

DIS Vessel Certificates Quick Reference Guide (QRG)

Credit: General Steamship, Mobile

Tip #1: You must rename the files you have received from the ship by the below table.

- To rename: Cut and paste the below file names and change the **red** to the actual IMO number from the vessel.
- No spaces between the hyphen (-) or IMO number.
- PDF, jpeg, doc, xls, gif, or png file formats only.

Tip #2: Submit one document at a time, may have to break a file up into multiple files. DIS can only receive up to a 10mb file.

Tip #3: Not all of the below documents are required, just what pertains to what you need to file for: Arrival Report (CBP form 3171) and Entrance/Clearance (CBP form 1300).

- For cargo vessels, this is typically the: Registry, Tonnage Certificate, Load Line, COFR, SOLAS (with Form E including number of lifesaving equipment), and a Bridge Letter/Bareboat charter (if applicable).

Note: DIS does not currently accept the Bridge Letter/Bareboat Charter directly, but you can scan it as a 2nd page to either the Registry or the eCOFR printout. (CBP plans to add this capability as well as to speak with USCG about eCOFR integration).

Tip #4: Copy and paste from “**START_DATA**” to “**END_DATA**” into your email body. Change the color texts only.

Tip #5: No spaces after the “=” (equals sign).

Tip #6: Delete the “**EXPIRATION_DATE=**” line/language if the certificate does not have an expiration date (e.g., registry, etc.)

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FILE NAMES

RED=MANDATORY, INPUT SHIPS IMO#

<u>File Name (Re-Named)</u>	<u>Certificate Names</u>
CBP140-IMO#SOLAS1	Safety Construction Certificate
CBP141-IMO#SOLAS2	Safety Equipment Certificate
CBP142-IMO#SOLAS3	Radio Certificate
CBP143-IMO#SOLAS4	Dangerous Goods Compliance
CBP144-IMO#SOLAS5	Ship Security
CBP145-IMO#SOLAS6	Safety Management Certificate
CBP146-IMO#LL	Load Line Certificate
CBP147-IMO#REG	Registry/Certificate of Nationality
CBP148-IMO#TON	Tonnage Certificate
CBP149-IMO#COFR	Certificate of Financial Responsibility
CBP150-IMO#CSR	Continuous Synopsis Record
CBP151-IMO#COFR_PTI	Certificate of Financial Responsibility (Passenger Transportation Indemnification)
CBP152-IMO#COD	Certificate of Documentation

SAMPLE EMAL

Send To: docs@cbp.dhs.gov

Subject line: CAT=GEN; IMO_NBR=IMO#; ACTION=ADD or DELETE or REPLACE

Email Body:

RED = MANDATORY

BLUE = CONDITIONAL (IF APPLICABLE, DELETE WHOLE LINE IF NOT)

START_DATA

AGENCY_CD=COM

TRANSMITTER_NAME=AGENCY NAME

CERTIFICATE_NUMBER=LICENCE OR CERTIFICATE NUMBER

ISSUE_DATE=MM/DD/YYYY

EXPIRATION_DATE=MM/DD/YYYY IF APPLICABLE (Not All Docs Have Exp Dates.

Delete this line if the certificate does not have an expiration e.g. Registry).

GROSS_TONNAGE=GRT

NET_TONNAGE=NT

POC_INFO=AGENT'S NAME / (XXX) XXX-XXXX (PHONE NUMBER)

COMMENT=Optional (Any clarification/remark)

