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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.

*

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	spnx@pandora.be
Gent	spn.gent@skynet.be
Zeebrugge	fedpolspnz@hotmail.com
Oostende	spno.2424@skynet.be
Nieuwpoort	spnnvipp@skynet.be

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	saniport.antwerpen@skynet.be
Zeebrugge & Gent	sanip.gigent@skynet.be
Oostende	spno.2424@skynet.be
Nieuwpoort	spnnvipp@skynet.be

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	bma@marad.bg
Varna	hm_vn@marad.bg
Bourgas	hm_bs@marad.bg

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:

Name of authority

E-Address

PULA	Pula.pomorskipromet@pomorstvo.hr
RIJEKA	Rijeka.pomorskipromet@pomorstvo.hr
SENJ	Senj.pomorskipromet@pomorstvo.hr
ZADAR	Zadar.pomorskipromet@pomorstvo.hr
ŠIBENIK	Sibenik.pomorskipromet@pomorstvo.hr
SPLIT	Split.pomorskipromet@pomorstvo.hr
PLOČE	Ploce-pomorski-promet@pomorstvo.hr
DUBROVNIK	Dubrovnik.pomorskipromet@pomorstvo.hr

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

Name of the authority

E-Address

Schleswig-Holstein:

Hafen Lübeck	wspr.travemuende@t-online.de
Hafen Kiel	wspr.kiel@t-online.de
Fährhafen Puttgarden	hafenamt1@lhstadt.kiel.de
Hafen Brunsbüttel	wspst.puttgarden@t-online.de
Hafen Flensburg	wspr.brunsbuettel@t-online.de
Häfen Husum, Büssum, Dagebüll	wspr.flensburg@t-online.de
Heiligenhafen	poststelle@alr-husum.landsh.de
	wspr.heiligenhafen@t-online.de

Mecklenburg-Vorpommern:

Hafen-und Seemannsamt Rostock	port.authority@rostock.de
Hafen-und Seemannsamt Wismar	hafenamt@wismar.de
Hafen-und Seemannsamt Stralsund	HSA-HST@gmx.net
Hafen-und Seemannsamt Sassnitz	hafenamt@sassnitz.de
Hafen-und Seemannsamt Wolgast	helmuth.gerhardt@wolgast.de

Lower Saxony:

Niedersächsisches Hafenamt Ems-Dollar	disposal.emd@nhaed.niedersachsen.de
Niedersächsisches Hafenamt Jade-Weser	poststelle@nhajw.niedersachsen.de
Niedersächsisches Hafenamt Elbe	poststelle@nha-cux.niedersachsen.de
Stadtwerke Leer GmbH	info@stadtwerke-leer.de
Städtisches Hafenamt Papenburg	hafen@papenburg.de
Stadtwerke Wilhelmshaven GmbH – Hafenbetrieb	hafenkapitaen@sww-gmbh.de

GERMANY (cont'd)

Hamburg:

Port of Hamburg immigration@polizei.hamburg.de

Bremen and Bremerhaven:

Port of Bremen wv10.ws@polizei.bremen.de
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
immigration@polizei.bremen.de

Port of Bremerhaven wspmk@polizei.bremen.de
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
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	isps1@mrcc.lv	any

LITHUANIA

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

Name of the authority

Ministry of Transport
New Zealand Customs

E-Address

info@transport.govt.nz
feedback@customs.govt.nz

NORWAY

Name of the authority

Norwegian Coast Directorate

E-Address

kystdir@kystverket.no

PANAMA

Name of the authority

Port of Balboa

Port of Cristobal

E-Address

official.darsena@amp.gob.pa

capitaniacristobal@amp.gob.pa
cristobalabordaje@amp.gob.pa

PERU

Name of authority

Coast Guard Operations Command
(Comandancia de Operaciones Guardacostas –
COMOPERGUARD)

E-Address

dicatramar@dicapi.mil.pe

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

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):

Name of the authority (& Port)

Maritime Office in Szczecin

Szczecin
Police
Swinoujscie

E-Address

szczecintraffic@ums.gov.pl
szczecintraffic@ums.gov.pl
swinoujscietraffic@ums.gov.pl

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
vtustka@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/

SPAIN

Port Authority	E-Mail Address. Contact Point
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	informatica@palmasport.es
Málaga	ccs@puertomalaga.com / operaciones@puertomalaga.com
Marín y ría de Pontevedra	escalas@apmarin.com
Melilla	omi@puertodemelilla.es
Motril	direccion@apmotril.com
Pasajes	app@puertopasajes.net
Santa Cruz de Tenerife	explotacion@puertosdetenerife.org
Santander	direccion@puertsantander.com
Sevilla	sevilla@apsevilla.com
Tarragona	op.portuaries@porttarragona.cat
Valencia	coordinacionoperaciones@valenciaport.com
Vigo	
Vilagarcia	seguridad@portovilagarcia.es

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:

Authority	E-Mail Address. Contact Point
Passengers information (Spanish Police)	consultasembarque@ses.mir.es

SWEDEN

Name of the authority	E-Address
Swedish Maritime Administration	hk@sjofartsverket.se

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

THAILAND

Name of the authority	E-Address
International Affairs Bureau Office of the Permanent Secretary Ministry of Transport	inorg@mot.go.th
Marine Department Ministry of Transport	mh@md.go.th

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	hk_liaison@customs.gov.hk http://www.customs.gov.hk/en/home/index.html
Immigration Department	siohco@immd.gov.hk
Department of Health (Port Health Office)	
General Enquiry (Port Formalities):	pho_hb@dh.gov.hk http://www.dh.gov.hk/english/main/main_ph/main_ph.html
Marine Department	
Arrival & Port Clearance:	pfo@mardep.gov.hk http://www.mardep.gov.hk/en/notices/pdf/lvs0901.pdf
Dangerous Goods:	pfdg@mardep.gov.hk http://www.mardep.gov.hk/en/ele_services/dgis.html
Vessel Traffic Services (Pre-Arrival Notification)	hkvtc@mardep.gov.hk http://www.mardep.gov.hk/en/pub_services/proc.html

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.