number	■ Enter this field if you applied for the examination through the [Examination] Lifeboatman #船員²⁶ procedure and passed the test.	—		Up to 11 characters (half-width alphanumeric)
現有資格証書番号 Current Qualification Certificate No.	Enter the qualification certificate number of the old certificate.		○	Up to 100 characters (half-width alphanumeric)

Legend: ○ = Required; △ = Conditionally Required; Grayed Out = Not Required

²⁶ For details about **[Examination] Lifeboatman #船員**, refer to [2.8.2 \[Examination\] Lifeboatman #船員](#)

[Table 2.4.8.2](#) lists the supporting documents that must be attached depending on the type of application. For instructions on how to attach each document, refer to [2.9 Attach Supporting Documents](#).

Table 2.4.8.2 Required Documents List (Issuance — Lifeboatman)

Document	Required		Notes
	New	Reissue	
健康証明書 Health Certificate	△		<p>■ If the "Examination Number" field is not entered, this becomes a required document.</p> <p>Copy of Mariner's Pocket Ledger Table 16</p>
写真 Photo	○	○	—
手書き署名 Handwritten Signature	○	○	—
現有資格証明書 Current Qualification Certificate		○	—
能力証明書 1 Competency Certificate 1	△		<p>■ If the "Examination Number" field is not entered, this becomes a required document.</p> <p>For this procedure, the following documents are accepted as competency certificates. Attach one of the following:</p> <ul style="list-style-type: none"> •Certificate of Qualification Issued by a Designated Country (Copy) •Maritime Officer Certificate of Competency (Deck/Engine) •Certificate of Graduation from a Training Institution (Copy) •Certificate of Completion of the Limited Lifeboatman Registration Training Course (Copy) •Exam Result Notice •Sea Service Certificate

Document	Required		Notes
	New	Reissue	
			•Mariner's Pocket Ledger (Copy of tables 1-4, 6-7)
能力証明書 2 Competency Certificate 2	—		Attach if there is a second competency certificate file.
身分証明書 1 Identification 1	△	△	<p>■ For New applications, this becomes a required document if the "Examination Number" field is not entered.</p> <p>■ For Reissuance, this becomes a required document when making changes such as the name or registered domicile.</p> <p>For this procedure, the following documents are accepted as identification documents. Attach one of the following:</p> <ul style="list-style-type: none"> •Mariner's Pocket Ledger (Copy of tables 1-4) •Certificate of Residence showing Registered Domicile, Certificate of Recorded Matters •Certificate Copy of Family Register (Full), Certified Copy of Family Register (Partial) •Passport (Copy)
身分証明書 2 Identification 2	—	—	Attach if there is a second file for identification.
身分証明書 3 Identification 3	—	—	Attach if there is a third file for identification.

Legend: ○ = Required; △ = Conditionally Required; — = Optional; Grayed Out = Not Required

2.4.9 【適任証書交付】消火作業指揮者 #船員 (Firefighting Officer)

This section explains the details of each input field and the required supporting documents for the [Issuance of Competency Certificate] Firefighting Officer #船員 application procedure, with reference to the “Application Information” screen from the form.

Shown below is the “Application Information” screen for this procedure.

申請情報

※旧証書をお持ちでない方は、「新規」にチェックを付けてお手続きください。

※旧証書をお持ちの方で、再交付または電子証書に切り替える場合は、「再交付」にチェックを付けてお手続きください。

申請情報

必須 申請の種類 新規 再交付

必須 申請年月日 2026 年 2 月 24 日

任意 現有資格証書番号

In this procedure’s “Application Information” form, first select the **application type** from the following two options: “**New**” or “**Reissuance.**” Please note that the **required fields and attachment documents differ** depending on which application type you select.

Please refer to the following to determine which application type to select for varying cases:

- If you wish to apply for first-time issuance of an electronic certificate for a qualification you do not yet hold (i.e., a qualification for which you hold neither an electronic certificate nor an old certificate)
→ Select **“New”**

 **Important Note**

For reissuance, if you do not hold an electronic certificate (i.e., you hold an old paper certificate issued by March 31, 2026), use the issuance procedure.

- If you already hold a qualification (i.e., an old certificate) and wish to request a reissuance, an electronic certificate, or both
→ Select **“Reissuance”**

[Table 2.4.9.1](#) describes each input field for the “Application Information” form.

Table 2.4.9.1 “Application Information” Input Fields (Issuance — Firefighting Officer)

Field	Description	Required		Input Constraints
		New	Reissue	
申請の種類 Application Type	See the explanation above.	<input type="radio"/>	<input type="radio"/>	—
申請年月日 Application Date	Enter the application date. This field defaults to today’s date.	<input type="radio"/>	<input type="radio"/>	Year: 4 half-width digits; Month: up to 2 half-width digits; Day: up to 2 half-width digits
現有資格証書 番号	Enter the qualification certificate number of the old certificate.	<input type="radio"/>	<input type="radio"/>	Up to 100 characters (half-width)

Field	Description	Required		Input Constraints
		New	Reissue	
Current Qualification Certificate No.				alphanumeric)

Legend: ○ = Required; Grayed Out = Not Required

[Table 2.4.9.2](#) lists the supporting documents that must be attached depending on the type of application. For instructions on how to attach each document, refer to [2.9 Attach Supporting Documents](#).

