

## **VISA INFORMATION**

### **IMPORTANT POINTS**

- 1) Every foreign national entering India must be in possession of a valid national passport or any other internationally recognized travel document establishing his/her nationality and identity and bearing (a) his/her photograph, and (b) a valid visa for India.
- 2) Foreign nationals who are granted a particular type of visa with reference to the purpose of visit shall be required to strictly adhere to the purpose of visit declared while submitting the visa application. However, a foreign national coming to India on any type of visa will be allowed to avail activities permitted under Tourist Visa.
- 3) Foreign nationals granted any type of visa is not permitted to engage themselves in Tabligh work. There will be no restriction in visiting religious places and attending normal religious activities like attending religious discourses. However, preaching religious ideologies, making speeches in religious places, distribution of audio or visual display/ pamphlets pertaining to religious ideologies, spreading conversion etc. will not be allowed.
- 4) Visa applicants (*except Transit Visa*) are advised to submit their Visa Application Form, alongwith required documents, at the Embassy atleast two weeks in advance.
- 5) Documents in a language other than English shall be provided with their English translation.
- 6) Visa processing fee should be deposited only after ascertaining the correct type and period of visa applicable for the purpose of visit and after arranging all required documents.
- 7) Provided that Visa Application is complete and in order, processing of application normally takes three working days. However, in certain cases, it may take longer.
- 8) Acceptance of visa application does not automatically guarantee grant of a visa.
- 9) Validity of visa starts from its Date of Issue, and not from the date of arriving India.
- 10) Duration and Number of entries granted to the visa applicant will be solely at the discretion of the Embassy. No claims and correspondences shall be entertained in this regard.

- 11) All applicants should check the details in their visas, immediately after collection, and bring any discrepancies to the notice of the Consular staff without delay for clarification/rectification. If not, the Embassy will not bear any responsibility thereafter.
- 12) Satellite telephone services like Thuraya and Iridium are not permitted in India. Unauthorized use of satellite telephone services is unlawful, and necessary legal action will be taken as per Indian laws.
- 13) A person holding Diplomatic or Official/Service passport of **Albania** is permitted to enter into, exit from and transit through India without visa. Also, if such person is not assigned to a Diplomatic Mission or Consular post or to an international organization located in India, is allowed to stay in India for the maximum period of ninety (90) days without a visa.
- 14) A person holding Diplomatic passport of **Romania** is exempted from visa requirements for a period of stay upto 90 days.

#### **MAIN CATEGORIES OF REGULAR VISA:**

Business; Conference; Diplomatic; Double Entry (*only for Bangladesh nationals*); Employment; Entry; Film; Journalist; Medical; Missionary; Mountaineering; Official; Pilgrim (*only for Pakistan nationals*); Student; Tourist; Transit Visa; UN Diplomat; UN Official; and Visit (*only for Pakistan nationals*)

#### **HOW TO APPLY FOR VISA:**

- 1) Apply for the Regular visa at <https://indianvisaonline.gov.in/visa>. A recent front facing colour photograph with white background is required to be uploaded while filling-in the online application form. Each application submitted online will have a unique Web File Number starting with ROUBV.
- 2) A printout of the online submitted application, after affixing colour photograph and signature, has to be presented at the Embassy by the applicant in person alongwith all the required documents (see below). The photograph pasted in the application form should be the same as the photograph uploaded.
- 3) Schedule an appointment through our website for submission of visa application.
- 4) Visa Processing Fee is payable in RON by Cash only. Fee is non-refundable.
- 5) Passport can be collected between 1600 to 1700 hrs on working days, either personally OR by a third party on presenting the original receipt and an Authorization Letter (bearing identity details of the third party).

## **1. Business Visa (B)**

Nationals of countries other than Romania, Albania, Moldova can be considered only if they have been residing in Romania/Moldova/Albania for **atleast past TWO years**.

