



भारत सरकार/ GOVERNMENT OF INDIA
पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING
नौवहन महानिदेशालय, मुंबई
DIRECTORATE GENERAL OF SHIPPING, MUMBAI

F.No. 21-12011/1/2020-COASTAL-DGS

Date: 05.08.2020

DGS Coastal Branch Circular No. 30 of 2020

Subject: Standard Operating Procedure (SOP) for issuance of Identity Card to Sailing Vessel Crew - reg.

1. The process for issue of Seamen Identity Card (Sails) to crew members of sailing vessels through online module has been redefined and firmed up as below:
 - 1.1 An application for new seamen's I-card through online module system shall be made only through on-line prescribed mode in the form available in the coastal module in the DG Shipping official website www.dgshipping.gov.in
 - 1.2 The instructions for applicants applying for such I-cards new / renewal online are made available in the said e-module itself. For flexibility, the steps are also indicated in the Annexure - I appended with this SOP.
 - 1.3 The documents required to be uploaded with application for on-line shall be as per check list (Annexure - II) appended with this SOP.
 - 1.4 The supportive documents of the application can be scanned and uploaded along with application form.
 - 1.5 The applicant shall ensure that he submits a complete and final application following the instructions in the said e-module.
 - 1.6 Payment of specified official fee 500/- (Five Hundred only) can be made through e-payment gateway facilities provided in the said e-module or Bharatkosh (receipt must be enclosed).
 - 1.7 On receipt of an application under the RO Sails shall, after conducting such inquiry, as he may consider necessary, forward the application online to the Directorate with recommendations for issuance of seamen's I-card.
 - 1.8 If the application received is deficient, the RO Sails may query back / reject the application as the case may be.
 - 1.9 Once the application is approved, the same may be printed on securitized booklet at the Directorate.
 - 1.10 On completion of printed I-cards, the concerned official at the Directorate may sign the last page of the I-card and forward the same to the concerned RO Sails office.

1.11 On receipt of I-cards from the Directorate, the RO Sails shall endorse / stamp the I-card and process it for lamination.

1.12 On completion of lamination, the I-cards shall be dispatched by speed post to the given address of applicant.

1.13 The same processes as listed in paragraphs 1.1 - 1.12 would be applicable for Renewal, Replacement and duplicate I-cards.

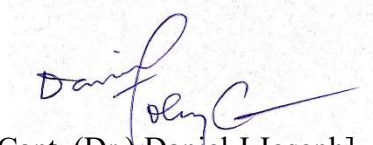
2.1 Henceforth, no application, documents, fee shall be accepted in offline mode.

2.2 Any application with deficiency shall be rejected without any prejudice and fee paid therefore may be forfeited.

2.3 I-card shall stand cancelled and forfeited if any information or document found fake or compromised at any later time/point of time under Section 46 of MS Sailing Vessel Rules, 1997.

2.4 I-card would be issued for a validity of 5 years from date of issue and hence renewal of the same would be applicable.

3. This issues with the approval of Director General of Shipping & Additional Secretary to the Govt. of India.



[Capt. (Dr.) Daniel J Joseph]

Dy. Director General of Shipping (Coastal Shipping)

Enclosure(s): As above

Process flow for Coastal I-card Module

Registration of seafarer

The user needs to click on <https://www.dgshipping.gov.in> and then go to “eGovernance” link.

DG Shipping Directorate General of Shipping, Mumbai

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The Directorate General of Shipping Government of India
 The Director General of Shipping is the statutory Maritime authority, appointed by Govt. of India under the Merchant Shipping act 1958 and is responsible for implementation of the provisions of the act. The Directorate General ensures implementation of various international Conventions, relating to safety requirements for prevention of pollution and other mandatory requirements of International Maritime Organization.