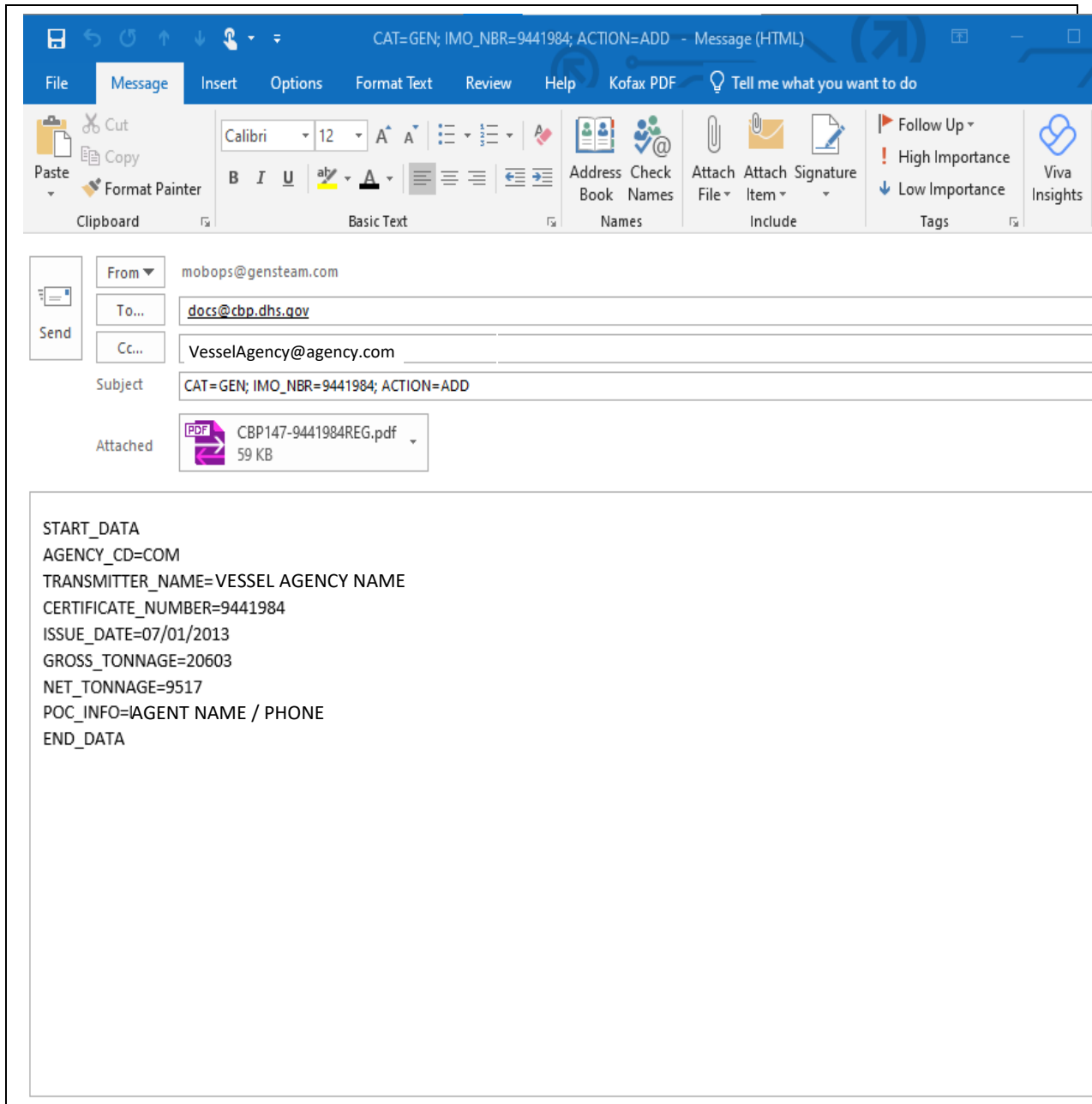
RETURN_EMAIL_ADDRESS=Optional (if different than sender email address)

END_DATA

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As you can see below not all of the information is required, if it is not then simply delete that entire line (see Tip #6). Below is an example of a registry that has been submitted for the MV Lubie, IMO # 9441984.



The screenshot shows an Outlook email window with the following details:

- From:** mobops@gensteam.com
- To:** docs@cbp.dhs.gov
- Cc:** VesselAgency@agency.com
- Subject:** CAT=GEN; IMO_NBR=9441984; ACTION=ADD
- Attached:** CBP147-9441984REG.pdf (59 KB)

The email body contains the following text:

```
START_DATA
AGENCY_CD=COM
TRANSMITTER_NAME=VESSEL AGENCY NAME
CERTIFICATE_NUMBER=9441984
ISSUE_DATE=07/01/2013
GROSS_TONNAGE=20603
NET_TONNAGE=9517
POC_INFO=AGENT NAME / PHONE
END_DATA
```