

Commonwealth of Dominica**Office of the Maritime Administrator**

TO: ALL SHIPOWNERS, OPERATORS, MASTERS AND OFFICERS OF MERCHANT SHIPS, MOBILE OFFSHORE DRILLING UNITS AND RECOGNIZED ORGANIZATIONS

SUBJECT: CREW CHANGES REPORTING

PURPOSE: In order to provide the appropriate management tools pertaining to the ISPS Code, the Administration, being deeply concerned for the safety and security of Dominica flag vessels and their crew, developed this Circular to establish a practice of periodical reporting from the vessel Owners/Operators in respect of crew changes. Such a practice will allow better oversight over Dominica flag vessels crew rotation and facilitate the Administration in endorsing the mariners' certificates of competence, as well as keeping track of Dominica certified seafarers' employment.

APPLICABILITY: All Dominica flag vessels

REQUIREMENTS:

1 All Dominica vessels are required to submit monthly reports on the disembarkation of their crewmembers and embarkation of new personnel.

2 The reports, referred to in paragraph 1 above, will be submitted on the Form CDVR-2026: Crew Change Monthly Report, and include the following information:

- .1 reporting period
- .2 regarding the vessel:
 - a. name of the vessel
 - b. call sign
 - c. port of registry
 - d. gross tonnage
 - e. IMO number
 - f. type of vessel

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Inquiries concerning the subject of this Circular should be directed to the Deputy Maritime Administrator
Commonwealth of Dominica, 32 Washington Street, Fairhaven, MA 02719 USA
registration@dominica-registry.com

- g. name and address of Owner
 - h. name and address of Operator
- .3 regarding each disembarking crewmember:
- a. family name
 - b. given names
 - c. rank or rating
 - d. Dominica Seafarer's ID number
 - e. date of disembarkation
 - f. reason for disembarking
- .4 regarding each embarking crewmember:
- a. family name
 - b. given names
 - c. rank or rating
 - d. nationality
 - e. date and place of birth
 - f. number of certificate of competence and country of issue
 - g. Dominica Seafarer's ID number, if applicable
 - h. date of embarkation
- .5 date and signature of Operator's Representative.

3 The reports, referred to in paragraph 1 above, shall be submitted to the Office of Deputy Maritime Administrator, Commonwealth of Dominica, 32 Washington St., Fairhaven, Massachusetts, USA, directly or through one of the DMRI Regional Offices (as posted on DMRI website).

Attachment: *Form CDVR-2026: Crew Change Monthly Report*

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