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FAL.5/Circ.37  
15 October 2011

**E-ADDRESSES OF GOVERNMENTAL AUTHORITIES FOR FACILITATING  
THE EXCHANGE OF ELECTRONIC INFORMATION**

(This circular supersedes FAL.5/Circ.34 dated 28 June 2011)

1 The Facilitation Committee, at its thirtieth session (27 to 31 January 2003), agreed that Member Governments be requested to provide information on E-Addresses of appropriate Governmental authorities (not of individual employees) for facilitating the exchange of electronic information between ships and shore-based authorities, indicating also the format of the data, e.g. e-mail with attachment, secure file, website address with web-based solutions, EDI requirements in accordance with the IMO Compendium on Facilitation and Electronic Business and/or any other particulars necessary for the secure and safe handling of the information.

2 Annexed is a revised list of E-Addresses of Governmental authorities as reported to the Organization for facilitating the exchange of electronic information\*.

3 Member Governments, which have not yet done so, are invited to submit the requested information at their earliest convenience. To keep the list as up to date as possible, Member Governments, which have previously submitted relevant information (FAL.5/Circ.34), are also invited to review it and notify the Secretariat of any changes.

4 This circular supersedes FAL.5/Circ.34 dated 28 June 2011.

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\* Annex: English only.



## ANNEX

### E-ADDRESSES OF GOVERNMENTAL AUTHORITIES FOR FACILITATING THE EXCHANGE OF ELECTRONIC INFORMATION

#### BELGIUM

- 1 The e-mail addresses of the Belgian Governmental Authority (SPN – Scheepvaartpolitie – Police de la Navigation) to whom the crew and passenger list can be sent as pre-arrival information from ships calling at the following Belgian sea-ports are:

<i>Name of the authority</i>	<i>E-Address</i>
Antwerpen	<a href="mailto:spnx@pandora.be">spnx@pandora.be</a>
Gent	<a href="mailto:spn.gent@skynet.be">spn.gent@skynet.be</a>
Zeebrugge	<a href="mailto:fedpolspnz@hotmail.com">fedpolspnz@hotmail.com</a>
Oostende	<a href="mailto:spno.2424@skynet.be">spno.2424@skynet.be</a>
Nieuwpoort	<a href="mailto:spnnvipp@skynet.be">spnnvipp@skynet.be</a>

The data should be sent as e-mail message with attachment.

- 2 The e-mail addresses of the Belgian Governmental Authority (FOD – Sociale Zaken en Volksgezondheid – SPF Affaires Sociales et Santé Publique), to whom the **Maritime Declaration of Health**, as well as other relevant information on health matters on board, can be sent as pre-arrival information from ships calling at the following Belgian sea-ports are:

<i>Name of the authority</i>	<i>E-Address</i>
Antwerpen	<a href="mailto:saniport.antwerpen@skynet.be">saniport.antwerpen@skynet.be</a>
Zeebrugge & Gent	<a href="mailto:sanip.gigent@skynet.be">sanip.gigent@skynet.be</a>
Oostende	<a href="mailto:spno.2424@skynet.be">spno.2424@skynet.be</a>
Nieuwpoort	<a href="mailto:spnnvipp@skynet.be">spnnvipp@skynet.be</a>

The data should be sent as e-mail message with attachment.

#### BULGARIA

The e-mail addresses of the Bulgarian Maritime Administration – the Head Office in Sofia and the two regional directorates in the ports of Varna and Bourgas are:

<i>Name of the authority</i>	<i>E-Address</i>
Sofia	<a href="mailto:bma@marad.bg">bma@marad.bg</a>
Varna	<a href="mailto:hm_vn@marad.bg">hm_vn@marad.bg</a>
Bourgas	<a href="mailto:hm_bs@marad.bg">hm_bs@marad.bg</a>

## CROATIA

Names and e-mail addressed of the Croatian Governmental Authority (Ministry of the Sea, Transport and Infrastructure – Harbourmaster's Offices) to whom the crew, passenger and stowaway list, general Notice of Arrival (NOA) information, Maritime Declaration of Health and other relevant information on health matters on board, as well as other information, can be sent as pre-arrival information from ships calling at the Croatian sea-ports are:

