

Documentary Requirements for Certification and Recertification of MARSEC Personnel

A. Maritime Security Screeners

1. Initial Certification

- a. Letter of Intent (Personal Application) or Endorsement Letter (Endorsement Application)
- b. Resume or Curriculum Vitae
- c. Recent and Authenticated 2" x 2" Size Photograph
- d. Transcript of Records and Certificate of Attendance or Diploma Showing the Applicant's Highest Attained Education Level
- e. Documents Showing Work Experience Relevant to the Maritime Security Screener
- f. Training Certificates in Maritime Security Awareness Training for Port Facility Personnel with Designated Security Duties
- g. Other Documentation Verifying the Applicant's Identity, Qualifications and Competence Relevant to the Application
- h. Other Documentation Showing Skills, Special Abilities or Other Application Relevant to the Performance of Maritime Security Duties
- i. National Clearances or Local Clearances (NBI, RTC, PNP and/or BRGY)
- j. Eye Test Results
- k. Hearing Test Results
- l. Ishihara Test Results (for X-ray Operator)
- m. Drug Test Results
- n. Alcohol Breath Test Results / Blood Alcohol Test Results
- o. Physical Check-Up Results
- p. Psychological Assessment Reports

2. Interim Certification

- a. Letter of Intent (Personal Application) or Endorsement Letter (Endorsement Application)
- b. Resume or Curriculum Vitae
- c. Recent and Authenticated 2" x 2" Size Photograph
- d. Transcript of Records and Certificate of Attendance or Diploma Showing the Applicant's Highest Attained Education Level
- e. Documents Showing Work Experience Relevant to the Maritime Security Screener
- f. Training Certificates in Maritime Security Awareness Training for Port Facility Personnel with Designated Security Duties
- g. Other Documentation Verifying the Applicant's Identity, Qualifications and Competence Relevant to the Application
- h. Other Documentation Showing Skills, Special Abilities or Other Application Relevant to the Performance of Maritime Security Duties

- i. National Clearances or Local Clearances (NBI, RTC, PNP and/or BRGY)
- j. Performance Rating Report with a Grade of Very Satisfactory for Twelve Consecutive Months
- k. Eye Test Results
- l. Hearing Test Results
- m. Ishihara Test Results (for X-ray Operator)
- n. Drug Test Results
- o. Alcohol Breath Test Results / Blood Alcohol Test Results
- p. Physical Check-Up Results
- q. Psychological Assessment Reports

3. Recertification

- a. Letter of Intent
- b. Recurrent Triennial Attendance of Training Certificates
- c. Recent Physical Examination Results

Documentary Requirements for Certification and Recertification of MARSEC Personnel

B. National Maritime Security Inspectors/Auditors

1. Initial Certification

- a. Letter of Intent (Personal Application) or Endorsement Letter (Endorsement Application)
- b. Resume or Curriculum Vitae
- c. Recent and Authenticated 2" x 2" Size Photograph
- d. Transcript of Records and Diploma in the Bachelor's Degree Level
- e. Documents Showing Work Experience in Maritime Security for at least Two Years
- f. Training Certificates in Maritime Security Auditor Course / Maritime Security Inspector Course
- g. Other Documentation Verifying the Applicant's Identity, Qualifications and Competence Relevant to the Application
- h. Other Documentation Showing Skills, Special Abilities or Other Application Relevant to the Performance of Maritime Security Duties
- i. Certificate or Identification Papers showing Designation as Team Leader for Two Consecutive Years for Team Leaders of Auditors / Inspectors, If Applicable
- j. National Clearances or Local Clearances (NBI, RTC, PNP and/or BRGY)
- k. Eye Test Results
- l. Hearing Test Results
- m. Drug Test Results
- n. Alcohol Breath Test Results / Blood Alcohol Test Results
- o. Physical Check-Up Results
- p. Psychological Assessment Reports