Table 2.4.9.2 Required Documents List (Issuance — Firefighting Officer)

Document	Required		Notes
	New	Reissue	
写真 Photo	○	○	—
手書き署名 Handwritten Signature	○	○	—
現有資格証明書 Current Qualification Certificate		○	—
能力証明書 1 Competency Certificate 1	○		For this procedure, the following documents are accepted as competency certificates. Attach the following: •Certificate of Completion of Firefighting Training
能力証明書 2 Competency Certificate 2	—		Attach if there is a second competency certificate file.
身分証明書 1 Identification 1	○	△	■ For Reissuance , this becomes a required document when making changes such as the name or registered

Document	Required		Notes
	New	Reissue	
			<p>domicile.</p> <p>For this procedure, the following documents are accepted as identification documents. Attach one of the following:</p> <ul style="list-style-type: none"> •Mariner’s Pocket Ledger (Copy of tables 1-4) •Certificate of Residence showing Registered Domicile, Certificate of Recorded Matters •Certificate Copy of Family Register (Full), Certified Copy of Family Register (Partial)
身分証明書 2 Identification 2	—	—	Attach if there is a second file for identification.
身分証明書 3 Identification 3	—	—	Attach if there is a third file for identification.

Legend: ○ = Required; △ = Conditionally Required; — = Optional; Grayed Out = Not Required

2.5 Enter Application Information (Reissuance Procedure)

Reissuance procedures are used to **reissue an electronic certificate that has already been issued**. If any of the following cases apply, please use the reissuance procedure:

- You want to change the photo attached to the electronic certificate.
 - You want to change the information shown on the electronic certificate.
- Etc.

Important Note

For reissuance, if you do not have an electronic certificate (i.e., you only have a Mariner's Pocket Ledger endorsement or an old paper certificate issued by March 31, 2026), use the issuance procedure.

To apply for the reissuance of an electronic certificate, it is necessary to enter the application details in the **"Application Information"** form. **As the content of the "Application Information" form for reissuance procedures is the same** regardless of the qualification, the procedures are explained collectively in [2.5.1 \[Reissuance of Competency Certificate\] Ship's Cook #船員](#). Even when reissuing for a different qualification, please refer to the procedure described in [2.5.1 \[Reissuance of Competency Certificate\] Ship's Cook #船員](#).

→ See [2.5.1 \[Reissuance of Competency Certificate\] Ship's Cook #船員](#)

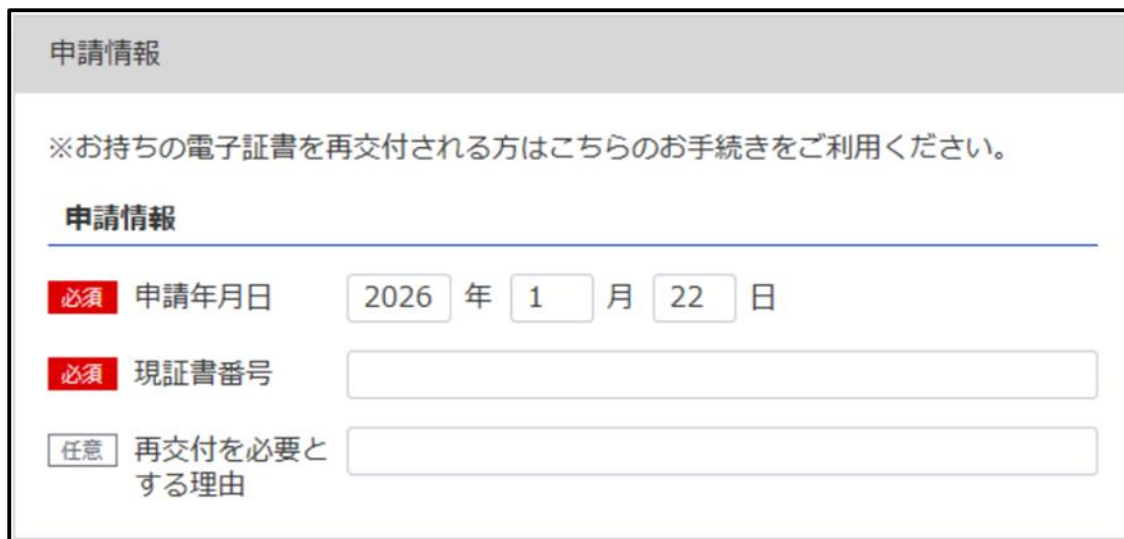
The following are the names of the procedures explained in this section:

- [Reissuance of Competency Certificate] Ship's Cook #船員
- [Reissuance of Certificate] Cooking Graduate #船員
- [Reissuance of Competency Certificate] Hygiene Manager #船員
- [Reissuance of Competency Certificate] Hygiene Officer #船員
- [Reissuance of Competency Certificate] Voyage Officer #船員
- [Reissuance of Competency Certificate] Dangerous Goods Officer #船員
- [Reissuance of Competency Certificate] Sea Area Officer #船員
- [Reissuance of Competency Certificate] Lifeboatman #船員
- [Reissuance of Competency Certificate] Firefighting Officer #船員

2.5.1 【適任証書再交付】船舶料理士 #船員 (Ship’s Cook)

This section explains the details of each input field and the required supporting documents for the [Reissuance of Competency Certificate] Ship’s Cook #船員 application procedure, with reference to the “Application Information” screen from the form.

Shown below is the “Application Information” screen for this procedure.



申請情報

※お持ちの電子証書を再交付される方はこちらのお手続きをご利用ください。

申請情報

必須 申請年月日 2026 年 1 月 22 日

必須 現証書番号

任意 再交付を必要とする理由

[Table 2.5.1.1](#) describes each input field for the “Application Information” form.

Table 2.5.1.1 “Application Information” Input Fields (Reissuance — Ship’s Cook)

Field	Description	Required	Input Constraints
申請年月日 Application Date	Enter the application date. This field defaults to today's date.	<input type="radio"/>	Year: 4 half-width digits; Month: up to 2 half-width digits; Day: up to 2 half-width digits
現証書番号 Current Certificate Number	Enter the certificate number shown on the electronic certificate for the qualification you wish to reissue.	<input type="radio"/>	Up to 13 characters (half-width alphanumeric)
再交付を必要とする理由	Enter the reason why reissuance	—	Up to 100 characters

Field	Description	Required	Input Constraints
Reason for Reissuance	is required. ²⁷		

Legend: ○ = Required; — = Optional

²⁷ If you are changing the photo attached to the electronic certificate, be sure to state this.