Internal Reference Links
[Sailing Vessel Identity Card](#)

Ships
[Ship Registration & Mortgage](#)
[Casualty & Enquiry](#)
[Licensing & Chartering](#)
[ISM Audit](#)
[Ship Survey](#)
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Seafarer
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Rules

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 Fax:-91-22-2575202/935

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http://localhost:8888/esamudraUI/dropDown.do?method=executeDropDown 125%

Click on Registration of I card

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User Id:
Password:

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Internal Reference Links
Sailing Vessel Identity Card
Registration for I-card

Ships
[Ship Registration & Mortgage](#)
[Casualty & Enquiry](#)
[Licensing & Chartering](#)
[ISM Audit](#)
[Ship Survey](#)
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Seafarer
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[CoC/DG Endorsement/GMDSS Radio Operator](#)
[eligibility declaration for Master & Chief Engg.](#)
[Grievance Report for Female Seafarer](#)
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Independent Modules
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[Rules & Regulation Information System](#)
[MPSO](#)
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Rules

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Tel: 91-22-25752040/41/42/43/45
Fax: 91-22-25752029/35

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Click on the link registration for I-card

javascrpt:open new window?loadIcardPage.do?method=loadIndexPage? 125%

Enter the details asked in the application, all fields marked with * are mandatory.

DG Shipping Directorate General of Shipping, Mumbai

Welcome Guest! (7/1/2020 3:35 P.M.)

Registration Details for Coastal Identity Card

Personal Details

Passport No.* :

Date of Birth* :

Name (As per passport)* :

125%

Registration Details for Costal Identity Card	
Personal Details	
Passport No.* :	P1234567D
Date of Birth* :	21-Jan-1993
Name (As per passport)* :	RAKESH KUMAR
<input type="button" value="Continue"/> <input type="button" value="Reset"/>	

Enter the details & click on continue

Enter Personal details; If you have old Identity card details kindly enter the same.

Registration Details for Sailing Vessel Identity Card			
1. Personal Details	2. Address Details	3. Next of Keen Details	
Note : All fields marked with an (*) asterix are mandatory.			
Personal Details			
Passport No.* :	P1234567D	Date of Birth* :	21-Jan-1993
Name (As per passport)* :	RAKESH KUMAR	Gender* :	Select
Place of Birth* :		Nationality* :	
Height(In cms)* :		Color of Eyes* :	
Color of Hair* :		Complexion* :	
Identification Marks* :		Religion* :	
INDOS No. :		Father's Name* :	
Existing Sailing Vessel Identity Card			
Identity Card No.* :		Issued By* :	
Issue Date* :		Expiry Date* :	
<input type="button" value="Back"/> <input type="button" value="Continue"/> <input type="button" value="Reset"/>			

Enter the details & click on continue



Registration Details for Sailing Vessel Identity Card

1. Personal Details

2. Address Details

3. Next of Kin Details

Note : All fields marked with an (*) asterisk are mandatory.

Personal Details		
Passport No.* :	P1234567D	Date of Birth* : 21-Jan-1993
Name (As per passport)* :	RAKESH KUMAR	Gender* : Male <input checked="" type="checkbox"/>
Place of Birth* :	mumbai	Nationality* : Indian
Height(in cms)* :	176	Color of Eyes* : Black
Color of Hair* :	Black	Complexion* : Black
Identification Marks* :	Black mole near nose	Religion* : Hindu
INDOS No. :		Father's Name* : Vikas Kumar
Existing Sailing Vessel Identity Card		
Identity Card No. :		Issued By :
Issue Date :	<input type="text"/>	Expiry Date :

[Back](#) [Continue](#) [Reset](#)

Enter the details & click on
continue

125%

Enter the Address details



Registration Details for Sailing Vessel Identity Card

1. Personal Details

2. Address Details

3. Next of Kin Details

Note : All fields marked with an (*) asterisk are mandatory.

Address Details		
Address* :		Village / Town / City* :
Thana* :		Post Office* :
Pin Code* :		District* :
State* :	Select <input type="text"/>	Phone No. :
Mobile No.* :		Email Id* :

[Continue](#) [Reset](#)

After Clicking on “Submit” the system will display an alert message and your login details will be send to the registered email ID.