A Business visa is granted to a foreign national for following purposes:

- (i) to establish an industrial/business venture or to explore possibilities to set up an industrial/business venture, other than Proprietorship Firms and Partnership Firms, in India;
- (ii) to India to purchase/sell industrial products or commercial products or consumer durables;
- (iii) for technical meetings/discussions, attending Board meetings or general meetings for providing business services support;
- (iv) for recruitment of manpower;
- (v) Foreign nationals who are partners in the business and/or functioning as Directors of the company;
- (vi) for consultations regarding exhibitions or for participation in exhibitions, trade fairs, business fairs etc.;
- (vii) Foreign buyers who come to transact business with suppliers/ potential suppliers at locations in India, to evaluate or monitor quality, give specifications, place orders, negotiate further supplies etc., relating to goods or services procured from India;
- (viii) Foreign experts/specialists on a visit of short duration in connection with an ongoing project with the objective of monitoring the progress of the work, conducting meetings with Indian customers and/or to provide technical guidance;
- (ix) for pre-sales or post-sales activity not amounting to actual execution of any contract or project;
- (x) Foreign trainees of multinational companies/corporate houses coming for in-house training in the concerned company located in India;
- (xi) tour conductors and travel agents and/or conducting business tours of foreigners or business relating to it, etc.;
- (xii) Foreign academicians/experts coming under the Global Initiative for Academic Networks;
- (xiii) Crew members of scheduled/non-scheduled flights operated by scheduled airlines, non-scheduled and chartered flights operated by non-scheduled airlines and special flights;
- (xiv) to participate in cultural events/activities with remuneration;
- (xv) Players, coaches who are engaged in commercial sports events in India on contract like Indian Premier League, Indian Soccer League, Indian Badminton League etc. with remuneration;
- (xvi) Sports teams, Sports persons coming India to participate in an international sports events;
- (xvii) Visiting faculty for teaching in private institutes.

**Required documents:**

- a) Passport valid for a minimum of 180 days with at least two blank pages.
- b) Visa Application Form.
- c) Letter from employer in Romania/Albania/Moldova introducing the applicant with passport details, designation in the company, and stating the purpose of visit to India, duration of visit, number of visits envisaged etc. Also, the letter shall mandatorily give details of the nature of business in which the company is involved, number of employees in the company, and annual turnover of the company.
- d) Invitation letter from the Indian entity stating the purpose, duration and number of visits for which visa is required. Also, the Indian company shall email a scanned copy of such invitation letter to the Embassy at [cons1.bucharest@mea.gov.in](mailto:cons1.bucharest@mea.gov.in).
- e) In respect of Indian company, copies of: i) Certificate of Incorporation, ii) GST Registration Certificate, iii) PAN card, iv) Membership Certificate with Chambers of Commerce, Industry/Trade bodies etc.
- f) Bank statement assuring financial standing of the applicant, OR Company shall state in the letter that it will take all kind of responsibilities of the applicant.
- g) Flight bookings and Accommodation arrangements in India.

**In case of player, coach engaged with commercial sports events:**

- a) Passport valid for the duration of the employment with at least two blank pages.
- b) Visa Application Form duly filled in and signed.
- c) In respect of Indian organisation, copies of: i) Certificate of Incorporation, ii) GST Registration Certificate, iii) PAN card.
- d) Copy of Income Tax Returns filed by Indian organisation in India for the previous three financial years.
- e) Employment Contract giving detailed terms and conditions of the employment, should be signed by both the employer and the applicant. The contract should clearly mention (i) salary and allowances, and (ii) all other perquisites which would be taken into account for the purpose of working out the income tax payable by the employee. All amounts must be mentioned in Indian National Rupee (INR).
- f) Letter of Appointment of the applicant from the Indian company.
- g) Letter addressed to the Consular Officer, Embassy of India, Bucharest by the Indian organisation introducing the applicant with passport details, and giving justification for offering employment to the applicant. Also, the Indian company shall email a scanned copy of such letter to the Embassy at [cons1.bucharest@mea.gov.in](mailto:cons1.bucharest@mea.gov.in)
- h) If the applicant has participated earlier in the commercial sports events in India, then the applicant has to submit "No Objection Certificate" from the Indian Tax

authorities stating that he/she has no tax liabilities.

- i) Flight bookings and accommodation arrangements in India.

**In case of Sports teams, Sports persons coming India to participate in an international sports events:**

- a) Passport valid for the duration of the employment with at least two blank pages.
- b) Visa Application Form duly filled in and signed.
- c) Invitation letter to sports teams and sports persons to visit India from the concerned Sports Federation/Association in India.
- d) Letter from the concerned Sports Federation/Association in Romania/Albania/Moldova.
- e) Requisite clearances from the Ministry of Youth Affairs & Sports of India.
- f) Flight bookings and Accommodation arrangements in India.

