

**EMBASSY JAKARTA'S CREW VISA PROGRAM
CERTIFICATION NOTE OF AGREEMENT
BETWEEN NEW AGENT AND CONSULAR SECTION JAKARTA**

I, _____(Full Name of Representative), representing
_____ (Full Name of Agency), certify that the information contained in the attached documents is true and complete to the best of my knowledge. I agree to provide timely written updates to the U.S. Embassy in the event of any changes, and I understand that failure to meet these terms may result in my agency losing its registration and ability to present applications for visas at the U.S. Embassy. I understand my agency is responsible for maintaining separate records on all crew members who have obtained U.S. visas and that I may be asked to provide concrete information on crew members who have obtained U.S. visas. I will be ready to respond in a timely fashion if asked to provide general information regarding the number of crew members who currently hold valid U.S. visas, how many are currently on ships, or how many are no longer on ships.

I understand the importance of submitting applications only for trained/experienced sailors. I will ensure visa applicants I send to the Embassy provide all original old passports and seaman's book, are able to discuss their prior relevant training/experienced as crew members, and are listed at <https://pelaut.dephub.go.id/> . If I wish to recruit personnel for a new principal, my agency must ask for and receive permission to amend the terms of its cooperation with the U.S. Embassy before submitting applications for any new principal.

I understand that my agency has the responsibility to screen its application for issues that might raise problems at the interview and that any crew members who has lived or worked in the United State illegally or who has been deported should not apply. I know that if there is a potential issue related to particular crew visa applicant. I should discuss this with the U.S. Embassy Consular officer in charge of CVP portfolio before submitting an application for that crew member.

I understand that my agency's approval to submit C1/D visa applications is conditional and that the U.S. Embassy monitors every agent's performance and reserves the right to limit, suspend, or terminate the privilege of submitting C1/D applications. I know that if my crewing agency does not abide by the CVP guidelines, my agency will be suspended from the CVP for a period of time to be determined. I understand that is the Consular section determines that my agency is no longer qualified for the CVP, my agency will be terminated from the CVP.

Title : _____

Signature: _____

Date: _____