[Table 2.5.1.2](#) lists the supporting documents that must be attached depending on the type of application. For instructions on how to attach each document, refer to [2.9 Attach Supporting Documents](#).

Table 2.5.1.2 Required Documents (Reissuance – Ship’s Cook)

Document	Required	Notes
写真 Photo	○	—
手書き署名 Handwritten Signature	○	—
身分証明書 1 Identification 1	○	For this procedure, the following documents are accepted as identification documents. Attach one of the following: <ul style="list-style-type: none"> •Mariner’s Pocket Ledger (Copy of tables 1-4) •Certificate of Residence showing Registered Domicile, Certificate of Recorded Matters •Certificate Copy of Family Register (Full), Certified Copy of Family Register (Partial) •Passport (Copy)
身分証明書 2 Identification 2	—	Attach if there is a second file for identification.
身分証明書 3 Identification 3	—	Attach if there is a third file for identification.

Legend: ○ = Required; △ = Conditionally Required; — = Optional



Tips

For **reissuance procedures**, the information required in the “**Application Information**” form is the **same for all qualifications**.

Please refer to [2.5.1 \[Reissuance of Competency Certificate\] Ship’s Cook #船員](#) for instructions on completing the “Application Information” form.

→ [2.5.1 \[Reissuance of Competency Certificate\] Ship’s Cook #船員](#)

2.5.2 【証明書再交付】調理教育修了等 #船員 (Cooking Graduate)

2.5.3 【適任証書再交付】衛生管理者 #船員 (Hygiene Manager)

2.5.4 【適任証書再交付】衛生担当者 #船員 (Hygiene Officer)

2.5.5 【適任証書再交付】航海当直部員 #船員 (Voyage Officer)

2.5.6 【適任証書再交付】危険物等取扱責任者 #船員 (Dangerous Goods Officer)

2.5.7 【適任証書再交付】特定海域運航責任者 #船員 (Sea Area Officer)

2.5.8 【適任証書再交付】救命艇手 #船員 (Lifeboatman)

2.5.9 【適任証書再交付】消火作業指揮者 #船員 (Firefighting Officer)

2.6 Enter Application Information (Limitation Removal Procedure)

Limitation removal procedures are used to **remove a limitation from an electronic certificate** that has already been issued.

Important Note

For limitation removals, if you do not have an electronic certificate (i.e., you only have a Mariner's Pocket Ledger endorsement or an old paper certificate issued by March 31, 2026), use the issuance procedure.

To apply for limitation removal of an electronic certificate, you must enter the application details in the **"Application Information"** form section.

The following are the names of the procedures explained in this section:

- **[Limitation Removal] Ship's Cook #船員**

2.6.1 【限定解除】船舶料理士 #船員 (Ship’s Cook)

This section explains the details of each input field and the required supporting documents for the **[Limitation Removal] Ship’s Cook #船員** application procedure, with reference to the “Application Information” screen from the form.

Shown below is the “Application Information” screen for this procedure.

[Table 2.6.1.1](#) describes each input field for the “Application Information” form.

Table 2.6.1.1 “Application Information” Input Fields (Limitation Removal — Ship’s Cook)

Field	Description	Required	Input Constraints
申請年月日 Application Date	Enter the application date. This field defaults to today’s date.	○	Year: 4 half-width digits; Month: up to 2 half-width digits; Day: up to 2 half-width digits
現証書番号 Current Certificate Number	Enter the certificate number shown on the electronic certificate of the qualification for which you wish to remove the limitation.	○	Up to 13 characters (half-width alphanumeric)

Legend: ○ = Required;

[Table 2.6.1.2](#) lists the supporting documents that must be attached depending on the type of application. For instructions on how to attach each document, refer to [2.9 Attach Supporting Documents](#).

Table 2.6.1.2 Required Documents (Limitation Removal – Ship’s Cook)

Document	Required	Notes
写真 Photo	○	—
手書き署名 Handwritten Signature	○	—
能力証明書 1 Competency Certificate 1	○	For this procedure, the following documents are accepted as competency certificates. Attach the following: •Certificate of Completion of Equivalent Training (Copy)
能力証明書 2 Competency Certificate 2	—	Attach if there is a second competency certificate file.

Legend: ○ = Required; — = Optional

2.7 Enter Application Information (Renewal Procedure)

Renewal procedures are used to **renew the validity period of an electronic certificate** that has already been obtained.

Important Note

For renewals, if you do not have an electronic certificate (i.e., you only have a Mariner's Pocket Ledger endorsement or an old paper certificate issued by March 31, 2026), use the issuance procedure.

To apply for the renewal of an electronic certificate, it is necessary to enter the application details in the “**Application Information**” form. As the content of the “**Application Information**” form for renewal procedures is the same regardless of the qualification, the procedures are explained collectively in [2.7.1 \[Renewal of Competency Certificate\] Dangerous Goods Officer #船員](#). Even when renewing the electronic certificate for Sea Area Officer, please refer to the procedure described in [2.7.1 \[Renewal of Competency Certificate\] Dangerous Goods Officer #船員](#).

→ See [2.7.1 \[Renewal of Competency Certificate\] Dangerous Goods Officer #船員](#)

The following are the names of the procedures explained in this section:

- [Renewal of Competency Certificate] Dangerous Goods Officer #船員
- [Renewal of Competency Certificate] Sea Area Officer #船員

Important Note

If more than one year remains until the qualification's expiration date, the renewal procedure cannot be performed.