2. Interim Certification

- a. Letter of Intent (Personal Application) or Endorsement Letter (Endorsement Application)
- b. Resume or Curriculum Vitae
- c. Recent and Authenticated 2" x 2" Size Photograph
- d. Transcript of Records and Diploma in the Bachelor's Degree Level
- e. Documents Showing Work Experience in Maritime Security for at least Two Years
- f. Training Certificates in Maritime Security Auditor Course / Maritime Security Inspector Course
- g. Other Documentation Verifying the Applicant's Identity, Qualifications and Competence Relevant to the Application
- h. Other Documentation Showing Skills, Special Abilities or Other Application Relevant to the Performance of Maritime Security Duties

- i. Certificate or Identification Papers showing Designation as Team Leader for Two Consecutive Years for Team Leaders of Auditors / Inspectors, If Applicable
- j. National Clearances or Local Clearances (NBI, RTC, PNP and/or BRGY)
- k. Performance Rating Report with a Grade of Very Satisfactory for Two Consecutive Years for Team Leaders of Auditors / Inspectors (Only Applicable if the applicant is a designated team leader.)
- l. Eye Test Results
- m. Hearing Test Results
- n. Drug Test Results
- o. Alcohol Breath Test Results / Blood Alcohol Test Results
- p. Physical Check-Up Results
- q. Psychological Assessment Reports

3. Recertification

- a. Letter of Intent or Letter of Endorsement from the Respective OTS-Accredited Registered / Recognized Security Organization for Stakeholders
- b. Letter of Intent or Letter of Endorsement from the Assistant Administrators for Transport Security Oversight and Compliance Service and Transport Security Risk Management Service for OTS National Maritime Security Auditors / National Maritime Security
- c. Recurrent Triennial Attendance of Training Certificates
- d. Recent Physical Examination Results

Documentary Requirements for Certification and Recertification of MARSEC Personnel

C. Maritime Security Instructors

1. Initial Certification

- a. Letter of Intent (Personal Application) or Endorsement Letter (Endorsement Application)
- b. Resume or Curriculum Vitae
- c. Recent and Authenticated 2" x 2" Size Photograph
- d. Transcript of Records and Diploma in the Bachelor's Degree Level
- e. Documents Showing Work Experience in Maritime Security for at least Two Years
- f. Training Certificates in Maritime Security Instructor Course
- g. Other Documentation Verifying the Applicant's Identity, Qualifications and Competence Relevant to the Application
- h. Other Documentation Showing Skills, Special Abilities or Other Application Relevant to the Performance of Maritime Security Duties
- i. National Clearances or Local Clearances (NBI, RTC, PNP and/or BRGY)
- j. Eye Test Results
- k. Hearing Test Results
- l. Drug Test Results
- m. Alcohol Breath Test Results / Blood Alcohol Test Results
- n. Physical Check-Up Results
- o. Psychological Assessment Reports

2. Interim Certification

- a. Letter of Intent (Personal Application) or Endorsement Letter (Endorsement Application)
- b. Resume or Curriculum Vitae
- c. Recent and Authenticated 2" x 2" Size Photograph
- d. Transcript of Records and Diploma in the Bachelor's Degree Level
- e. Documents Showing Work Experience in Maritime Security for at least Two Years
- f. Training Certificates in Maritime Security Instructor Course
- g. Other Documentation Verifying the Applicant's Identity, Qualifications and Competence Relevant to the Application
- h. Other Documentation Showing Skills, Special Abilities or Other Application Relevant to the Performance of Maritime Security Duties
- i. National Clearances or Local Clearances (NBI, RTC, PNP and/or BRGY)
- j. Certificates Showing at Least One-Year Working Experience in Teaching Maritime Security Courses
- k. Eye Test Results
- l. Hearing Test Results
- m. Drug Test Results
- n. Alcohol Breath Test Results / Blood Alcohol Test Results
- o. Physical Check-Up Results
- p. Psychological Assessment Reports

3. Recertification

- a. Letter of Intent or Letter of Endorsement from the Respective Maritime Training Institution / Center / School
- b. Recurrent Triennial Attendance of Training Certificates
- c. Certificate of Attestation Showing 40 Hours of Rendered Teaching Maritime Security Courses
- d. Recent Physical Examination Results

Documentary Requirements for Certification and Recertification of MARSEC Personnel