**2. Conference (C)**

A Conference visa is granted to attend a conference/seminar/workshop being held in India.

**Required documents:**

- a) Passport valid for a minimum of 180 days with at least two blank pages.
- b) Visa Application Form.
- c) Invitation Letter for conference from organizers in India.
- d) Letter from the Institution represented by the applicant in Romania/ Albania/ Moldova.
- e) Clearance letters from Indian Ministries concerned, if applicable.
- f) Bank statement assuring financial standing of the applicant
- g) Flight bookings and Accommodation arrangements in India.

**3. Employment Visa (E)**

Application for Employment visa will be accepted only from nationals of Romania/ Albania/ Moldova. Application from any other nationality will be accepted if the applicant has been residing in Romania/ Albania/ Moldova for a period of **atleast past two years**. If not, they will have to apply for visa from the Indian Embassy in their country of origin.

A foreign national should apply for Employment Visa, if salary/remuneration is being paid in India.

Following categories of foreign nationals may be issued Employment visa:

- a) Foreign nationals coming to India as consultant on contract for whom the Indian company pays a fixed remuneration;

- b) Foreign artistes engaged to conduct regular performances for the duration of the employment contract given by Hotels, Clubs, other organizations;
- c) Foreign nationals who are coming to India to take up employment as coaches of national/state level teams or reputed sports clubs;
- d) Foreign sportsmen who are given contract for a specified period by the Indian Clubs/organizations;
- e) Self-employed foreign nationals coming to India for providing engineering, medical, accounting, legal or such other highly skilled services in their capacity as independent consultants;
- f) Foreign language teachers/interpreters;
- g) Foreign specialist Chefs;
- h) Foreign engineers/technicians coming to India for installation and commissioning of equipment/machines/tools in terms of the contract for supply of such equipment / machines/tools;
- i) Foreign nationals deputed for providing technical support/services, transfer of know-how/services for which the Indian company pays fees/royalty to the foreign company;
- j) Foreign journalists coming to India to work in Indian media organizations;
- k) Employees/Managers coming to India for non-journalistic activities within media organizations.

#### **Required documents:**

- a) Passport valid for the duration of the employment with at least two blank pages.
- b) Visa Application Form duly filled in and signed.
- c) In respect of Indian company, copies of: i) Certificate of Incorporation, ii) GST Registration Certificate, iii) PAN card, iv) Membership Certificate with Chambers of Commerce, Industry/Trade bodies etc.
- d) Copy of Income Tax Returns filed by Indian company in India for the previous three financial years.
- e) Documentary proof of applicant's educational qualifications and professional expertise.
- f) If the applicant was granted Employment visa earlier, then the applicant has to submit "**No Objection Certificate**" from the Indian Tax authorities stating that he/she has no tax liabilities.
- g) Flight bookings and accommodation arrangements in India.
- h) Following additional documents depending upon employment type:

#### **i) All cases of employment:**

- (i) Letter of Offer of employment to the applicant from the Indian company.
- (ii) Employment Contract giving detailed terms and conditions of the employment, should be signed by both the employer and the applicant. The contract should clearly mention (i) salary and allowances, and (ii) all other perquisites which

would be taken into account for the purpose of working out the income tax payable by the employee. All amounts must be mentioned in Indian National Rupee (INR).

- (iii) Letter of Appointment of the applicant from the Indian company
- (iv) Letter addressed to the Consular Officer, Embassy of India, Bucharest by the Indian company: i) giving details of the nature of business in which the company is involved, number of employees in the company, and annual turnover of the company; and ii) introducing the applicant with passport details, and giving justification for offering employment to the applicant. Also, the Indian company shall email a scanned copy of such letter to the Embassy at cons1.bucharest@mea.gov.in
- (v) In case of foreign journalists coming to India to work in Indian media organizations, two additional documents are required: (a) a request from the company; (b) an undertaking from the Indian employer
- (vi) In case of employees/managers coming to India for non-journalistic activities within media organizations, they have to submit an undertaking that they will not undertake journalistic work, including photography, in India.