You have successfully registered and Log In details been mailed to email id : test@test.com

Log in to eGovernance System using the details sent to email id to Submit Applications for;

- a. New Identity Card
- b. Renewal of Identity Card
- c. Duplicate Identity Card
- d. Replacement of Identity Card

Instructions:

1. Go to www.dgshipping.gov.in
2. Click the eGovernance Link.
3. Enter User ID and Password.
4. System will ask to change the password.
5. Change the password.
6. Login with User ID and new Password.

The screenshot shows the homepage of the Directorate General of Shipping, Ministry of Shipping, Government of India. The header includes the organization's name in Hindi and English, along with navigation links like HOME, ABOUT US, ACTS & RULES, SHIPPING NOTICES, SHIPPING, SEAFARERS, MARITIME TRAINING, E-GOVERNANCE, and E-LEARNING. A central banner features a large image of a ship and a sidebar with a menu containing Feedback, Online registration for AECS course, GST Cell, and Help Desk. A 'New Initiatives' section highlights 'INDIA elected as member of Council'. A welcome message states: 'Welcome to Directorate General of Shipping. The Directorate General of Shipping, India deals with implementation of shipping policy and legislation so as to ensure the safety of life and ships at sea, prevention of marine pollution, promotion of maritime education and training in co-ordination with the International Maritime Organization, regulation of employment and welfare of seamen, development of coastal shipping, augmentation of shipping tonnage, examination and certification of Merchant Navy Officers, Supervision and Control of the allied offices under its administrative jurisdiction.'

This screenshot displays the e-Governance portal of the Directorate General of Shipping, Mumbai. It features a login section with fields for User ID and Password, and links for New User, Forgot Password, View Registration Status, and Seafarer Registration. Below the login section is a menu with four main categories: Ships, Seafarer, Independent Modules, and Rules. The 'Ships' category includes links for Ship Registration & Mortgage, Casualty & Enquiry, Licensing & Chartering, ISM Audit, Ship Survey, Coastal Shipping, and Plan and Manual Approval. The 'Seafarer' category includes links for SMO Other Activities, CDC Management & CoC as Cook, Update Seafarer Profile, Request for Personal Details Correction in Seafarer Profile, Watch Keeping Certificate, Examination, CoC/DC Endorsement, GMDSS Radio Operator, eMigration declaration for Master & Chief Engg., Grievance Report for Female Seafarer, Grievance Redressal Mechanism, Training, Recruitment and Placement Services, Dispensation, and Sailing Vessel Identity Card. The 'Independent Modules' category includes links for Equipments & Service Station, Administration, PortNet, Meetings & Resolutions, Rules & Regulation Information System, MPSC, MTO Renewal, and Liferaft Service Station. The 'Rules' category has a dropdown menu. At the bottom left, contact information is provided: Contact Us, dgshipping-dgs@nic.in, Tel: 91-22-25752040/41/42/43/45, Fax: 91-22-25752029/35. The DGS e-Logo is at the bottom right.

Enter old and new password and Click "I Accept" button to reset the password

90%

Password Successfully reset.

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Password Successfully Reset

User Id

Password


Login

New User

Forgot Password

View Registration Status

Seafarer Registration



The Directorate General of Shipping Government of India

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Internal Reference Links

Select

Go

Ships

Ship Registration & Mortgage

Casualty & Enquiry

Licensing & Chartering

ISM Audit

Ship Survey

Coastal Shipping

Plan and Manual Approval

Seafarer

SMD-Other Activities

CDC Management & CoC as Cook

Update Seafarer Profile

Request for Personal Details Correction in Seafarer Profile

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Rules & Regulation Information System

MPSQ

MTO Renewal

Liferaft Service Station

Important Links

Select

Go

Rules

Select

Go

Contact Us

dg@nic.in

Tel.-91-22-

25752040/1424345

Fax.-91-22-

2575202935

Log in with User Id and new Password.