<b>Name of authority</b>	<b>E-Address</b>
PULA	<a href="mailto:Pula.pomorskipromet@pomorstvo.hr">Pula.pomorskipromet@pomorstvo.hr</a>
RIJEKA	<a href="mailto:Rijeka.pomorskipromet@pomorstvo.hr">Rijeka.pomorskipromet@pomorstvo.hr</a>
SENJ	<a href="mailto:Senj.pomorskipromet@pomorstvo.hr">Senj.pomorskipromet@pomorstvo.hr</a>
ZADAR	<a href="mailto:Zadar.pomorskipromet@pomorstvo.hr">Zadar.pomorskipromet@pomorstvo.hr</a>
ŠIBENIK	<a href="mailto:Sibenik.pomorskipromet@pomorstvo.hr">Sibenik.pomorskipromet@pomorstvo.hr</a>
SPLIT	<a href="mailto:Split.pomorskipromet@pomorstvo.hr">Split.pomorskipromet@pomorstvo.hr</a>
PLOČE	<a href="mailto:Ploce-pomorski-promet@pomorstvo.hr">Ploce-pomorski-promet@pomorstvo.hr</a>
DUBROVNIK	<a href="mailto:Dubrovnik.pomorskipromet@pomorstvo.hr">Dubrovnik.pomorskipromet@pomorstvo.hr</a>

Additional information regarding the NOA requirements and contact points are also available at the following website of the Ministry of the Sea, Transport and Infrastructure:  
<http://www.mmpi.hr/default.aspx?id=3174>

The data should be sent by e-mail message with attachment (preferably in pdf or Microsoft Office format).

## GERMANY

<b>Name of the authority</b>	<b>E-Address</b>
<b>Schleswig-Holstein:</b>	
Hafen Lübeck	<a href="mailto:wspr.travemuende@t-online.de">wspr.travemuende@t-online.de</a>
Hafen Kiel	<a href="mailto:wspr.kiel@t-online.de">wspr.kiel@t-online.de</a>
Fährhafen Puttgarden	<a href="mailto:hafenamt1@lhstadt.kiel.de">hafenamt1@lhstadt.kiel.de</a>
Hafen Brunsbüttel	<a href="mailto:wspst.puttgarden@t-online.de">wspst.puttgarden@t-online.de</a>
Hafen Flensburg	<a href="mailto:wspst.brunsbuettel@t-online.de">wspst.brunsbuettel@t-online.de</a>
Häfen Husum, Büsum, Dagebüll	<a href="mailto:wspst.flensburg@t-online.de">wspst.flensburg@t-online.de</a>
Heiligenhafen	<a href="mailto:poststelle@alr-husum.landsh.de">poststelle@alr-husum.landsh.de</a>
	<a href="mailto:wspr.heiligenhafen@t-online.de">wspr.heiligenhafen@t-online.de</a>
<b>Mecklenburg-Vorpommern:</b>	
Hafen-und Seemannsamt Rostock	<a href="mailto:port.authority@rostock.de">port.authority@rostock.de</a>
Hafen-und Seemannsamt Wismar	<a href="mailto:hafenamt@wismar.de">hafenamt@wismar.de</a>
Hafen-und Seemannsamt Stralsund	<a href="mailto:HSA-HST@gmx.net">HSA-HST@gmx.net</a>
Hafen-und Seemannsamt Sassnitz	<a href="mailto:hafenamt@sassnitz.de">hafenamt@sassnitz.de</a>
Hafen-und Seemannsamt Wolgast	<a href="mailto:helmut.gerhardt@wolgast.de">helmut.gerhardt@wolgast.de</a>
<b>Lower Saxony:</b>	
Niedersächsisches Hafenamt Ems-Dollar	<a href="mailto:disposal.emd@nhaed.niedersachsen.de">disposal.emd@nhaed.niedersachsen.de</a>
Niedersächsisches Hafenamt Jade-Weser	<a href="mailto:poststelle@nhajw.niedersachsen.de">poststelle@nhajw.niedersachsen.de</a>
Niedersächsisches Hafenamt Elbe	<a href="mailto:poststelle@nha-cux.niedersachsen.de">poststelle@nha-cux.niedersachsen.de</a>
Stadtwerke Leer GmbH	<a href="mailto:info@stadtwerke-leer.de">info@stadtwerke-leer.de</a>
Städtisches Hafenamt Papenburg	<a href="mailto:hafen@papenburg.de">hafen@papenburg.de</a>
Stadtwerke Wilhelmshaven GmbH – Hafenbetrieb	<a href="mailto:hafenkapitaen@sww-gmbh.de">hafenkapitaen@sww-gmbh.de</a>

