

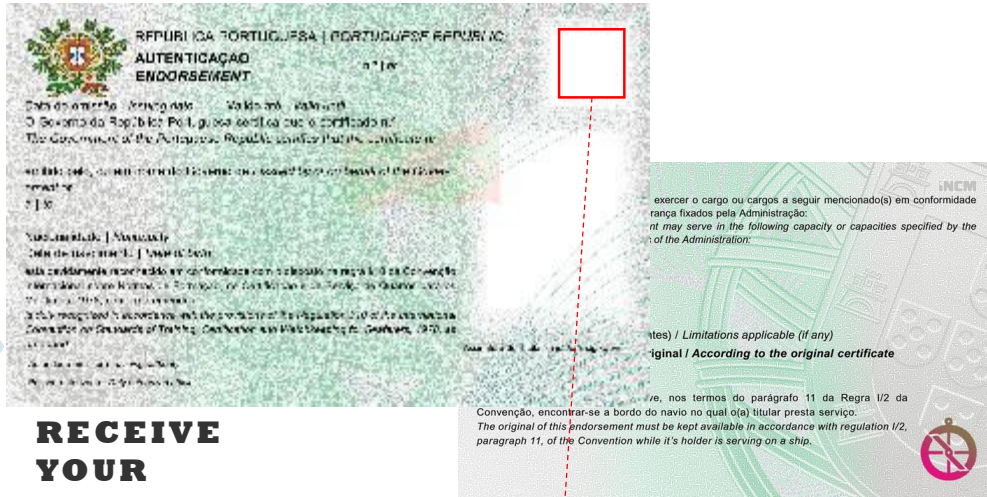


1 REGISTER

2 FILL YOUR REQUEST

3 PAY

RECEIVE YOUR CERTIFICATE:



RECEIVE YOUR CERTIFICATE AT HOME

E- Certificate



On line verification :

- ✓ Holder's certificates list
- ✓ Certificates validity

The authenticity of the format is granted by elements hardly reproducible (hologram, complex design and copy proofed.

The new format have security elements which allow tracking, at any time, trough the QR code or the Unique Tracking Number at www.portuguese-flagcontrol.pt.


Unique Tracking Number: 1234-5678-90129-345678

1. Create User



Acesso via Autenticação.GOV


Esta opção permite-lhe fazer uso do seu cartão de cidadão ou chave móvel digital para se autenticar e aceder à área reservada



[Dificuldades na utilização desta aplicação?](#)

Credenciais de Utilizador

Para iniciar sessão deverá preencher as suas credenciais de acesso.

Utilizador * 
clauro

Palavra Passe * 
.....

[Iniciar](#)

[Esqueceu a password?](#) [Esqueceu o utilizador?](#)

[Ainda não é utilizador?](#) [Criar Conta >>](#)

1

To make a new application you have to register the user, in order to check and submit BMAR requests from home.

Verificação Online
PortugueseFlagControl



2 Fill the compulsory fields marked with the red *

3 Click on the “Submit” button

Registration for Application User

i This is the screen for the registration of a new user application. If already registered should return to the previous screen to authenticate with your username and Password. Otherwise fill out the form below and at the bottom select the "submit" button to continue.

Complete Name * **i**

BirthDay Date * **i** VAT Number * **i**

i Should ensure the completion of at least one of the following identification documents: *

Id Card Number **i** Passport Number **i** Other Document Identification **i** Other Document Identification Number **i**

Mobile Number * **i** Email Address * **i**

i Enter the desired authentication credentials (user name and password to access the application):

User * **i** Password * **i**

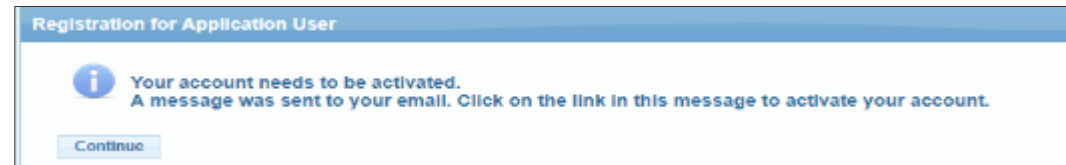
Validation code * **i**

$1 + 2 = ?$

You should enter the result of the calculation in the image

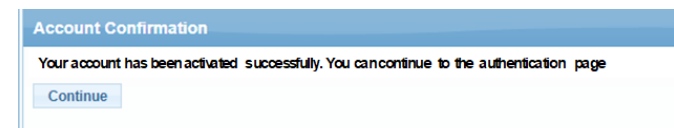
Back Submit

4 You will receive a message confirming the account creation



5 Check your e-mail, open the message received and click on the link to activate your account

6 Open the confirmation page and receive a success message for the operation






7

After activation, insert the username and password chosen and click enter

Access via Autenticação.GOV

This option allows you to make use of your citizen card to authenticate and to access information in the reserved area



[For Portuguese ID holders only. Need more information?](#)

User Authentication

To start a session, user credentials must be provided.