DG Shipping

Directorate General of Shipping, Mumbai

Terms of Use | Log Out

Welcome **RAKESH KUMAR**

Reset Password

Login

Internal Reference Links

Select

Go

Ships

Ship Registration & Mortgage

Casualty & Enquiry

Licensing & Chartering

ISM Audit

Ship Survey

Coastal Shipping

Plan and Manual Approval

Seafarer

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Liferaft Service Station

Important Links

Select

Go

Rules

Select

Go

Contact Us

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Tel.-91-22-

25752040/1424345

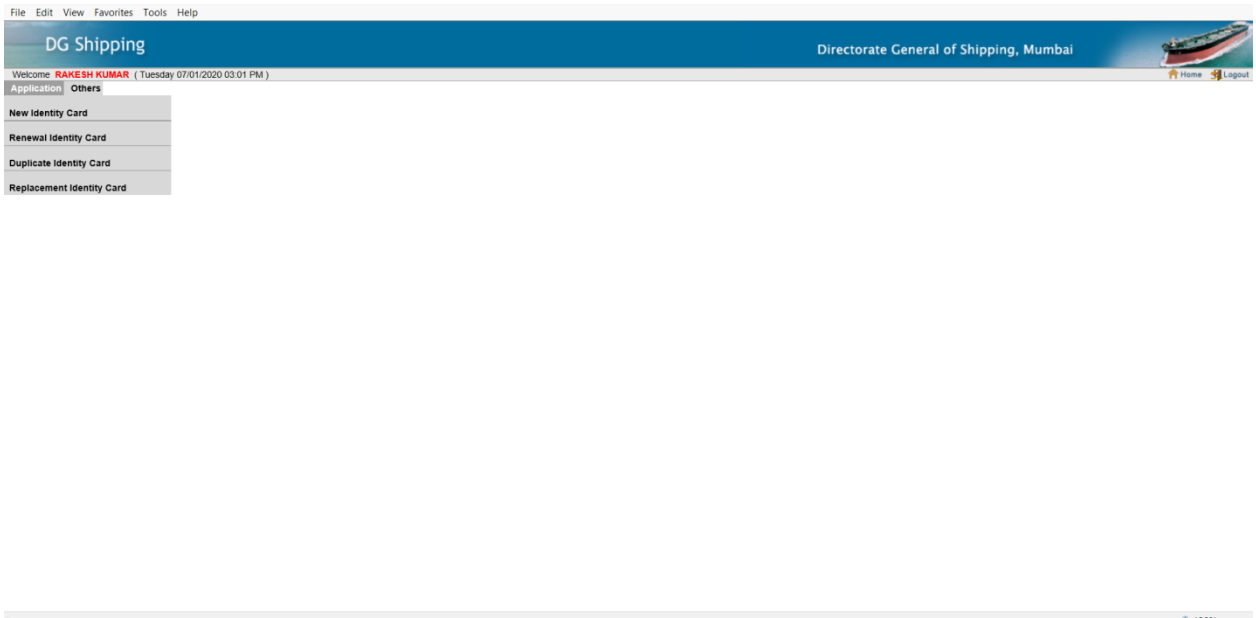
Fax.-91-22-

2575202935

Note : Modules indicated as "Red" colour are not accessible.

DGS e-Learning progr

Click the link [Sailing Vessel Identity Card](#)



Application for New Identity Card

Fill the form and submit the data

Application for New Identity Card for Sailing vessel

1. Personal Details 2. Address 3. Next-Of-Kin 4. Fee Details 5. Attach Documents

Note: All fields marked with an (*) asterisk are mandatory.