## **ii) Intra-Company Transfer:**

- (i) Contractual business agreement between Indian company and Romanian company
- (ii) Letter from the Romanian employer
- (iii) Letter of acceptance from the Indian company

## **iii) For those coming to execute projects in Power & steel sectors:**

- (i) Letter from employer in Romania/Moldova/Albania providing brief description of the nature of its projects in India and a brief description of the job which the applicant is required to perform in India.
- (ii) Letter from Indian company explicitly stating that: *it guarantees the conduct of the foreign company and the foreign personnel involved in the execution of the project/contract; it would be responsible to ensure that the applicant will abide by Indian rules and regulations; the company will be liable to ensure departure of the applicant from India upon expiry of visa.*
- (iii) Copy of educational qualification and experience, with English Translation
- (iv) Letter from Indian company awarding the contract to a foreign company specifying the following details:
  - (v) Name of foreign company
  - (vi) Registered address of a foreign company
  - (vii) Name of project awarded as per the tender document
  - (viii) Location of project in India (Village/ Town/ District/ State)
  - (ix) Duration of contract (in days)
  - (x) Total number of foreign workers likely to be sent by the foreign company- category wise (i) highly skilled (ii) skilled- technician with diploma/polytechnic

degree; and (iii) skilled workers with school level education

#### **4. Entry Visa (X)**

Entry visa is granted to:

- (i) A Person of Indian Origin, who does not possess an OCI card, spouse/children of an Indian citizen/PIO/OCI cardholder (other than those who are registered as OCI cardholder),
- (ii) Foreign nationals coming to join Auroville Foundation/ Sri Aurobindo Ashram, Puducherry; Missionaries of Charity, Kolkata, similar approved organizations, temples,
- (iii) Foreign Buddhist Monks coming to join Buddhist Monasteries/ other Buddhist organizations for charity work,
- (iv) Foreign nationals who own property in India,
- (v) Foreign nationals visiting India to participate in cultural events/activities for short duration without remuneration etc.

#### **Required documents:**

- a) Passport valid for a minimum of 180 days with at least two blank pages.
- b) Visa Application Form.
- c) In case, applicant is Person of Indian Origin, or spouse/children of Indian national/person holding PIO/OCI card: (i) documents establishing the Indian origin, (ii) certificates such as Marriage certificate, Birth certificate to establish relationship with spouse/parent of Indian origin, (iii) Indian passport/PIO/OCI card of spouse/parent.
- d) In case, applicant is going to join Auroville Foundation / Sri Aurobindo Ashram, Puducherry, Missionaries of Charity, Kolkata / similar approved organizations, temples, Buddhist Monasteries/ other Buddhist organizations, Invitation letter from the organization based in India and a letter from the concerned institute in Romania/Albania/Moldova.
- e) Bank statement assuring financial standing of the applicant
- f) Flight bookings and accommodation arrangements in India.

#### **5. Film Visa (F)**

Film visa is issued for shooting of a feature film / reality TV & Web Shows / Series, Commercial TV Serials / Shows and Web Shows / Series in India. Film visa may also be issued for location recce based on the recommendation of the Ministry of Information and Broadcasting. Visa application for recce should clearly declare the activities precisely.

#### **Required documents:**

- a) Passport valid for a minimum of 180 days with at least two blank pages.



- b) Visa Application Form.
- c) A letter of intent regarding the shooting of the film in India, mentioning the production schedule or the dates of shooting, particulars of the cast and crew coming to India for the purpose of the shoot/ production, chosen location, list of filming equipment (if any) that is being brought into the country and other relevant details that will help the competent authority to evaluate the merit of the case, must be made by the foreign company desirous of shooting the film in India to the Indian Mission/ Post located in that country.
- d) Requisite permission to shoot the feature film for television/ cinema and reality TV show/ commercial TV serials in India from the Ministry of Information and Broadcasting.
- e) Flight bookings and accommodation arrangements in India
- f) Any other document(s) as may be required on a case to case basis.

## **6. Journalist Visa (J)**

Journalist Visa is granted to:

- (i) a professional journalist/ correspondent/ columnist/ cartoonist/ editor working for and/or owner of an association/ company engaged in the production/ broadcast of audio news or audio visual news or current affairs programmes through any mode of mass communication;
- (ii) photographer, documentary film producer or director (other than of commercial films), a representative of a radio and/or television organization, travel writer/ travel promotion photographer etc;
- (iii) Journalist visiting India for any other purpose, such as attending a Conference, tourism, meeting relatives etc.