D. Port Facility Security Officers

1. Initial Certification

- a. Letter of Intent (Personal Application) or Endorsement Letter (Endorsement Application)
- b. Full Details of Personal Data
- c. Recent and Authenticated 2" x 2" Size Photograph
- d. Transcript of Records and Certificate of Attendance Documents Showing Work Experience in Maritime Security for at least Two Years
- e. Training Certificates in Maritime Port Facility Security Officer Course
- f. Other Documentation Verifying the Applicant's Identity, Qualifications and Competence Relevant to the Application
- g. Other Documentation Showing Skills or Special Abilities Relevant to the Performance of Maritime Security Duties
- h. National Clearances or Local Clearances (NBI, RTC, PNP, or BRGY)
- i. Eye Test Results
- j. Hearing Test Results
- k. Drug Test Results
- l. Alcohol Breath Test Results / Blood Alcohol Test Results
- m. Physical Check-Up Results
- n. Psychological Assessment Reports

2. Interim Certification

- a. Letter of Intent (Personal Application) or Endorsement Letter (Endorsement Application)
- b. Full Details of Personal Data
- c. Recent and Authenticated 2" x 2" Size Photograph
- d. Transcript of Records and Certificate of Attendance Documents Showing Work Experience in Maritime Security for at least Two Years
- e. Training Certificates in Maritime Port Facility Security Officer Course
- f. Other Documentation Verifying the Applicant's Identity, Qualifications and Competence Relevant to the Application
- g. Other Documentation Showing Skills or Special Abilities Relevant to the Performance of Maritime Security Duties
- h. National Clearances or Local Clearances (NBI, RTC, PNP, or BRGY)
- i. Performance Rating Report with a Grade of Very Satisfactory for Twelve Consecutive Months
- j. Eye Test Results
- k. Hearing Test Results
- l. Drug Test Results
- m. Alcohol Breath Test Results / Blood Alcohol Test Results
- n. Physical Check-Up Results
- o. Psychological Assessment Reports

3. Recertification

- a. Letter of Intent
- b. Recurrent Triennial Attendance of Training Certificates
- c. Recent Physical Examination Results

Documentary Requirements for Certification and Recertification of MARSEC Personnel

E. Company Security Officers

1. Initial Certification

- a. Letter of Intent (Personal Application) or Endorsement Letter (Endorsement Application)
- b. Full Details of Personal Data
- c. Recent and Authenticated 2" x 2" Size Photograph
- d. Transcripts of Records and Diplomas for a Bachelor's Degree
- e. Documents Showing Work Experience in Maritime Security for at least Two Years
- f. Training Certificates in Maritime Security Company Security Officer Course
- g. Other Documentation Verifying the Applicant's Identity, Qualifications and Competence Relevant to the Application
- h. Other Documentation Showing Skills or Special Abilities Relevant to the Performance of Maritime Security Duties
- i. National Clearances or Local Clearances (NBI, RTC, PNP, or BRGY)
- j. Eye Test Results
- k. Hearing Test Results
- l. Drug Test Results
- m. Alcohol Breath Test Results / Blood Alcohol Test Results
- n. Physical Check-Up Results
- o. Psychological Assessment Reports

2. Interim Certification

- a. Letter of Intent (Personal Application) or Endorsement Letter (Endorsement Application)
- b. Full Details of Personal Data
- c. Recent and Authenticated 2" x 2" Size Photograph
- d. Transcripts of Records and Diplomas for a Bachelor's Degree
- e. Documents Showing Work Experience in Maritime Security for at least Two Years
- f. Training Certificates in Maritime Security Company Security Officer Course
- g. Other Documentation Verifying the Applicant's Identity, Qualifications and Competence Relevant to the Application
- h. Other Documentation Showing Skills or Special Abilities Relevant to the Performance of Maritime Security Duties
- i. National Clearances or Local Clearances (NBI, RTC, PNP, or BRGY)
- j. Performance Rating Report with a Grade of Very Satisfactory for Twelve Consecutive Months
- k. Eye Test Results
- l. Hearing Test Results

- m. Drug Test Results
- n. Alcohol Breath Test Results / Blood Alcohol Test Results
- o. Physical Check-Up Results
- p. Psychological Assessment Reports

3. Recertification

- a. Letter of Intent
- b. Recurrent Triennial Attendance of Training Certificates
- c. Recent Physical Examination Results