Personal Details

Office Applied To*:

Passport No.*: P1234567D Date of Birth*: 21-JAN-0093

Name (As per passport)*: RAKESH KUMAR Gender*: Male

Place of Birth*: Mumbai Nationality*: Indian

Height(in cms)*: 176 Color of Eyes*: Black

Color of Hair*: Black Complexion*: Black

Identification Marks*: Black mole near nose INDOS No.:

Religion*: Hindu Father's Name*: Vikas Kumar

Back Continue Reset

Enter the details & click on continue

Enter address details

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DG Shipping Directorate General of Shipping, Mumbai

Welcome **RAKESH KUMAR** (Tuesday 07/01/2020 03:01 PM)

Application Others

Application » New Identity Card

Application for New Identity Card for Sailing vessel

1. Personal Details	2. Address	3. Next-Of-Kin	4. Fee Details	5. Attach Documents
Note : All fields marked with an (*) asterix are mandatory.				
Permanent Address Details				
Address* : Gandhi Nagar		Village / Town / City* : Thane		
Thana* : Bada Bazar		Post Office* : Bada Bazar		
Pin Code* : 400607		District* : Thane		
State* : Maharashtra		This address to be used for communication purpose : <input type="radio"/> Yes		
Present Address Details				
Same as Permanent Address <input checked="" type="checkbox"/>				
Address* : Gandhi Nagar		Village / Town / City* : Thane		
Thana* : Bada Bazar		Post Office* : Bada Bazar		
Pin Code* : 400607		District* : Thane		
State* : Maharashtra		This address to be used for communication purpose : <input checked="" type="radio"/> Yes		
Contact Details				
Mobile No.* : 2873424827		Email id* : test@test.com		
Phone No. : 12345678				
<input type="button" value="Continue"/>		<input type="button" value="Reset"/>		

Enter the details & click on continue

Enter the Next of kin

File Edit View Favorites Tools Help

DG Shipping Directorate General of Shipping, Mumbai

Welcome **RAKESH KUMAR** (Tuesday 07/01/2020 03:01 PM)

Application Others

Application » New Identity Card

Application for New Identity Card for Sailing vessel

1. Personal Details	2. Address	3. Next-Of-Kin	4. Fee Details	5. Attach Documents
Note : All fields marked with an (*) asterix are mandatory.				
Next of Keen Details				
Name of Next of Kin* : Vikash Kumar		Relationship with You* : Father		
Village / Town / City* : Thane		Thana* : Bada Bazar		
Post Office* : Bada Bazar		Pin Code* : 400607		
District* : Thane		State* : Maharashtra		
Phone No. with STD Code* : 2342234234		Email id* : tested@tested.com		
Mobile No.* : 124425345345				
<input type="button" value="Continue"/>		<input type="button" value="Reset"/>		

Enter the details & click on continue

Enter Payment details made through Bharatkosh.

Application » New Identity Card

Application for New Identity Card for Sailing vessel			
1. Personal Details	2. Address	3. Next-Of-Kin	4. Fee Details
<p>Note : All fields marked with an (*) asterix are mandatory.</p> <p>Fees Payment Details</p> <p>Fees(₹) * : ₹ 100</p> <p>Payment Mode * : Bharatkosh</p> <p>Payment Reference No. * : 123123</p> <p>Payment Date * : 04-Jan-2020</p> <p>Continue Reset</p>			

Enter the details & click on continue

List of Document to be uploaded after submission of data.