### **Required documents:**

- a) Passport valid for a minimum of 180 days with at least two blank pages.
- b) Visa Application Form.
- c) If employed, letter from the employer stating the purpose of travel.
- d) Letter from Indian entity with whom the foreign media will collaborate or use assistance of for the filming.
- e) Any other document(s) as may be required on a case to case basis.
- f) Bank statement assuring financial standing of the applicant
- g) Flight bookings and accommodation arrangements in India.

## **7. Medical Visa (MED)**

A medical visa is granted to a foreigner: (i) whose sole purpose is to seek medical treatment in established /recognized/ specialized hospitals/ treatment centres in India; and (ii) who has submitted the medical documents establishing the need for and the bonafides of taking medical treatment in India.

Although not exhaustive, the list of ailments which would be primarily considered for the grant of medical visa are: serious ailments like neuro-surgery; ophthalmic disorders; heart-related problems; cancer related problems; renal disorders; organ transplantation; congenital disorders; gene-therapy; radio-therapy; plastic surgery; joint replacement etc.

**Required documents:**

- a) Passport valid for a minimum of 180 days with at least two blank pages.
- b) Visa Application Form.
- c) Bank statement assuring financial standing of the applicant and sufficient resources to cover medical expenses in India
- d) Flight bookings and accommodation arrangements in India.
- e) Additional documents:

**i) For patient:**

- (i) Medical case history of the patient with recommendations of local doctor attending on the patient.
- (ii) Letter from hospital in India for Medical visa (in prescribed format). Hospital authorities must share the documents issued by them recommending therewith the issuance of a medical visa to the foreigner at [cons1.bucharest@mea.gov.in](mailto:cons1.bucharest@mea.gov.in) for processing of Medical Visa cases. Every Medical Invitation letter would bear a unique reference number.
- (iii) Copy of the Certificate of Accreditation of the hospital by the National Accreditation Board for Hospitals and Healthcare providers (NABH).

**ii) For Medical Attendant:**

- (i) Letter from doctor/ hospital certifying the requirement of an attendant.
- (ii) Bank statement assuring financial standing of the applicant

**8. Missionaries (M)**

A Missionary Visa is issued to a foreigner whose sole objective of visiting India is Missionary work not involving proselytization.

**Required documents:**

- a) Passport valid for a minimum of 180 days with at least two blank pages.
- b) Visa Application Form.
- c) Letter from the society in Romania/Moldova/Albania. The society shall, inter alia, give an undertaking for the maintenance in, and repatriation from, India of the applicant, should the need arise. The applicant should also be required to cite in the application, the names of two responsible persons in India (preferably in the State/ UT in which the applicant proposes to work) who will furnish a guarantee bond to the Government for his/her maintenance in, and repatriation from, India.
- d) Bank statement assuring financial standing of the applicant

- e) Flight bookings and accommodation arrangements in India.

### **9. Mountaineering (MX)**

Foreigners desiring to climb mountain peaks in the Himalayas are advised to obtain permission for the expedition from the **Indian Mountaineering Foundation (IMF)** c/o the Ministry of Defence, New Delhi, atleast four months in advance.

### **10. Student Visa (S)**

A Student visa is granted to:

- (i) a foreigner whose sole objective is to pursue on-campus, full time (structured) courses (including English and other language courses and vocational education) at educational institutions (Central/ State Government Educational Institutions & Private Educational Institutions) duly recognized by statutory regulatory body and have acquired statutory authorization to conduct the course(s) complying with GST regulations.
- (ii) a research scholar
- (iii) professors, teachers and scholars who are invited as visiting faculty by a Central educational institution or publicly funded State University.
- (iv) members of a botanical, scientific, anthropological etc., expedition
- (v) a foreigner coming to study yoga, vedic culture, Indian systems of dance / music etc., at the institutions approved by the Government of India
- (vi) a foreigner who want to come to India for Buddhist studies
- (vii) foreigner who want to come to India for theological studies
- (viii) foreigner intending to pursue internship in Indian companies, Educational Institutions, NGOs, foreign Missions/Posts in India and foreign government organizations
- (ix) interns sponsored by AIESEC for social or community work in NGOs and for project based work in companies/ industries
- (x) interns under the French International Internship Programme (VIE)
- (xi) interns in Indian media organizations or foreign media organizations in India

### **Required documents:**

- a) Passport valid to cover duration of course with at least two blank pages
- b) Visa Application Form.
- c) Flight bookings and accommodation arrangements in India.
- d) Following additional documents:

### **i) For regular courses in educational institutions:**

- (i) Letter of admission from a recognized Indian educational institution clearly stating the name of the course, its duration and fees charged (including boarding and lodging). Also, the Indian educational institution shall email a scanned copy of such letter to the Embassy at [cons1.bucharest@mea.gov.in](mailto:cons1.bucharest@mea.gov.in).

