

Request for crewchange

Please provide ALL of the following information and e-mail it to mvjyl-transfer@politi.dk

- Port of call where the crew change will take place.
- Date of the crew change.
- Time (+/- 1 hour).
- Name of the vessel.
- IMO no.
- Last port.
- Vessel type: (fishing, general cargo, offshore supply etc.)
- Total number of crewmembers that are embarking and disembarking.

- List of disembarking crewmembers: Full name, date of birth, nationality, copy of passport or national ID card, valid visa (if a visa is required), seaman's book (if issued).

- List of embarking crewmembers: Full name, date of birth, nationality, copy of passport or national ID card, valid visa (if a visa is required), seaman's book (if issued).

- Name and phone number, in case we need to call you back for further information.

- Wait for approval. Monitor your e-mail in case we need further information from you.
Note: the crew change cannot be carried out until you receive our explicit approval.

Safeseanet: Enter your notification as a "*pre-arrival*" or "*pre-departure*". Please note that a notification entered as a "*draft*" is not applicable!

Non-Schengen citizens: All embarking or disembarking crewmembers from countries outside of the Schengen area are obliged to report to the police station in Holstebro to have their passports stamped. Please state what time they will report to the police station.

We kindly ask that crewmembers report to the police station within normal opening hours if possible. However, if this is not possible, please contact us for special arrangements.

Police station: **Stationsvej 74, 7500 Holstebro.**

Opening hours for embarking and disembarking crewmembers:

Monday, Tuesday and Wednesday: 08.00 to 16.00

Thursday: 08.00 to 17.00

Friday: 08.00 to 14.00

Weekends: 09.00 to 15.00.