## GERMANY (cont'd)

### Hamburg:

Port of Hamburg [immigration@polizei.hamburg.de](mailto:immigration@polizei.hamburg.de)

### Bremen and Bremerhaven:

Port of Bremen [wv10.ws@polizei.bremen.de](mailto:wv10.ws@polizei.bremen.de)  
[immigration@polizei.bremen.de](mailto:immigration@polizei.bremen.de)

Crew – and passenger lists can be sent as pre-arrival information from the ships calling the port of Bremen [debre-traffic@hbh.bremen.de](mailto:debre-traffic@hbh.bremen.de)  
[immigration@polizei.bremen.de](mailto:immigration@polizei.bremen.de)

Port of Bremerhaven [wspmk@polizei.bremen.de](mailto:wspmk@polizei.bremen.de)  
[immigration@polizei.bremen.de](mailto:immigration@polizei.bremen.de)

Crew – and passenger lists can be sent as pre-arrival information from the ships calling the port of Bremerhaven [debhv-traffic@hbh.bremen.de](mailto:debhv-traffic@hbh.bremen.de)  
[immigration@polizei.bremen.de](mailto:immigration@polizei.bremen.de)

## LATVIA

<i>Name of the authority</i>	<i>E-Address</i>	<i>Format of the data preferred</i>
Latvian Coast Guard Service	<a href="mailto:isps1@mrcc.lv">isps1@mrcc.lv</a>	any

## LITHUANIA

<i>Name of the authority</i>	<i>E-Address</i>	<i>Format of the data preferred</i>
Klaipeda State Seaport Authority	<a href="mailto:portcontrol@port.lt">portcontrol@port.lt</a>	e-mail with attachment
Klaipeda Customs Office	<a href="mailto:klaipeda.prevencija@cust.lt">klaipeda.prevencija@cust.lt</a>	e-mail with attachment
State Border Guard Service	<a href="mailto:ncc_lithuania@vrm.lt">ncc_lithuania@vrm.lt</a>	e-mail with attachment
Klaipeda Public Health Center	<a href="mailto:kvsc@klaipeda.omnitel.net">kvsc@klaipeda.omnitel.net</a>	e-mail with attachment
State Food and Veterinary Service	<a href="mailto:molopvp@vet.lt">molopvp@vet.lt</a> <a href="mailto:piliespvp@vet.lt">piliespvp@vet.lt</a> <a href="mailto:malkupvp@vet.lt">malkupvp@vet.lt</a>	e-mail with attachment

## NETHERLANDS

For sending crew, passenger and stowaway lists to the immigration authorities in the Netherlands, a programme called "Crewlister" is available via the Internet. The "Crewlister" can be downloaded under:

<http://www.dutch-immigration.nl>

Information about all the ports in the Netherlands (e-mail address, telephone, fax numbers, etc.) is also available from the above website.

## NEW ZEALAND

<i>Name of the authority</i>	<i>E-Address</i>
Ministry of Transport New Zealand Customs	<a href="mailto:info@transport.govt.nz">info@transport.govt.nz</a> <a href="mailto:feedback@customs.govt.nz">feedback@customs.govt.nz</a>

## NORWAY

<i>Name of the authority</i>	<i>E-Address</i>
Norwegian Coast Directorate	<a href="mailto:kystdir@kystverket.no">kystdir@kystverket.no</a>

## PANAMA

<i>Name of the authority</i>	<i>E-Address</i>
Port of Balboa	<a href="mailto:official.darsena@amp.gob.pa">official.darsena@amp.gob.pa</a>
Port of Cristobal	<a href="mailto:capitaniacristobal@amp.gob.pa">capitaniacristobal@amp.gob.pa</a> <a href="mailto:cristobalabordaje@amp.gob.pa">cristobalabordaje@amp.gob.pa</a>