- (ii) No Objection Letter from parents of applicant to study abroad, if applicant is below 18 years of age
- (iii) Document showing financial support for the tuition fee and stay in India.

**ii) For those coming for internship:**

- (i) Documentary proof of completion of graduation/post graduation. [*Note: Gap between the completion of graduation/ post graduation and the commencement of the internship should not be more than two years*]
- (ii) Letter from a recognized Indian educational institution / NGO / Company clearly stating the details, duration and terms and condition of the internship. Also, the Indian entity shall email a scanned copy of such letter to the Embassy at cons1.bucharest@mea.gov.in.
- (iii) An undertaking from the company/organization concerned that they will ensure departure of the foreigner on completion of the internship.
- (iv) Bank statement assuring financial standing of the applicant
- (v) Any other document(s) as may be required on a case to case basis.

**iii) For research scholar, visiting research faculty, Members of Botanical, Scientific, Anthropological etc. expeditions:**

- (i) Subject of research
- (ii) **Original** admission letter of recognized university. (*emails or photocopies of admission letters will not be accepted*)
- (iii) Bank statement assuring financial standing of the applicant
- (iv) Any other document(s) as may be required on a case to case basis.

**11. Tourist Visa (T)**

A tourist visa is granted to a foreigner whose sole objective of visiting India is:

- (i) Recreation, sightseeing, casual visit to meet friends or relatives;
- (ii) Attending a short term yoga programme;
- (iii) Short duration medical treatment including treatment under Indian systems of medicine;
- (iv) Short term courses on local languages, music, dance, arts & crafts, cooking, medicine etc. which should not be a formal or structured course/programme (courses not exceeding 6 months duration and not issued with a qualifying certificate/diploma etc.);
- (v) Voluntary work of short duration (for a maximum period of one month, which do not involve any monetary payment or consideration of any kind in return).

**Required documents:**

- a) Passport valid for a minimum of 180 days with at least two blank pages.
- b) Visa Application Form.
- c) Document(s) supporting the purpose of visit, if purpose is other than *recreation, sightseeing*.

- d) Bank statement assuring financial standing of the applicant
- e) Flight bookings (entry to and exit from India)
- f) Accommodation arrangements in India: i) Hotel bookings, OR ii) In case, visit is on invitation of an Indian citizen, then an invitation letter along with copies of Proof of Identity, and Proof of Address of the Indian host. Also, the Indian host shall email a scanned copy of such letter to the Embassy at cons1.bucharest@mea.gov.in.

## **12. Transit Visa**

A transit visa is granted to a foreigner for the sole purpose of enabling him/her to travel through India to a destination outside India. A transit visa will be valid for a single journey and for entry within 15 days from the date of issue. In any case, the period of validity of a transit visa will not exceed that of the visa for the country of ultimate destination. A transit visa is only valid for direct transit, irrespective of the period of stay in transit, which cannot be more than 3 days for each visit. A transit visa is not required by a foreigner passing through, in direct transit by air, and travelling onward through India, provided he/she does not leave the specified precincts of the airport.

### **Required documents:**

- a) Passport valid for a minimum of 180 days with at least two blank pages.
- b) Visa Application Form.
- c) Valid travel documents for the country of destination and the countries enroute
- d) Bank statement assuring financial standing of the applicant
- e) Flight bookings and accommodation arrangements in India.
- f) Copy of confirmed air ticket for onward journey.

### **In case of Seamen joining vessels in Indian ports:**

- a) Passport valid for a minimum of 180 days with at least two blank pages.
- b) Visa Application Form.
- c) Letter from the Agent in India
- d) Letter from the Local Agent in Romania/Moldova/Albania.
- e) Employment contract
- f) Flight booking
- g) Copy of seamen's book