

## e-COS (electronic Certificate of Service)

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### I. Who should create a login for the e-COS application

The master, seafarer or administrative assistant on board who will create the Certificates of Service for the seafarers with a Belgian navigation license who are serving on board.

- 1) Link: <https://sea-registration.apps.mobilit.fgov.be/>
- 2) Sign in as a Belgian user with eID or as a non-Belgian user:



'Login as a non-Belgian user':

Fill in the required information and click on Register:

Create a new account

Create a new account

Please fill-in the required information to start the registration process

First Name

Last Name

Email

Password

Confirm password

Language

English

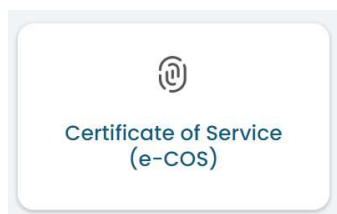
I'm not a robot

 reCAPTCHA  
Privacy - Terms

Register

## II. How to create online an e-COS

Click on:



Click on '+ Create e-COS':

NL FR EN Other official information and services: [www.belgium.be](http://www.belgium.be) .be

SeaRegistration ACCEPTANCE Stefan Himpens | [Signing Out](#) ↗

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Certificate of Service  + Create e-COS

Barcode	Vessel Nar	IMO No	Name	First Name	Changed	Created	Status
<input type="text" value="Ab"/>	<input type="text" value="Ab"/>	<input type="text" value="Ab"/>	<input type="text" value="Ab"/>	<input type="text" value="Ab"/>	<input "="" type="text" value="="/>	<input "="" type="text" value="("/>	<input type="text" value=""/>

Fill in as many fields as possible, and 'Save as Draft' or 'Submit'.

- When clicking on 'Submit', the e-COS has to be printed and signed by the master and seafarer (see also [E-mail printed and signed e-COS to 'Certification of Seafarers Antwerp \(STCW\)'](#)).
- When clicking on 'Save as Draft' the e-COS should be completed at another time.

### III. Edit, Print, Duplicate, Delete an e-COS

Select a relevant line and check the checkbox, followed by clicking on one of the four icons:



- Edit an e-COS:
- Print an e-CoS.
- Duplicate an e-COS (certain fields are prefilled to speed up the creation of a new e-COS for the same seafarer).
- Delete an e-COS (only possible when the status is DRAFT).

Certificate of Service + Create e-COS


Barcode	Vessel Nam	IMO No	Name	First Name	Changed	Created	Status	
<input type="text" value="Ab"/>	<input type="text" value="Ab"/>	<input type="text" value="Ab"/>	<input type="text" value="Ab"/>	<input type="text" value="Ab"/>	<input "="" type="text" value="="/>	<input "="" type="text" value="("/>	<input type="text" value=""/>	
<input type="checkbox"/>	DEC5IBOM9BECVBCBGYZG202310				10/12/2023	10/12/2023	<span style="background-color: #0056b3; color: white; padding: 2px;">DRAFT</span>	
<input checked="" type="checkbox"/>	F84ZSRVMLGZEYQPQZEE202310	Flying Fly	12345	Barnacle	Boy	10/12/2023	10/12/2023	<span style="background-color: #0056b3; color: white; padding: 2px;">DRAFT</span>

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#### IV. What to do when status of an e-COS is 'REFUSED'

When the status of a request is REFUSED, one can duplicate the refused e-COS and adapt it.

Certificate of Service + Create e-COS



Barcode	Vessel Nar	IMO No	Name	First Name	Changed	Created	Status	
<input type="text" value="Ab"/>	<input type="text" value="Ab"/>	<input type="text" value="Ab"/>	<input type="text" value="Ab"/>	<input type="text" value="Ab"/>	<input "="" type="text" value="="/>	<input "="" type="text" value="="/>	<input type="text" value=""/>	
<input checked="" type="checkbox"/>	AH2KGDMSYQJXAEQJK8G202310	Flying Fly	456789	Barnacle	Jim	10/12/2023	10/12/2023	REFUSED

Print the e-COS and let it sign by the master and seafarer before clicking on Submit.

#### V. E-mail printed and signed e-COS to 'Certification of Seafarers Antwerp (STCW)'

The scan of the signed e-COS must be send to [STCW95@mobilit.fgov.be](mailto:STCW95@mobilit.fgov.be) in order to have it validated by our service 'Certification of Seafarers Antwerp (STCW)'.

It is also possible to send it by post or to hand over to the loket 'FOD Mobiliteit en Vervoer, 'Certification of Seafarers Antwerp (STCW)', Posthoflei 3, 2600 Antwerpen Berchem, Belgium' (office hours of the loket are Monday, Tuesday, Thursday and Friday from 09:00 - 11:45).

#### VI. Who to contact in case of questions

- Account related questions and technical issues can be addressed to [Stefan.Himpens@mobilit.fgov.be](mailto:Stefan.Himpens@mobilit.fgov.be) .
- General questions regarding the use of the application can be directed to [STCW95@mobilit.fgov.be](mailto:STCW95@mobilit.fgov.be) (or call +32 3 286 68 90).