## PERU

<i>Name of authority</i>	<i>E-Address</i>
Coast Guard Operations Command (Comandancia de Operaciones Guardacostas – COMOPERGUARD)	<a href="mailto:dicatramar@dicapi.mil.pe">dicatramar@dicapi.mil.pe</a>

## POLAND

Information required for the clearance of ship's port formalities in the Republic of Poland shall be sent through Polish Harbors Information and Control System (PHICS) – available via the Internet at:

<https://agent.phics.gov.pl>

In order to obtain username and password, users are requested to contact PHICS Coordinator via e-mail: [phics@ums.gov.pl](mailto:phics@ums.gov.pl)

In case of emergency or malfunctioning of the system, relevant information may be sent via e-mail (available 24h, attachments preferably in PDF or Microsoft Office format):

<i>Name of the authority (&amp; Port)</i>	<i>E-Address</i>
<b>Maritime Office in Szczecin</b>	
Szczecin Police Swinoujscie	<a href="mailto:szczecintraffic@ums.gov.pl">szczecintraffic@ums.gov.pl</a> <a href="mailto:szczecintraffic@ums.gov.pl">szczecintraffic@ums.gov.pl</a> <a href="mailto:swinoujscietraffic@ums.gov.pl">swinoujscietraffic@ums.gov.pl</a>

**POLAND (cont'd)**

**Maritime Office in Gdynia**

Gdansk  
Gdynia

vtscentrum@umgdy.gov.pl  
vtscentrum@umgdy.gov.pl

Hel  
Wladyslawowo

vtscentrum@umgdy.gov.pl  
kpwla@umgdy.gov.pl

**Maritime Office in Slupsk**

Darlowo  
Kolobrzeg  
Ustka

vtstarlowo@umsl.gov.pl  
vtkolobrzeg@umsl.gov.pl  
vtsustka@umsl.gov.pl

**SLOVENIA**

Information required for Arrival and Departure of ships in the Republic of Slovenia shall be done through the National maritime traffic information system (SI SSN) via the internet using the following web page address:

<https://ssn.up.gov.si/>

For additional information about requirements for Arrival and Departure of ships in the Republic of Slovenia please consult the following web page:

[http://www.up.gov.si/en/maritime\\_safety/required\\_documentation\\_for\\_arrivaldeparture\\_of\\_ships/](http://www.up.gov.si/en/maritime_safety/required_documentation_for_arrivaldeparture_of_ships/)

**SPAIN**

<b>Port Authority</b>	<b>E-Mail Address. Contact Point</b>
Puertos del Estado	webmaster@puertos.es
A Coruña	comisaria@puertocoruna.com
Alicante	direccion.apa@puertoalicante.com
Almería	
Avilés	info@puertoaviles.com
Bahía de Algeciras	explotacion@apba.es
Bahía de Cádiz	operaciones.portuarias@puertocadiz.com
Baleares	
Barcelona	forum.telematic@portdebarcelona.es
Bilbao	cau@bilbaoport.es
Cartagena	cartagena@apc.es
Castellón	comisaria@portcastello.com
Ceuta	apceuta@puertodeceuta.com
Ferrol-San Cibrao	webmaster@puertos.es
Gijón	operaciones@puertogijon.es
Huelva	aph@puertohuelva.com