2.7.1 【適任証書更新】危険物等取扱責任者 #船員 (Dangerous Goods Officer)

This section explains the details of each input field and the required supporting documents for the [Renewal of Competency Certificate] Dangerous Goods Officer #船員 application procedure, with reference to the “Application Information” screen from the form.

Shown below is the “Application Information” screen for this procedure.

申請情報

※お持ちの電子証書を更新される方はこちらのお手続きをご利用ください。

申請情報

必須 申請年月日 2026 年 1 月 22 日

任意 講習修了証番号

※講習修了証番号を入力するか、講習修了証明書を添付すること

必須 現証書番号

[Table 2.7.1.1](#) describes each input field for the “Application Information” form.

Table 2.7.1.1 “Application Information” Input Fields (Renewal — Dangerous Goods Officer)

Field	Description	Required	Input Constraints
申請年月日 Application Date	Enter the application date. This field defaults to today’s date.	○	Year: 4 half-width digits; Month: up to 2 half-width digits; Day: up to 2 half-width digits
講習修了証番号 Course Completion Certificate Number	<p>■ If you do not attach the Course Completion Certificate, this becomes a required input field.</p> <p>Enter the certificate number shown on the Course Completion Certificate obtained upon completing the training required for the qualification.²⁸</p>	△	Up to 15 characters (half-width alphanumeric)
現証書番号 Current Certificate Number	Enter the certificate number shown on the electronic certificate for the qualification you wish to renew.	○	Up to 13 characters (half-width alphanumeric)

Legend: ○ = Required; △ = Conditionally Required

²⁸ If you submit the procedure within a few days after completing the training, an error may occur even if you enter a valid Course Completion Certificate Number. In that case, delete the entered number and proceed by attaching the Course Completion Certificate as a supporting document.

[Table 2.7.1.2](#) lists the supporting documents that must be attached depending on the type of application. For instructions on how to attach each document, refer to [2.9 Attach Supporting Documents](#).

Table 2.7.1.2 Required Documents (Renewal — Dangerous Goods Officer)

Document	Required	Notes
写真 Photo	○	—
手書き署名 Handwritten Signature	○	—
能力証明書 1 Competency Certificate 1	○	For this procedure, the following documents are accepted as competency certificates. Attach one or more of the following: <ul style="list-style-type: none"> •Sea Service Certificate •Mariner’s Pocket Ledger (Copy of tables 1-4, 6-7) •Liquefied Gas Qualification (Copy) •Certificate issued by a Party to the STCW Convention (Copy) •Certificate of Completion of Training in Domestic Maritime Laws and Regulations (Copy) •Other
能力証明書 2 Competency Certificate 2	—	Attach if there is a second competency certificate file.
講習修了証明書 Course Completion Certificate	△	■ If you do not enter the Course Completion Certificate Number, this becomes a required document.
身分証明書 1 Identification 1	△	■ If there are any changes to the name or registered domicile, this becomes a required document. For this procedure, the following document is accepted as identification. Please attach the following when applying: <ul style="list-style-type: none"> •Mariner’s Pocket Ledger (Copy of tables 1-4)
身分証明書 2 Identification 2	—	Attach if there is a second file for identification.

Document	Required	Notes
身分証明書 3 Identification 3	—	Attach if there is a third file for identification.

Legend: ○ = Required; △ = Conditionally Required; — = Optional

 **Tips**

For renewal procedures, the information required in the “Application Information” form is the same for all qualifications. Please refer to [2.7.1 \[Renewal of Competency Certificate\] Dangerous Goods Officer #船員](#) for instructions on completing the “Application Information” form.

→ [2.7.1 \[Renewal of Competency Certificate\] Dangerous Goods Officer #船員](#)

2.7.2 【適任証書更新】特定海域運航責任者 #船員 (Sea Area Officer)

2.8 Enter Application Information (Examination Procedure)

Examination procedures are used when **applying to take an examination**.

To apply for taking an examination, you must enter the application details in the form section **“Application Information”**. Shown below are the names and overviews of the procedures that will be explained in this chapter.

- **[Examination] Hygiene Manager #船員**

Use this procedure to apply for the Hygiene Manager examination.

→ [2.8.1 \[Examination\] Hygiene Manager #船員](#)

- **[Examination] Lifeboatman #船員**

Use this procedure to apply for the Lifeboatman or Limited Lifeboatman examination.

→ [2.8.2 \[Examination\] Lifeboatman #船員](#)

2.8.1 【受験】衛生管理者 #船員 (Hygiene Manager)

This section explains the details of each input field and the required supporting documents for the [Examination] Hygiene Manager #船員 application procedure, with reference to the “Application Information” screen from the form.

Shown below is the “Application Information” screen for this procedure.

[Table 2.8.1.1](#) describes each input field for the “Application Information” form.

Table 2.8.1.1 “Application Information” Input Fields (Examination — Hygiene Manager)

Field	Description	Required	Input Constraints
申請年月日 Application Date	Enter the application date. This field defaults to today’s date.	○	Year: 4 half-width digits; Month: up to 2 half-width digits; Day: up to 2 half-width digits
試験コード Examination Code	Enter the examination code ²⁹ for the applicable examination.	○	Up to 8 half-width alphanumeric characters

Legend: ○ = Required

²⁹ Confirm the examination code from the publicly announced information.

[Table 2.8.1.2](#) lists the supporting documents that must be attached depending on the type of application. For instructions on how to attach each document, refer to [2.9 Attach Supporting Documents](#).