Application » New Identity Card

Application for New Identity Card for Sailing vessel																	
1. Personal Details	2. Address	3. Next-Of-Kin	4. Fee Details														
<p>Note : All fields marked with an (*) asterix are mandatory.</p> <p>Documents to be uploaded</p> <p>6 items found, displaying all items. 1</p> <table border="1"> <thead> <tr> <th>Sr.No.</th> <th>Documents to be Uploaded</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Passport size (3.5 cm X 3.5 cm) photograph with clear white background face covering 70%</td> </tr> <tr> <td>2</td> <td>Scanned Signature</td> </tr> <tr> <td>3</td> <td>Scanned copy of Bhartkosh payment Receipt</td> </tr> <tr> <td>4</td> <td>Scanned copy of Police Verification Certificate.</td> </tr> <tr> <td>5</td> <td>Coloured scanned copy of original Passport (Pages where personal details, Photo, address details and signature of passport authority are displayed)</td> </tr> <tr> <td>6</td> <td>Coloured scanned copy of Address Proof</td> </tr> </tbody> </table> <p>Declaration</p> <p>I hereby declare that all the statements made in this application are true and complete to the best of my knowledge and belief and nothing has been concealed/distorted.</p> <p><input type="checkbox"/> I agree.</p> <p>Submit Data and Proceed to Upload Documents Reset</p>				Sr.No.	Documents to be Uploaded	1	Passport size (3.5 cm X 3.5 cm) photograph with clear white background face covering 70%	2	Scanned Signature	3	Scanned copy of Bhartkosh payment Receipt	4	Scanned copy of Police Verification Certificate.	5	Coloured scanned copy of original Passport (Pages where personal details, Photo, address details and signature of passport authority are displayed)	6	Coloured scanned copy of Address Proof
Sr.No.	Documents to be Uploaded																
1	Passport size (3.5 cm X 3.5 cm) photograph with clear white background face covering 70%																
2	Scanned Signature																
3	Scanned copy of Bhartkosh payment Receipt																
4	Scanned copy of Police Verification Certificate.																
5	Coloured scanned copy of original Passport (Pages where personal details, Photo, address details and signature of passport authority are displayed)																
6	Coloured scanned copy of Address Proof																

Acknowledgement page – After submission the system will generate an application number.

Your data has been successfully submitted.			
Application No.	ROS(MJ)/2020/11	Applicant's Name	RAKESH KUMAR
User Id	20A009	Application Name	New Identity Card
Office Applied To	ROS SAILS (MUMBAI)	Date	07/01/2020 10:34:35 AM
Click to Upload documents			

Click the link “[Click to Upload documents](#)” to upload the required document.

Click the link “[Upload Now](#)”

[Others](#) » [Upload Documents and View Application Status](#)

Application Status					
Show <input type="text" value="10"/> entries	(Enter 3 characters to search data in all the columns) Search: <input type="text"/>				
Sr.No.	Application Date (YYYY-MM-DD HH:MM:SS)	Application No.	Transaction Name	Status	Document
1	2020-01-07 10:04:31	ROS(MJ)/2020/11	New Identity Card	Document not uploaded	Upload Now

Showing 1 to 1 of 1 entries

Click the link “[Upload Now](#)”

Select required file to upload and click “Upload File” button to complete the application submission process.

Documents to upload for Application No. :ROS(M)/2020/11

Note : All fields marked with an (*) asterix are mandatory.

Applicants are advised to create single PDF file for each of the section in which they are required to upload multiple documents.

Sr No.	Document	Select File to Upload
1.	Passport size (3.5 cm X 3.5 cm) photograph with clear white background face covering 70% (Read Instruction)	<input type="text"/> Browse... * .JPG file only
2.	Scanned Signature	<input type="text"/> Browse... * .JPG file only
3.	Scanned copy of Bharkosh payment Receipt	<input type="text"/> Browse... * .pdf file Only
4.	Scanned copy of Police Verification Certificate.	<input type="text"/> Browse... * .pdf file Only
5.	Coloured scanned copy of original Passport (Pages where personal details, Photo,address details and signature of passport authority are displayed)	<input type="text"/> Browse... * .pdf file Only
6.	Coloured scanned copy of Address Proof	<input type="text"/> Browse... * .pdf file Only

Note: Document(s) should be self attested(except photo and signature).

[Instruction for Uploading of Photograph and Signature Images.](#)

For Photograph Image

1. Photograph must be a recent passport style colour picture.
2. The colour picture must be taken against a light-coloured, preferably white, background.
3. The candidate should be looking straight at the camera with a relaxed face.
4. If the picture is taken on a sunny day, the sun should be behind the person getting clicked or in the shade, so that he/she does not appear squinting and there are no harsh shadows.
5. If using flash, ensure there's no "red-eye".
6. If the person getting clicked wears glasses, it should be ensured that there are no reflections and the eyes can be clearly seen.
7. Caps, hats and dark glasses are not acceptable. However, religious headwear not covering the face, are allowed.
8. Ensure photograph must be **selected/highlighted without border** and scanned and not the entire page.