Username * i

Password * i

[Forgot your password?](#) [Forgot your username?](#)

[Not a user yet?](#) [Create Account >>](#)

Online Verification PortugueseFlagControl



2. Fill and update Personal data

1 The first time that you access the application you have to complete the personal data.

Fill the compulsory fields with the red *

2 Fill your main address and others addresses like the mailing address.

3 In order to proceed electronically with your request you have to authorize the data treatment .

4 Click the “Submit” button

Person Data

Full Name * Gender

Nationality * Birth Date * VAT Number *

At least one of the following documents have to be fulfilled *

Id Card Id Card Expiring Date Passport Number Passport Expiring Date

Other Id Document Other Id Document Number Other Id Document Expiring Date

Mobile Number * Phone Number Email Address *

Photo Upload file... Remove Download File's Name

Signature image Upload file... Remove Download File's Name

List of Addresses

There are no records to display

In order to guarantee the security of the Data of the Holder and the maximum confidentiality, we treat the information that you provided us in an absolutely confidential way, in accordance with our internal security and confidentiality policies and procedures, in compliance with the legality principle. The personal data collected and processed consists of information regarding the name, gender, date of birth, telephone, mobile phone, email, address, tax and civil identification number, although other personal data may be collected as may be necessary within the scope of EMar program execution. In accordance with the nature, scope, context and purpose of data processing within EMar portal, DGRM is committed to apply, at the moment of collection, the definition of the means of treatment as well as the moment treatment, technical and organizational measures necessary and adequate for the protection of the Data of the Holder and the fulfillment of the legal requirements. The Holder has the right to request, at any time, the rectification of his/her personal data, as well as the right to complete personal data, including by means of an additional declaration. DGRM, as the managing entity of the EMar program, communicates to each addressee to whom the data have been altered the respective rectification. For additional clarifications you should consult the DGRM website at <https://www.dgrm.mn.gov.pt/web/guest/leacorrecao>

I authorize the treatment of my personal data by DGRM and other entities, for the purpose of communications and issuance of documents processed in EMar

I declare my consent for communications with the DGRM and other entities are carried out by electronics way

* Required field

Address

Country * ⓘ Primary Address? * ⓘ
 Portugal ▼

Portuguese Zip Code (4 digits) * ⓘ Postal Code Extension (3 digits) * ⓘ
 Get Press to identify portuguese address trough Postal Code

Postal Code Location * ⓘ

District * ⓘ County * ⓘ Parish ⓘ
▼ ▼ ▼

Place ⓘ

Local of residence * ⓘ

Street Designation (ex: Av., rua , praça, among others) * ⓘ

Door Number ⓘ Floor ⓘ Side ⓘ

Address Observations ⓘ

* Required field

Back Confirm

5

Define if this is the main address

6

Fill the Postal code (Zip Code) 4 digits and extension (3 digits). Click on “ check address for the Postal Code (Zip Code)”.

7

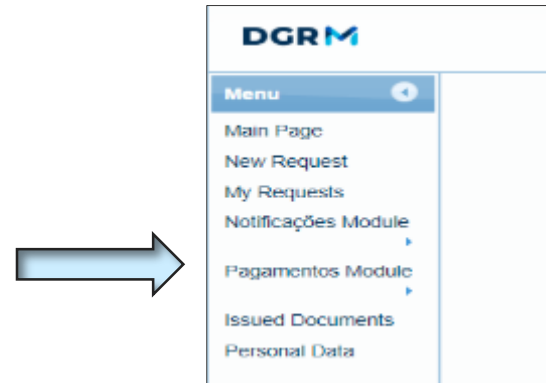
Verify if all fields are automaticly filled if not, please complete the remaining data.