Table 2.8.1.2 Required Documents (Examination – Hygiene Manager)

Document	Required	Notes
写真 Photo	○	—
身分証明書 1 Identification 1	○	For this procedure, the following documents are accepted as identification documents. Attach one of the following: <ul style="list-style-type: none"> •Mariner’s Pocket Ledger (Copy of tables 1–4) •Certificate of Residence showing Registered Domicile, Certificate of Recorded Matters •Certificate Copy of Family Register (Full), Certified Copy of Family Register (Partial) •Passport (Copy)
身分証明書 2 Identification 2	—	Attach if there is a second file for identification.
身分証明書 3 Identification 3	—	Attach if there is a third file for identification.

Legend: ○ = Required; — = Optional

2.8.2 【受験】救命艇手 #船員 (Lifeboatman)

This section explains the details of each input field and the required supporting documents for the **[Examination] Lifeboatman #船員** application procedure, with reference to the “Application Information” screen from the form.

Shown below is the “Application Information” screen for this procedure.

[Table 2.8.2.1](#) describes each input field for the “Application Information” form.

Table 2.8.2.1 “Application Information” Input Fields (Examination — Lifeboatman)

Field	Description	Required	Input Constraints
申請年月日 Application Date	Enter the application date. This field defaults to today’s date.	○	Year: 4 half-width digits; Month: up to 2 half-width digits; Day: up to 2 half-width digits
試験コード Examination Code	Enter the examination code ³⁰ for the applicable examination.	○	Up to 8 half-width alphanumeric characters

Legend: ○ = Required

³⁰ Confirm the examination code from the publicly announced information.

[Table 2.8.2.2](#) lists the supporting documents that must be attached depending on the type of application. For instructions on how to attach each document, refer to [2.9 Attach Supporting Documents](#).

Table 2.8.2.2 Required Documents (Examination – Lifeboatman)

Document	Required	Notes
健康証明書 Health Certificate	○	Copy of Mariner's Pocket Ledger Table 16
写真 Photo	○	—
能力証明書 1 Competency Certificate 1	○	For this procedure, the following documents are accepted as competency certificates. Attach one of the following: •Sea Service Certificate •Mariner's Pocket Ledger (Copy of tables 1-4, 6-7)
能力証明書 2 Competency Certificate 2	—	Attach if there is a second competency certificate file.
身分証明書 1 Identification 1	○	For this procedure, the following documents are accepted as identification documents. Attach one of the following: •Mariner's Pocket Ledger (Copy of tables 1-4) •Certificate of Residence showing Registered Domicile, Certificate of Recorded Matters •Certificate Copy of Family Register (Full), Certified Copy of Family Register (Partial) •Passport (Copy)
身分証明書 2 Identification 2	—	Attach if there is a second file for identification.
身分証明書 3 Identification 3	—	Attach if there is a third file for identification.

Legend: ○ = Required; — = Optional

2.9 Attach Supporting Documents

For all procedures, you must attach the specified documents.³¹ This section gives an overview of each document specified for each procedure, and what to do when the number of attachment files does not fit within the default number of attachment slots.



注意

The total size of files that can be submitted in a single application is a maximum of 4 MB.

2.9.1 Overview of Supporting Documents

In Sections [2.4](#), [2.5](#), [2.6](#), [2.7](#), and [2.8](#), tables indicate which documents are required depending on the application details for each procedure. This section explains an overview of the attached documents shown in those tables.

Table 2.9.1.1 Overview of Supporting Documents

Document	Description	File Format	Whether slots can be added
乗船履歴証明書 Sea Service Certificate	Attach a digital copy of the Sea Service Certificate containing the applicant's sea service history.	PDF or Image ³²	●
健康証明書 Health Certificate	Attach a digital copy of the health certificate certified by a physician designated by the Minister of Land, Infrastructure, Transport and Tourism.	PDF or Image	●
写真 Photo	Attach a digital copy of the applicant's identification photo. The photo must meet the following requirements: 1. Taken within 6 months of the application date, showing only the applicant	Image	×

³¹ For details on how to attach documents, refer to [5.1 e-Gov Electronic Application Procedures](#)

³² The following are treated as image files: jpg, png, gif, svg, tiff, tif, heic, heif.

Document	Description	File Format	Whether slots can be added
	2. Front-facing 3. Without headwear 4. Background must be plain and non-transparent (white is recommended)		
手書き署名 Handwritten Signature	Attach a digital copy of the applicant's handwritten signature. The signature must meet the following requirements: 1. Hand-signed by the applicant 2. Plain white background 3. Written in black ballpoint pen or fountain pen	Image	×
現有資格証明書 Current Qualification Certificate	If you already hold an old certificate for the relevant qualification under the procedure you are applying for, attach a digital copy of that certificate.	PDF or Image	●
能力証明書 Competency Certificate	Attach a digital copy of the competency certificate required in the procedure for obtaining the qualification. For the documents treated as competency certificates in each procedure, refer to sections 2.4 , 2.5 , 2.6 , 2.7 , and 2.8 .	PDF or Image	●
講習修了証明書 Course Completion Certificate	Attach a digital copy of the Course Completion Certificate issued by the organization where you completed the training required for the qualification.	PDF or Image	●
身分証明書 Identification	Attach a digital copy of the identification document for the procedure. For the documents treated as identification for each procedure, refer to sections 2.4 , 2.5 , 2.6 , 2.7 , and 2.8 .	PDF or Image	●

Legend: ● = Attachment slots can be added; × = Attachment slots cannot be added

2.9.2 Add Attachment Slots for Documents

When attaching supporting documents, if the electronic files you have prepared do not fit within the default number of slots, the applicant can add file attachment slots. The example below shows the case where the Sea Service Certificate consists of two files.

- ① Click the **“Attach documents”** button on the application form input screen.



添付書類

提出する書類がある場合、添付してください。

必須 写真●申請の日前6月以内に撮影した本人のみの写真であること●正面を向いて撮影されたものであること●無帽であること●背景がないものであること

必須 手書き署名

書類を添付

- ② Click the **"Add"** button in the **Add Attachment** modal dialog.