For Signature Image

1. The candidate himself/herself should sign on a white paper with a black ink pen.
2. The signature must be signed only by the applicant and not by any other person.
3. Dimensions 3.5 cm x 1.5cm (preferred).
4. Ensure signature may be selected/highlighted and scanned and not the entire page.

The Photograph/Signature will be used to put wherever necessary. Online Application will not be processed unless candidate's upload their scanned Photograph and signature as specified. After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may re-upload his/ her photograph or signature. In case the application submitted has unclear scanned photograph/signature or both, **the application may be rejected.**

Click the link "[Upload files](#) "

You can even re-upload any document if required.

DG Shipping

Directorate General of Shipping, Mumbai

Welcome **RAKESH KUMAR** (Tuesday 07/01/2020 03:01 PM)

[Application](#) [Others](#)

[Home](#) [Logout](#)

Documents uploaded successfully for application no. ROS(M)/2020/11

Sr No.	Document	Uploaded File	Uploaded Date
1.	Passport size (3.5 cm X 3.5 cm) photograph with clear white background face covering 70%	Click to View	07-JAN-2020
2.	Scanned Signature	Click to View	07-JAN-2020
3.	Scanned copy of Bharkosh payment Receipt	Click to View	07-JAN-2020
4.	Scanned copy of Police Verification Certificate.	Click to View	07-JAN-2020
5.	Coloured scanned copy of original Passport (Pages where personal details, Photo,address details and signature of passport authority are displayed)	Click to View	07-JAN-2020
6.	Coloured scanned copy of Address Proof	Click to View	07-JAN-2020

To view the Application Status, go to Others=>Upload Documents and View Application Status

File Edit View Favorites Tools Help

DG Shipping

Directorate General of Shipping, Mumbai

Welcome **RAKESH KUMAR** (Tuesday 07/01/2020 03:01 PM)

Application Others

Upload Documents and View Application Status

Documents uploaded successfully for application no. ROS(M)/2020/11

Sr No.	Document	Uploaded File	Uploaded Date
1.	Passport size (3.5 cm X 3.5 cm) photograph with clear white background face covering 70%	Click to View	07-JAN-2020
2.	Scanned Signature	Click to View	07-JAN-2020
3.	Scanned copy of Bharkosh payment Receipt	Click to View	07-JAN-2020
4.	Scanned copy of Police Verification Certificate.	Click to View	07-JAN-2020
5.	Coloured scanned copy of original Passport (Pages where personal details, Photo,address details and signature of passport authority are displayed)	Click to View	07-JAN-2020
6.	Coloured scanned copy of Address Proof	Click to View	07-JAN-2020

Back Reupload

Application Status

User can view the application status.

File Edit View Favorites Tools Help

DG Shipping

Directorate General of Shipping, Mumbai

Welcome **RAKESH KUMAR** (Tuesday 07/01/2020 03:01 PM)

Application Others

Others » Upload Documents and View Application Status

Application Status

Show 10 entries

(Enter 3 characters to search data in all the columns) Search:

Sr.No.	Application Date (YYYY-MM-DD HH:MM:SS)	Application No.	Transation Name	Status	Document
1	2020-01-07 18:04:31	ROS(M)/2020/11	New Identity Card	Application Received	Uploaded / ReUpload ? / View

Showing 1 to 1 of 1 entries

THE END

NOTE: The process flow remains same for all other transactions.

Check list:

The following list of documents to be uploaded with application:

1. Passport size (3.5cm x 3.5cm) photograph with clear white background face covering 70%
2. Scanned Signature
3. Scanned copy of Bharatkosh Payment Receipt
4. Scanned copy of Police Verification Certificate
5. Coloured scanned copy of original Passport (Pages where personal details, photo, address details and signature of passport authority are displayed)
6. Coloured scanned copy of Address Proof