

**CHECKLIST OF REQUIREMENTS FOR VERIFICATION  
SEA-BASED  
Additional Job Order from same employer**

Employer must communicate with Philippine Overseas Labor Office-London via polo\_london13@yahoo.co.uk and polo\_london@philemb.co.uk and telephone number +44-207-451-1833 or +44-207-839-8078 to be guided on the requirements below:

	Documents Submitted	Remarks	Verification Fee (£)	Authentication Fee (£)
[ ]	1. Crew Request **		24.00	20.00
[ ]	2. Standard Employment Contract		24.00	20.00
[ ]	3. Vessel Registry	Verification fee per vessel	8.00	-
[ ]	4. Photocopy of passport of one signing the documents in behalf of Company		-	-
[ ]	5. Letter from the employer indicating that Filipinos that will be hired will not be engaged as fishermen within UK waters or any other water territories where foreign fishermen outside of EU or EEA are prohibited.			-
[ ]	6. Photocopy of passport of the workers (if person already identified)		-	-
[ ]	7. Photocopy of visa of the workers (if person already identified)		-	-
[ ]	Must be accomplished in two (2) sets, one original and one photocopy		-	-
	TOTAL		£56.00	£40.00
	Payable to:		POLO London	Philippine Embassy London

**\*\* Must be notarized by a Solicitor/Notary Public in UK/Ireland; and thereafter legalized by the UK Foreign Commonwealth Office OR the Department of Foreign Affairs, Republic of Ireland (whichever is applicable).**

If to be done by post:

1. Send the documents and photocopies to POLO, Philippine Embassy London, 6-11 Suffolk Street, London, SW1Y 4HG;
2. Enclose a postal money order payable to POLO London and Philippine Embassy London based on the breakdown of fees in the checklist;
3. Enclose a self-addressed return envelope with sufficient stamp so that the documents could be sent back to you. For principals from Ireland where UK stamp is not available, you may enclose another postal money order in the amount of £10.00 which shall cover the cost of postage and stamp for posting back the documents. Excess payments shall be returned in cash.

**Documents are released within the day or within 24 hours if documentary requirements were complete and fees were paid. Transactions which need further evaluation will be released within 72hrs upon receipt after appropriate clarifications and supporting documents were provided.**