添付書類追加

申請に必要な書類を添付してください。

添付可能ファイル拡張子 : [gif, heic, heif, jpg, pdf, png, svg, tif, tiff]

この書類を提出

書類名 : 乗船履歴証明書 ● 「新規」で能力証明書の区分が「その他以外」の場合は添付すること

提出形式 : 添付

ここにファイルをドラッグアンドドロップして指定できます

ファイル名/URL : C:/Users/Public/Pictures/写真1.png

ファイルサイズ : 2.2KB/10240KB

Omitted

ファイル名/URL :

ファイルサイズ : KB/10240KB

この書類を提出

書類名 : 身分証明書 3 ● 身分証明書が 2 ファイルに収まらない場合はこちらを利用すること

提出形式 : 添付

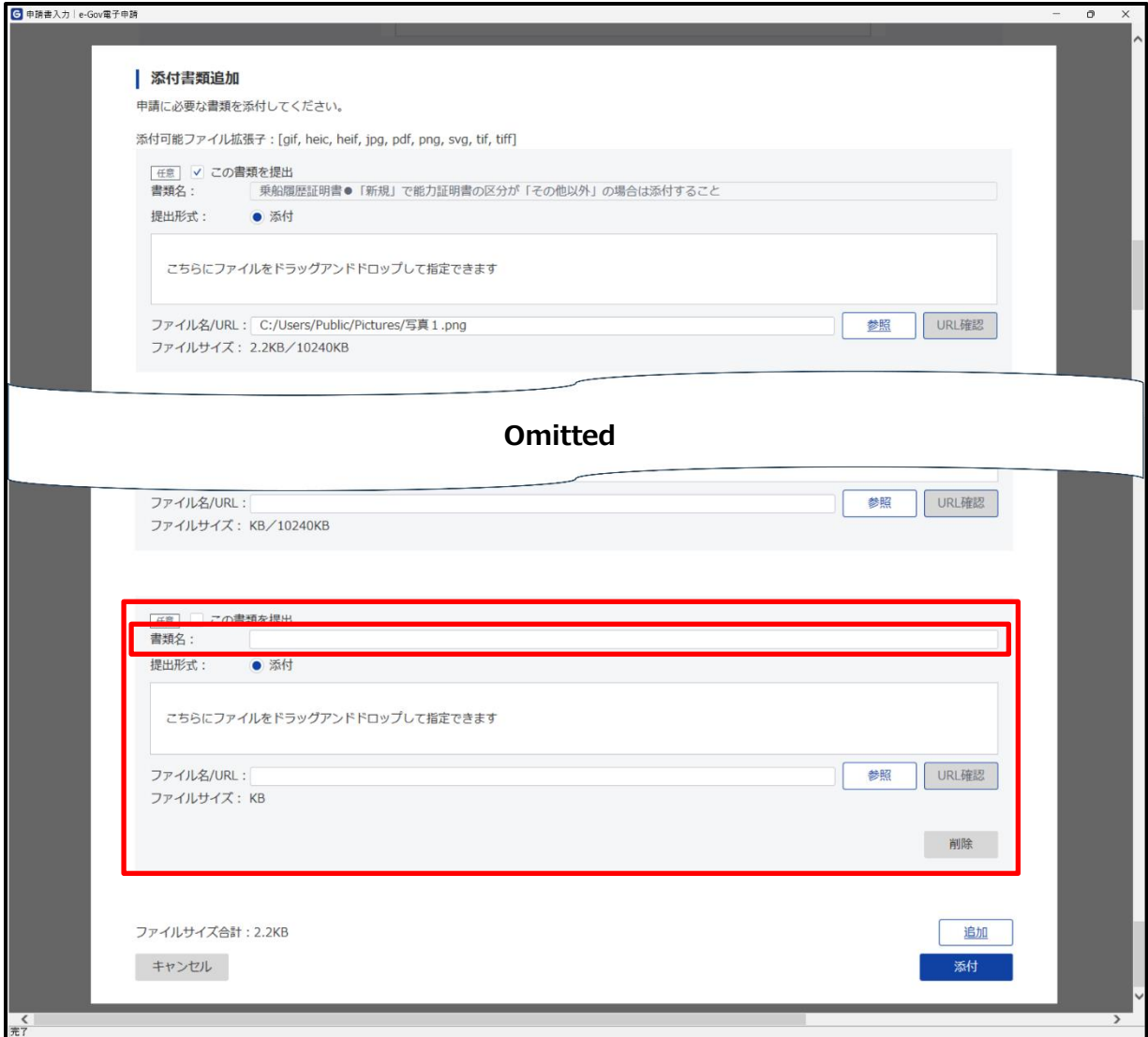
ここにファイルをドラッグアンドドロップして指定できます

ファイル名/URL :

ファイルサイズ : KB/10240KB

ファイルサイズ合計 : 2.2KB

- ③ A new file attachment slot with a blank **“Document name”** field will be added at the bottom of the modal dialog.



- ④ For the document name, you must enter the designated text corresponding to the additional document being attached. The designated text is the text found in the "Document" column for each document in [Table 2.9.1.1](#). In this case, enter "乗船履歴証明書2".

The screenshot displays the '添付書類追加' (Add Attachment) section of the e-Gov application. It shows a list of attachments with the following details:

- Document 1:** File name/URL: C:/Users/Public/Pictures/写真1.png, File size: 2.2KB/10240KB. Buttons: 参照, URL確認.
- Omitted Section:** A white banner with the text 'Omitted'.
- Document 2:** File name/URL: (empty), File size: KB/10240KB. Document name: 乗船履歴証明書2 (highlighted in red). Buttons: 参照, URL確認, 削除.