8

Click on “Confirm”

2. Create a new request

- 1 To make a request select "New Request" on the left side of the Menu.
Or select on the Menu "My requests" and click on the "Create New"

A screenshot of the 'Search Criteria BMar Request' form. It contains several input fields: Request Code, Request Status, Request Category, Type of Request, Minimum Register Date, Maximum Register Date, and Minimum Submission Date. There is a 'Search' button. Below the form is a table titled 'List of BMar Request' with columns: Request Code, Category, Type of Request, Holder, Status, Status Date, and Missing Elements. The table is currently empty, showing 'There are no records to display'. At the bottom, there are buttons for 'Consult', 'Change', 'Remove', 'Create New', 'Correct', 'Consult History', and 'Pending Situations'. The 'Create New' button is highlighted.

2 The structure of the form is identical to every category or request type, having 7 steps- Tipology, Applicant/Holder, Characterization, Annexes, Statements, Resume and End.



3 In the Category of the Request select “ Recognition by authentication of certificates” and in the type select : Request for recognition by authentication of certificates.

The screenshot shows the 'Request' form with a progress bar at the top. The 'Request Category' dropdown is set to 'Recognition of Certificates by Endorsement' and the 'Type of Request' dropdown is set to 'Application for Recognition of Certificates by Endorsement'. There are 'Cancel' and 'Next' buttons at the bottom.

Choose Category - Recognition by authentication of certificates .

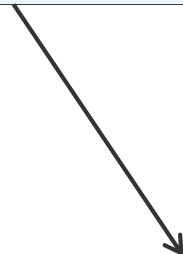


A close-up of the 'Type of Request' dropdown menu. The selected option is 'Application for Recognition of Certificates by Endorsement', which is highlighted in yellow.

Choose type of request



Click “Forward” for next step





4

Indicate applicant and Holder's Type

The applicant can be the Holder itself or a company representing the Holder. In the last case a statement should be presented.

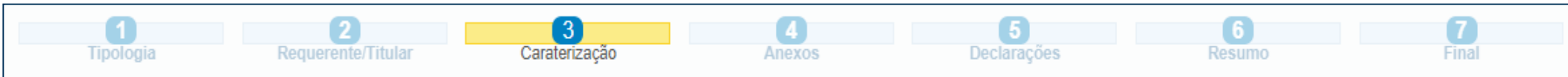
The screenshot shows a form titled 'Applicant and Holder Data'. It includes an information icon and text: 'This is the collection of information on the applicant's request and on the holder. The information requested will be adjusted to the type of applicant and holder to identify. When finish filling select the button "next" to continue.' Below this is a text field for 'Applicant Details' containing 'Pedro Marquess'. There are two dropdown menus: 'Type of Applicant' and 'Type of Holder', both with information icons.

A dropdown menu for 'Type of Applicant' with an information icon. The selected option is highlighted in yellow. The visible options are 'Individual Applicant' and 'Entity Represented'.

Choose type of applicant

A dropdown menu for 'Type of Holder' with an information icon. The selected option is highlighted in yellow. The visible options are 'Holder is the same as the Applicant' and 'Person Singular Represented'.

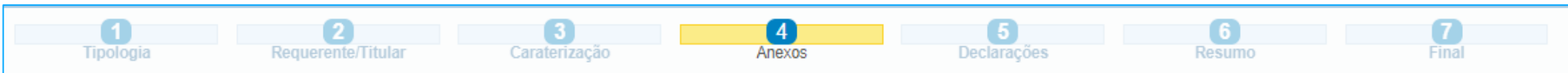
Choose holder's type



5

According with the request type, fill the characterization fields of the request. By default, if you are the certificate holder making the request it can be automatically filled. For each type of request the characterization forms of request and annexes lists are presented.

<u>Category</u>	Recognition by authentication of certificates
<u>Request Type</u>	New Request



<u>Category</u>	Recognition by authentication of certificates
<u>Request Type</u>	New Request
<u>Elements</u>	<ul style="list-style-type: none"> • Valid identification document (ID card, Passport or other) • Photo up to date (altura 2,5 [cm] x largura 2 [cm] – passport type, white background , on the following formats: jpeg, jpg, png, bmp, gif (bellow 2MB) • Digitalized Signature, according with identification document, size bellow 2MB, on the following format: jpeg, jpg, png, bmp, gif, (bellow 2MB) • Medical Certificate • Seaman’s Book • Certificate of Competency and national endorsement if applicable (when to be recognize) • GMDSS Certificate and national endorsement if applicable (when to be recognize) • Tankers Endorsement (when to be recognize + CoC) • Statement attesting knowledge of the Portuguese Maritime Legislation according with Circular nº13 (when the Regulation is II/2 III/2 e III/3)
<u>Declaration</u>	Representative Statement (mandatory document to initiate application proceedings declaring that the person submitting the requests is a legal entity representative);

A

Fill the request characterization fields.