**SPAIN (cont'd)**

Las Palmas	<a href="mailto:informatica@palmasport.es">informatica@palmasport.es</a>
Málaga	<a href="mailto:ccs@puertomalaga.com">ccs@puertomalaga.com</a> / <a href="mailto:operaciones@puertomalaga.com">operaciones@puertomalaga.com</a>
Marín y ría de Pontevedra	<a href="mailto:escalas@apmarin.com">escalas@apmarin.com</a>
Melilla	<a href="mailto:omi@puertodemelilla.es">omi@puertodemelilla.es</a>
Motril	<a href="mailto:direccion@apmotril.com">direccion@apmotril.com</a>
Pasajes	<a href="mailto:app@puertopasajes.net">app@puertopasajes.net</a>
Santa Cruz de Tenerife	<a href="mailto:explotacion@puertosdetenerife.org">explotacion@puertosdetenerife.org</a>
Santander	<a href="mailto:direccion@puertsantander.com">direccion@puertsantander.com</a>
Sevilla	<a href="mailto:sevilla@apsevilla.com">sevilla@apsevilla.com</a>
Tarragona	<a href="mailto:op.portuaries@porttarragona.cat">op.portuaries@porttarragona.cat</a>
Valencia	<a href="mailto:coordinacionoperaciones@valenciaport.com">coordinacionoperaciones@valenciaport.com</a>
Vigo	
Vilagarcia	<a href="mailto:seguridad@portovilagarcia.es">seguridad@portovilagarcia.es</a>

For sending crew and passenger information to Spanish police authorities there is also an Electronic System provided by the Home Office. E-mail address of contact point for information is:

<b>Authority</b>	<b>E-Mail Address. Contact Point</b>
Passengers information (Spanish Police)	<a href="mailto:consultasembarque@ses.mir.es">consultasembarque@ses.mir.es</a>

**SWEDEN**

<b>Name of the authority</b>	<b>E-Address</b>
Swedish Maritime Administration	<a href="mailto:hk@sjofartsverket.se">hk@sjofartsverket.se</a>

The data should be sent as e-mail message with attachment.

**THAILAND**

<b>Name of the authority</b>	<b>E-Address</b>
International Affairs Bureau Office of the Permanent Secretary Ministry of Transport	<a href="mailto:inorg@mot.go.th">inorg@mot.go.th</a>
Marine Department Ministry of Transport	<a href="mailto:mh@md.go.th">mh@md.go.th</a>



## UNITED STATES

For sending crew, passenger and general Notice of Arrival (NOA) information to the appropriate authorities in the United States, a website has been created and is available via the Internet at: <http://www.nvmc.uscg.gov/NVMC/Default.aspx> and clicking on the "Submit NOA Online" link in the left-hand frame.

Additional information regarding the NOA requirements and contact points is also available from the website: <http://www.nvmc.uscg.gov/NVMC/Items.aspx>.

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## Associate Member:

### HONG KONG, CHINA

<i>Name of the authority</i>	<i>E-Address and Website</i>
Customs and Excise Department	<a href="mailto:hk_liaison@customs.gov.hk">hk_liaison@customs.gov.hk</a> <a href="http://www.customs.gov.hk/en/home/index.html">http://www.customs.gov.hk/en/home/index.html</a>
Immigration Department	<a href="mailto:siohco@immd.gov.hk">siohco@immd.gov.hk</a>
Department of Health (Port Health Office)	
General Enquiry (Port Formalities):	<a href="mailto:pho_hb@dh.gov.hk">pho_hb@dh.gov.hk</a> <a href="http://www.dh.gov.hk/english/main/main_ph/main_ph.html">http://www.dh.gov.hk/english/main/main_ph/main_ph.html</a>
Marine Department	
Arrival & Port Clearance:	<a href="mailto:pfo@mardep.gov.hk">pfo@mardep.gov.hk</a> <a href="http://www.mardep.gov.hk/en/notices/pdf/lvs0901.pdf">http://www.mardep.gov.hk/en/notices/pdf/lvs0901.pdf</a>
Dangerous Goods:	<a href="mailto:pfdg@mardep.gov.hk">pfdg@mardep.gov.hk</a> <a href="http://www.mardep.gov.hk/en/ele_services/dgis.html">http://www.mardep.gov.hk/en/ele_services/dgis.html</a>
Vessel Traffic Services (Pre-Arrival Notification)	<a href="mailto:hkvtc@mardep.gov.hk">hkvtc@mardep.gov.hk</a> <a href="http://www.mardep.gov.hk/en/pub_services/proc.html">http://www.mardep.gov.hk/en/pub_services/proc.html</a>

### Electronic Business System

The Marine Department has implemented an Electronic Business System (<http://ebs.mardep.gov.hk>) to provide an electronic platform for handling port formalities and other shipping related documents required by the Immigration Department, Department of Health and Marine Department.

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