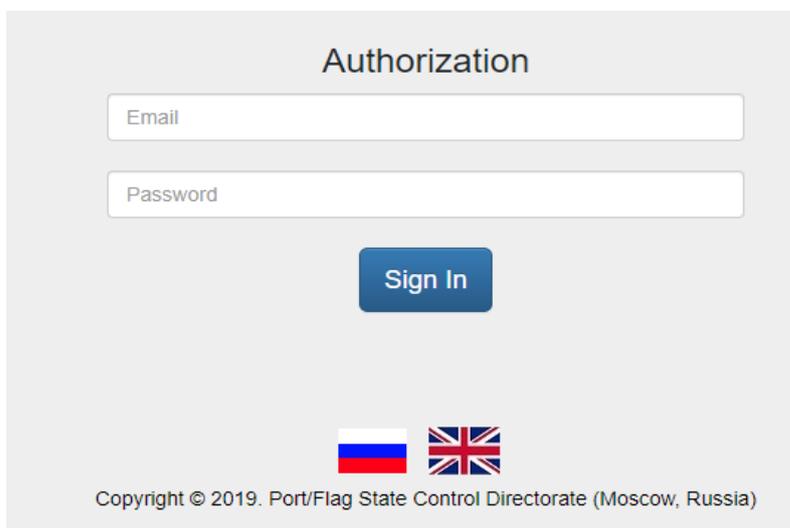


# User Guide

Online website for sending verification requests in order to confirm the legitimacy of qualification documents – <https://diplom.marinet.ru/certificateverification/> - is providing results regarding verification based on the data of Certification System of Ship's crew.

## **1. Start of Work.**

In order to start working on the website for sending verification requests the user needs to access the website using the account parameters provided during the registration (login and password). Please be advised that the website's interface works in two available versions in two languages – Russian and English. You can choose a convenient display before or after entering the website by clicking on the one of two available flags at the bottom of the screen.



After a successful authorization the user can proceed with forming a request for a qualification document's verification accordingly.

## **2. Forming a request for verification of a qualification document.**

In order for the system to process your request correctly it's necessary to provide an essential information regarding the certificate before sending the request for verification of a qualification document. The request data (required boxes are marked with a '\*' symbol) includes the following information:

- name and surname of the individual (patronymic name is optional);

- date of birth (in the DD.MM.YYYY format (note it could also depend on the operating system you're using). You could also use a 'Calendar' option for entering the info;

**Date Of Birth: \***

ДД.ММ.ГГГГ

Октябрь 2019

Пн	Вт	Ср	Чт	Пт	Сб
30	1	2	3	4	5
7	8	9	10	11	12
14	15	16	17	18	19
21	22	23	24	25	26
28	29	30	31	1	2

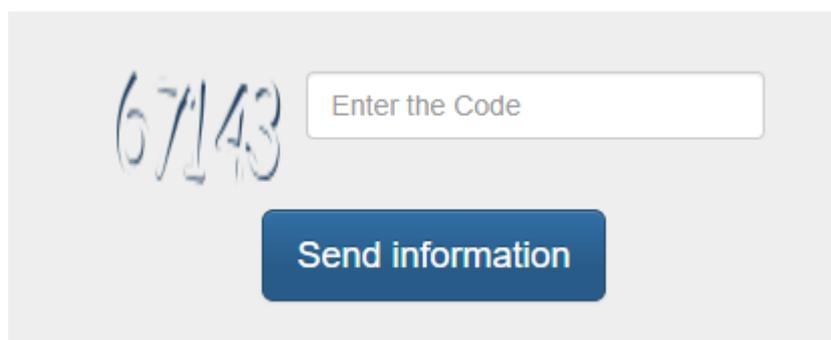
- type of document (you can select the following options: certificate, diploma or tanker endorsement – according to the original document);
- capacity;
- prefix of certificate number (the field is optional and needs to be filled in case the certificate's number contains a prefix – for example, KGD, TAG or LED. For the previously issued documents (until the year of 2017) the form number could be a prefix – for example, the first part of its number before the '\*' symbol. **Please be advised that the 'Certificate's number' box must contain digits only or the system will deem your request incorrect;**
- certificate's number;
- date of certificate's issue;
- scan copy of a signed Statement of Consent signed by seafarer (kindly note its size should be less than 20MB). **You could also download an example of such form if necessary, just below the request form;**

**Statement of Consent (example form)**

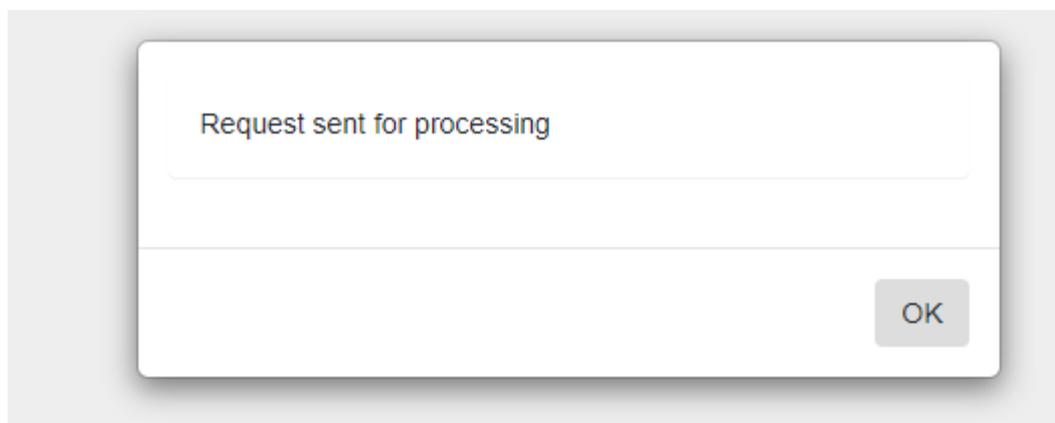
[Download](#)

- scan copy of the certificate (kindly note the size should be less than 20MB). The field is optional; however, the PSC/FSC Directorate of the Russian Federation support service could request the scan copy in case the system has no information regarding the certificate's number included in request's info.

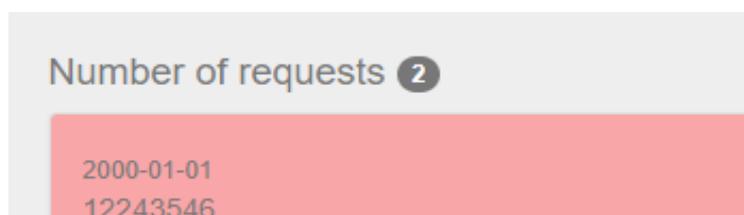
When all the necessary information is provided, please enter the CAPTCHA code and click on 'Send information button'.



In case the request is sent successfully you'll receive a pop-up notification:



You could also check on the status of your request in the 'Number of requests' column (on the right side of our website):



Number of requests <span>2</span>
2000-01-01 12243546

The section displays the recent requests submitted by user. Please be advised that in case the request is highlighted in red, it's still being processed, and if the requests is highlighted in green, it has been already processed and you should have received a response to your e-mail address (also the account's login) accordingly.

The processing of requests usually takes up to 12 hours (if the system successfully detects information on the qualification document. If there's no information on the document, the PSC/FSC Directorate support service will send a request to the place of issue of the designated document, which may increase the processing time of the request.

### **3. Technical Support.**

In case of any questions regarding the website's operation or the results of your requests, any errors or malfunctions please contact us at [diplom@marinet.ru](mailto:diplom@marinet.ru).