Fill the Medical Certificate issuing and validity date, add the certificates list and choose if you'll want the certificate or just the e-certificate.

Click "forward" for next step

Recognition of Certificates by Endorsement

i This is the collection of information on the acknowledgements for recognitions by authentication. You must complete all required information, including the list of certificates you want to view recognized. When finished filling select the button "next" to continue.

Issuing date of Medical Certificate * **i** Physician's/Doctor's Name **i**

Expiring Date of Medical Certificate * **i** Issuing Place **i**

List of Certificate for Recognition

i You should indicate one or more certificates for recognition *

There are no records to display

[Add New](#)

Issuing date of the Statement which states the knowledge of the Portuguese Maritime Law **i** Statement Issuing Place **i**

Observations **i**

Issue in Physical Format? * **i**

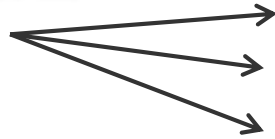
* Required field

[Back](#) [Save](#) [Next](#)



Add Certificates list for recognition

It's mandatory to fill the type of certificate, number, issuing and validity plus the issuing country.



Characteristics of the Certificate to be Recognized

Certificates Type *

Certificate's Number *

Issuing Date * Expiring date *

Issuing Country *

Certificate's Revalidation Issuing Date * Certificate's Revalidation Expiring Date *

Endorsement Number * Issuing Date *

Issuing Country *

List of Certificate's Rules & Capacity

*You should indicate one or more rules and cargos for the certificate **

There are no records to display

[Add New](#)

Certificate's Restrictions (if applicable) *

* Required field

[Back](#) [Confirm](#)

Certificates Type *

- STCW
- STCW (GMDSS)
- STCW (Tankers)

After introducing the Certificate details it's mandatory to indicate the STCW Regulation and Capacity

Certificate's Rules & Capacity

STCW Rule *

STCW Capacity *

* Required field

[Back](#) [Confirm](#)

A The mandatory annexes are with a red*. It's possible to submit more than one file per annexe type.

Request Annexes

i On this screen you must attach documentation identified below to complete the request, by selecting each button "Add New". or each type of attachment you can attach more than one document, according to the needs.

Seaman's Book * **i**

There are no records to display

[Add New](#)

Certificate of Competency * **i**

There are no records to display

[Add New](#)

Radiocommunications Certificate * **i**

There are no records to display

[Add New](#)

Medical Certificate * **i**

There are no records to display

[Add New](#)

Statement * **i**

There are no records to display

[Add New](#)

**Mandatory if the Regulation is II/2
III/2 e III/3**





The mandatory annexes have a red* .
Possible to submit more than one annexe per type.

Mandatory if representing a company



Declaration from represented entity * ? There are no records to display Add New
Passport or Other Seafarer Identity Document * ? There are no records to display Add New
Other document ? There are no records to display Add New
<small>* Required field</small> Back Save Next

Click "forward" for next step





6

To submit the request you must agree with the bellow statements.

Declarações Finais do Pedido



Before advancing should ensure that it is properly informed about all the information related to this type of processes. it is fundamental that is well informed, it is therefore recommended not proceed without consulting all the information available. At the end select the button "next" to continue.

- I declare on my honour that all the information provided corresponds exactly to the truth *
- I declare that I understand and accept the terms and conditions of use of the Electronic Counter of the sea *
- I declare that I am aware and I fulfill all legal obligations and regulations *
- I declare that I authorize the use of my data for the purposes set out in the applicable legislation *
- I declare my consent for all communications with the DGRM and entities associated with are conducted via email address electronics for me indicated *
- I declare to have the necessary powers of representation of the holder of the application *

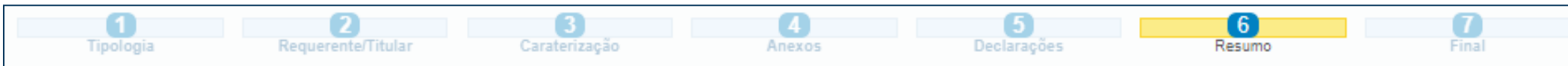
* Required field

Back

Save

Next

Verify statements e signal them.



7

Screen with fulfilled information for the request.