At the bottom, there are buttons for 'キャンセル', '追加', and '添付'. The total file size is shown as 6.6KB.

⚠ Important Note

Documents for which additional attachment slots can be added are limited, and the designated text must be entered at the beginning of the document name.

To check whether an additional attachment slot can be added for each document, please refer to the "Whether slots can be added" column in [Table 2.9.1.1](#). Additionally, the text to be entered in the document name is the text found in the "Document" column for each document in the same table.

- ⑤ Attach the second 2. Certificate file to the attachment slot “乗船履歴証明書 2”, and click the “Attach” button.

申請書入力 | e-Gov電子申請

添付書類追加

申請に必要な書類を添付してください。

添付可能ファイル拡張子 : [gif, heic, heif, jpg, pdf, png, svg, tif, tiff]

任意 この書類を提出

書類名 : 乗船履歴証明書 ● 「新規」で能力証明書の区分が「その他以外」の場合は添付すること

提出形式 : 添付

こちらにファイルをドラッグアンドドロップして指定できます

ファイル名/URL : C:/Users/Public/Pictures/写真 1 .png

ファイルサイズ : 2.2KB/10240KB

Omitted

ファイル名/URL :

ファイルサイズ : KB/10240KB

任意 この書類を提出

書類名 : 乗船履歴証明書 2

提出形式 : 添付

こちらにファイルをドラッグアンドドロップして指定できます

ファイル名/URL : C:/Users/Public/Pictures/写真 2 .png

ファイルサイズ : 2.2KB

ファイルサイズ合計 : 8.8KB

⑥ On the application form input screen, check that the file has been attached.

添付書類

提出する書類がある場合、添付してください。 書類を添付

任意	乗船履歴証明書●「新規」で能力証明書の区分が「その他以外」の場合は添付すること	写真1.png
必須	写真●申請の日前6月以内に撮影した本人のみの写真であること●正面を向いて撮影されたものであること●無帽であること●背景がないものであること	写真3.png
必須	手書き署名	写真4.png
任意	乗船履歴証明書2	写真2.png

※The following steps describe how to remove an attached document:

- ⑦ Uncheck the “Submit this document” checkbox, or click the “Delete” button.

※If you uncheck “Submit this document”, the added attachment slot and the document name you set will remain. If you want to attach it again, you can simply re-select the checkbox.

※If you click the “Delete” button, the attachment slot itself will be deleted. If you want to attach a document again, you must restart from Step 1.

The screenshot shows a web application window titled "申請書入力 | e-Gov電子申請". The main content area is titled "添付書類追加" (Add Attachments) and contains the following elements:

- Instruction: "申請に必要な書類を添付してください。" (Please attach the documents required for the application.)
- Supported file types: "添付可能ファイル拡張子 : [gif, heic, heif, jpg, pdf, png, svg, tif, tiff]"
- Form 1 (top):
 - Checkbox: "任意 この書類を提出" (Optional Submit this document)
 - Document Name: "乗船履歴証明書 ● 「新規」で能力証明書の区分が「その他以外」の場合は添付すること"
 - Submission Format: "添付" (selected)
 - File Name/URL: "C:/Users/Public/Pictures/写真1.png"
 - File Size: "2.2KB/10240KB"
 - Buttons: "参照" (Reference), "URL確認" (Check URL)
- Form 2 (bottom):
 - Checkbox: "任意 この書類を提出" (Optional Submit this document) - This checkbox is highlighted with a red box.
 - Document Name: "乗船履歴証明書 2"
 - Submission Format: "添付" (selected)
 - File Name/URL: "C:/Users/Public/Pictures/写真2.png"
 - File Size: "2.2KB"
 - Buttons: "参照" (Reference), "URL確認" (Check URL), "削除" (Delete) - This button is highlighted with a red box.
- Summary: "ファイルサイズ合計 : 8.8KB"
- Buttons: "キャンセル" (Cancel), "追加" (Add), "添付" (Attach)

A large white banner with the text "Omitted" is placed between the two attachment forms.

- ⑧ On the application form input screen, confirm that the added attachment document is no longer shown.

添付書類

提出する書類がある場合、添付してください。

[書類を添付](#)

任意	乗船履歴証明書 ● 「新規」で能力証明書の区分が「その他以外」の場合は添付すること	写真 1 .png
必須	写真 ● 申請の前6月以内に撮影した本人のみの写真であること ● 正面を向いて撮影されたものであること ● 無帽であること ● 背景がないものであること	写真 3 .png
必須	手書き署名	写真 4 .png

2.10 Select Submission Office

For qualification procedures, applicants are required to select the submission office for their application. Please select the Regional Transport Bureau³³ you wish to submit to from the **major category** and submit your application. Middle and minor categories cannot be selected.

For examination procedures, the submission office for the application cannot be selected. The Regional Transport Bureau conducting the examination will automatically become the submission office for the application.

The screenshot shows the '提出先選択' (Select Submission Office) form. At the top, there is a search bar with the label '検索条件' (Search Conditions) and a search button labeled '検索'. Below the search bar is a text input field for '提出先名称' (Submission Office Name) and a checkbox labeled '中分類、小分類を含めて検索する' (Search including middle and minor categories). Below this is a list of submission offices, with two views shown: 'Initial View' and 'Scrolled to Bottom'. The 'Initial View' shows the first few options: 北海道運輸局, 東北運輸局, 北陸信越運輸局, 関東運輸局, and 中部運輸局. The 'Scrolled to Bottom' view shows the last few options: 近畿運輸局, 神戸運輸監理部, 中国運輸局, 四国運輸局, 九州運輸局, and 沖縄総合事務局. Below the list are three dropdown menus for '大分類' (Major Category), '中分類' (Middle Category), and '小分類' (Minor Category). A callout box points to the '中分類' dropdown with the text 'The middle and minor categories cannot be selected'. At the bottom of the form are two buttons: 'キャンセル' (Cancel) and '設定' (Settings).