This is only a checking screen for inserted data, if a change is necessary you'll have to go back for the previous screens.
If everything is correct please submit, in case of any mistake an error message will be shown.

⚠ • Holder Person of Request - Field Passport Expiring Date: Required field

1
Tipology

2
Applicant/Holder

3
Characterization

4
Annexes

5
Statements

6
Resume

7
Final

Request Code PT2018IRBE001046701	Request Status Em Rascunho	Status Date 2018-10-12 18:51:58	Register Date 2018-10-12 18:51:58
Request Category Reconhecimento por Autenticação de Certificados		Type of Request Pedido de Reconhecimento por Autenticação de Certificados	

i This is the final screen of the request prior to submission. You should review all information presented before submitting the request. If sense any inaccuracy, use the navigation buttons ("get back" and "next") to get to the respective form and proceed to correction. When finish all validation select the "submit" button to complete your order.

Back
Submit

Request Submission

Your request was submitted sucessfully

Date/Time of the submission 2018-10-12 08:25:17

Get Submission Receipt

Any information or notification will be send throught email address which we recommend that you pay special attention to your mail box
 The email address for this communications is: vanessa.sofia.pum@hotmail.com

Soon you will receive information regarding the payment for the requested services.

Exit

8

The final screen shows that the request was sucessfully submitted, an e-mail will follow for the given address with submission date, request number and it's possible to obtain a PDF format receipt.

3. Request consultation

1

Select "My Requests" on the Menu and the list of submitted requests will appear. Filters can be used to a better search.

Existing filters for searching in BMar requests.

Select the search icon to open Request Type window.

Click "search" to see the list and existing filters

List of BMar Request							
Request Code	Category	Type of Request	Holder	Status	Status Date	Missing Elemer	
PT2018IRBE001046501	Recognition of Certificates by Endorsement	Application for Recognition of Certificates by Endorsement	Carolina Marques	Submitted	2018-10-12 19:10:58	No	
PT2018IRBE001032801	Recognition of Certificates by Endorsement	Application for Recognition of Certificates by Endorsement	Carolina Marques	Submitted	2018-10-12 19:09:12	No	

(1 - 2 from 2)

BMar requests list that can be exported to Excel or PDF.

4. Remove/Cancel Request

1

Select "My Requests" in the Menu and a list of the submitted and drafts requests will appear. Select the request to be canceled/removed and click cancel.

List of BMar Request

Request Code	Category	Type of Request	Holder	Status	Status Date	Missing Elements
PT2018IRBE001030101	Recognition of Certificates by Endorsement	Application for Recognition of Certificates by Endorsement	Sergio Vasquez	Analysis	2018-09-25 11:39:05	Não
PT2018IRBE001020401	Recognition of Certificates by Endorsement	Application for Recognition of Certificates by Endorsement	Alesandra Rey	Submitted	2018-09-06 09:54:49	Não
PT2018IRBE001020301	Recognition of Certificates by Endorsement	Application for Recognition of Certificates by Endorsement	Maria Martinez	Submitted	2018-09-06 09:18:26	Não

(1 - 3 from 3) 1 10

Please select a record to unblock the following operations:

Consult Change Cancel Create New Correct Consult History Pending Situations

Chose in the request list from Bmar the request to delete. If it's already submitted click on "cancel".

If it's a draft click on "remove"

List of BMar Request

Request Code	Category	Type of Request	Holder	Status	Status Date	Missing Element
PT2018IRBE001032801	Recognition of Certificates by Endorsement	Application for Recognition of Certificates by Endorsement	Caroline Marques	Draft	2018-08-27 14:42:31	Não
PT2018IRBE001020401	Recognition of Certificates by Endorsement	Application for Recognition of Certificates by Endorsement	Caroline Marques	Submitted	2018-09-12 08:25:19	Não
PT2018IRBE001020401	Recognition of Certificates by Endorsement	Application for Recognition of Certificates by Endorsement	Caroline Marques	Draft	2018-08-27 14:42:31	Não

(1 - 3 from 3) 1 10

Please select a record to unblock the following operations:

Consult Change Remove Create New Correct Consult History Pending Situations

When choosing one of those options you are send to another screen where you have to confirm your action.

Confirmation

Do you confirm that you want to remove this record?