³³ Refer to the figure for Regional Transport Bureau options.

2.11 Select Payment Method

This section explains how to select the payment method. For some procedures, an administrative fee is required³⁴, and the payment method can be selected from the following two options:

● Electronic Payment

Pay the fee electronically. When submitting the application, select **Electronic Payment** and **enter the payer name in full-width Katakana**. After the review of the submitted application is completed, **you can select the relevant procedure within e-Gov and pay the fee.**³⁵

● Non-Electronic Payment

Pay the fee by affixing purchased revenue stamps to paper (or similar) and mailing them to the Regional Transport Bureau selected in [2.10 Select Submission Office](#). When submitting the application, select **Non-Electronic Payment**.

³⁴ For procedures that require a fee, see [5.4 Procedures Requiring Fees](#)

³⁵ For details on payment methods, see [5.1 e-Gov Electronic Application Procedures](#)

3. Corrections

If there are deficiencies in the content of a submitted application, you will be **requested to make a correction**.

If a correction is requested, confirm the details and make the necessary corrections within the e-Gov application, and then resubmit the application.

For details on corrections, see [5.1 e-Gov Electronic Application Procedures](#).

Important Note

- The **basic information** that was entered when making **corrections** will not be used.
 - ※ Even when you make corrections and resubmit, you must enter the basic information again; however, **the basic information used for the review after correction will be the information that was entered in the initial application.**
- Regarding attachments when making corrections, it is only possible to **add** documents.
 - ※ Attach only the documents requested for the correction and then resubmit. (You cannot remove documents that have already been attached.)
 - However, only for **Photos** and **Handwritten Signatures**, the images used for the review after correction will be **replaced with the ones attached for correction.**

4. Withdrawals

If you wish to withdraw an application, you may withdraw it from within e-Gov, provided this is done before the qualification certificate or examination ticket has been issued.

For details on withdrawals, see [5.1 e-Gov Electronic Application Procedures](#).



Important Note

- **Withdrawal of an application cannot be canceled**, so please exercise due caution when withdrawing an application.
- If you withdraw an application after the fee has been paid, **the paid fee will not be refunded.**

5. Appendix

This chapter explains supplementary information necessary for this procedure manual.

5.1 e-Gov Electronic Application Procedures

For basic functions of e-Gov, please refer to the official e-Gov electronic applications site.

Clicking the following link will redirect you to an external site:

- Official Site **e-Gov Electronic Applications**

<https://shinsei.e-gov.go.jp>

5.2 List of Romanization for Registered Domicile

When entering the "**Registered Domicile (Romanized)**" field, please refer to the table below and **input the romanization** corresponding to your prefecture name.

Table 2.9.2.1 List of Romanization for Registered Domicile

No.	Prefecture	Romanization	No.	Prefecture	Romanization
1	北海道	HOKKAIDO	25	滋賀県	SHIGA
2	青森県	AOMORI	26	京都府	KYOTO
3	岩手県	IWATE	27	大阪府	OSAKA
4	宮城県	MIYAGI	28	兵庫県	HYOGO
5	秋田県	AKITA	29	奈良県	NARA
6	山形県	YAMAGATA	30	和歌山県	WAKAYAMA
7	福島県	FUKUSHIMA	31	鳥取県	TOTTORI
8	茨城県	IBARAKI	32	島根県	SHIMANE
9	栃木県	TOCHIGI	33	岡山県	OKAYAMA
10	群馬県	GUMMA	34	広島県	HIROSHIMA
11	埼玉県	SAITAMA	35	山口県	YAMAGUCHI
12	千葉県	CHIBA	36	徳島県	TOKUSHIMA
13	東京都	TOKYO	37	香川県	KAGAWA
14	神奈川県	KANAGAWA	38	愛媛県	EHIME
15	新潟県	NIIGATA	39	高知県	KOCHI
16	富山県	TOYAMA	40	福岡県	FUKUOKA
17	石川県	ISHIKAWA	41	佐賀県	SAGA
18	福井県	FUKUI	42	長崎県	NAGASAKI
19	山梨県	YAMANASHI	43	熊本県	KUMAMOTO
20	長野県	NAGANO	44	大分県	OITA
21	岐阜県	GIFU	45	宮崎県	MIYAZAKI
22	静岡県	SHIZUOKA	46	鹿児島県	KAGOSHIMA
23	愛知県	AICHI	47	沖縄県	OKINAWA
24	三重県	MIE			

5.3 List of Nationality Codes

When entering the "**Other Nationality**" field, please refer to the country name code table defined in Japanese Industrial Standards **JIS X 0304:2011**, and **input the 3-letter code** corresponding to the country name.

Clicking the following link will redirect you to an external site where you can find the **3-letter country name codes**:

● kikakurui.com

<https://kikakurui.com/x0/X0304-2011-01.html>

5.4 Procedures Requiring Fees

Among the procedures introduced in this manual, the following eight procedures require fees:

- [\[Issuance of Competency Certificate\] Ship's Cook #船員](#)
- [\[Issuance of Competency Certificate\] Hygiene Manager #船員](#)
- [\[Issuance of Competency Certificate\] Lifeboatman #船員](#)
- [\[Reissuance of Competency Certificate\] Ship's Cook #船員](#)
- [\[Reissuance of Competency Certificate\] Hygiene Manager #船員](#)
- [\[Reissuance of Competency Certificate\] Lifeboatman #船員](#)
- [\[Examination\] Hygiene Manager #船員](#)
- [\[Examination\] Lifeboatman #船員](#)