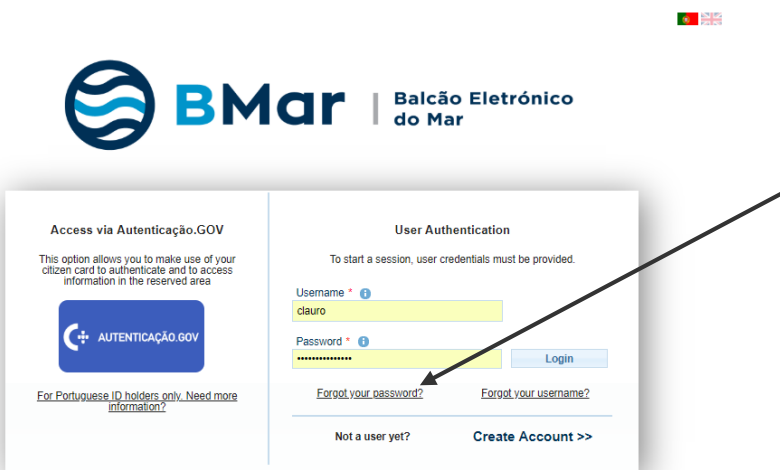
No Yes

5. Regain access

When a user forgets it's password to acced to Bmar, in the authentication screen there is an option to recover the password.

1

Click on "Password Recovery"



2

Fill the e-mail, username and the validation code from the screen.



3

Go to your mailbox, verify if the message is received, open it and click on the link and follow instructions



When a user forgets it's password to acced to Bmar, in the authentication screen there is an option to recover the password.

1

Click on "Forgot your Username?"



2

Fill the e-mail, username and the validation code from the screen.



3

Go to your mailbox, verify if the message is received, open it and click on the link and follow instructions



For support or any other clarification regarding how to use this application contact us through:

- e-mail: ajuda.bmar@dgrm.mm.gov.pt
- call +351 213 035 805

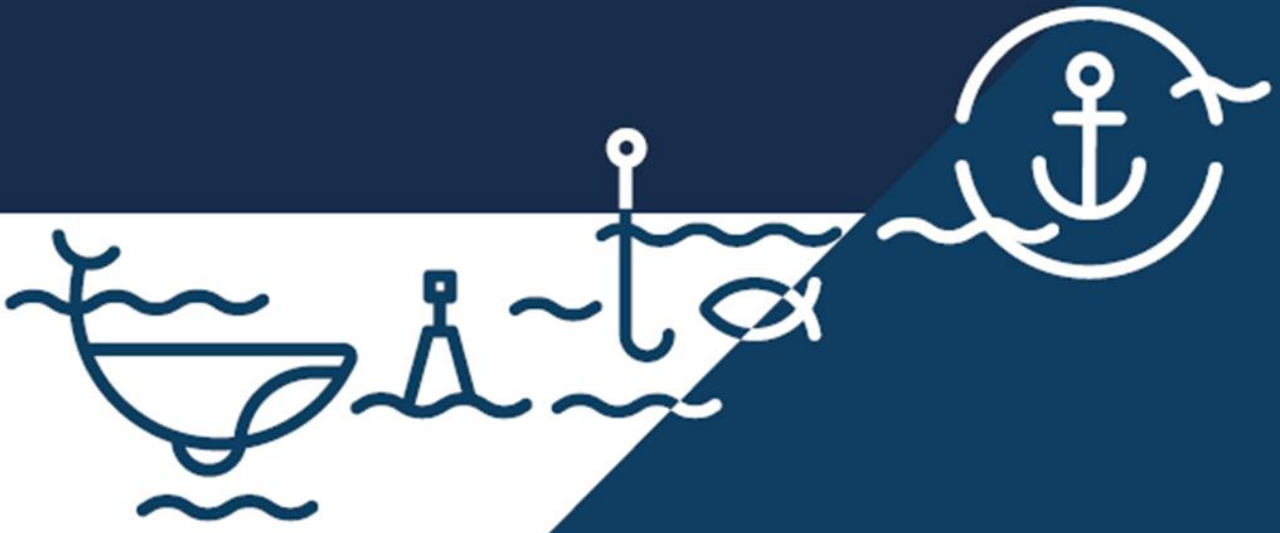
Working days from 10h00 to 12h00 and from 14h00 to 16h00.

Regarding this document, improvements and clarifications can be suggested by e-mail to the am address.

In case you're already logged and need help or report an incident regarding the Menus please send an e-mail reporting it including print screen of the situation.

Do to the *print screen* click on the keyboard, like showed in the image, and put it in "Paint" app from Windows, save it as document and submit it.





Thank You

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