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Swiss Maritime Navigation Office SMNO

User Manual MARES

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1 Login

You must be logged in to access the portal (1).

Register EN

Swiss Maritime Navigation Office SMNO

Login

SMNO online services

Welcome to the SMNO online portal

You can use this portal to order all services provided by the Swiss Maritime Navigation Office (SMNO).

To access the portal, you can log in with your FDFA.Idm account or another federal government access such as AGOV. If you do not yet have an account, please create a new one by following the instructions in the user guide: [here](#)

Login

Please log in or register in the FDFA IAM system to continue.

1

2

You will be prompted to select your preferred login method. You may either use EDA.Idm by entering your email address in the text field (1), or log in using another federal identity (2). If you do not yet have such an identity, simply enter your email address, click “Next”, and follow the instructions to complete the registration.

My Account | EN DE FR IT ES

Sign in to Mares-SSA-Portal

1

email / eMail

Next

2

CH-LOGIN

If you already have an AGOV-Login or a CH-Login, you might use it.

agov.ch



2 Language Change

In the portal, users can customize both the display language (system language) and the language in which correspondence takes place (correspondence language).

2.1 System language

To change the system language, click on the arrow in the top right-hand corner of the user interface and then click on the desired language.

The screenshot shows the SMNO portal interface. At the top right, there is a language selection dropdown menu with 'DE' (German) as the current selection. A blue box highlights this dropdown. Below the header, there are navigation links: 'Meine Anträge' (selected), 'Neuer Antrag', 'Login-Daten', and 'Meine Schiffe'. The main content area is titled 'Laufende und abgeschlossene Anträge' (Pending and completed applications) and contains a list of items, with the first item being 'erfasste, aber noch nicht versendete Anträge' (Detected, but not yet sent applications). The entire screenshot is framed by a blue border.

2.2 Correspondence language

To change the correspondence language, click on "Login-Data" (1) and then on the current language (2) to select the desired language from the drop-down list. Then confirm by clicking on "Save" (3).

The screenshot shows the SMNO portal interface. A blue circle labeled '1' is placed above the 'Login-Data' link in the navigation bar. A blue box labeled '2' highlights a dropdown menu for 'Correspondence language' where 'German' is selected. A blue circle labeled '3' is placed next to the 'Save' button. The main content area is titled 'Login-Data' and contains a note: 'Changes made on this page will not affect applications that have already been submitted.' It also says 'To change your personal details relating to a specific application/vessel, please start the relevant process (e.g. "Change personal details").' The entire screenshot is framed by a blue border.



3 Import of existing registered vessel upon initial registration

3.1 Select existing ships to import

To import a ship, select the option to import existing ships in the application interface.

Welcome!

ⓘ When you first register, you have the option to import an existing registered vessel from the vessel database using the vessel name and registration number

I have already registered an existing vessel and would like to import it
 I have not registered any ships yet

Continue

3.2 Enter Ship Name and Registration Number

In this step, the fields for the ship name (1) and registration number (2) must be filled in. You can then search for the ship (3).

If an error message appears, the ship could not be found with the details entered. In this case, please check whether the name and registration number were entered correctly.

Ship import

ⓘ Please enter the name of the vessel and the registration number

Ship name*
1 GENÈVE

Registration number*
2 K2360

Back **Search for a ship** 3



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3.3 Confirm ship

If the ship is found in the ship register, the entry is displayed. To import the ship, the ship found must be confirmed (1).

The screenshot shows a web application for managing ship imports. At the top, there are logos for the Swiss Confederation and the Swiss Maritime Navigation Office SMNO. Below the logos, there are four navigation links: 'My applications' (underlined in red), 'New application', 'Login-Data', and 'My ships'. The main content area is titled 'Import ship'. A green callout box contains the text: 'Your ship has been found. Please review the details and confirm the import by clicking "Confirm." The ship will then be displayed under "My Ships."'. Below this, there is a table with ship details: Name (ABC), Registration number (K2562), Type of ship (motor-boot-jacht), Brand (asdf), Type / Model (asdf), and Hull number (asdf). At the bottom of the table are two buttons: 'Back' and 'Confirm'. The 'Confirm' button is highlighted with a blue circle containing the number '1'.

3.4 Ship imported

The ship has now been imported and is listed under "My ships."



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4 Application for registration of yacht/coastal boat

Required Documents

- For individuals: identification document or residence permit for persons with Swiss citizenship or identity card and residence permit for persons without Swiss citizenship.
- For legal entities: Extract from the commercial register + identification document of a contact person authorized to sign and, if applicable, identification document of an additional contact person not authorized to sign
- Picture of the ship (optional)
- Proof of ownership (forms of proof of ownership include: purchase agreement, deed of gift, or inheritance certificate; for self-built vessels, proof of ownership consists of invoices with payment receipts for the construction costs)
- Proof of liability insurance
- For yachts: proof of purchase of a life raft (ISO 9650-1) or maintenance certificates in the case of a used life raft.
- For used ships and self-built ships: safety certificate or cantonal ship registration for used coastal boats / classification certificate for ships.
- For newly built ships: type certificate and construction certificate with CE certification or proof of seaworthiness without CE certification or classification certificate
- For vessels with a total length of 24 meters or more (length overall) and/or an engine power exceeding 130 kW and diesel fuel for each engine that meets these requirements: CE certification or, if this is not available, an Engine International Air Pollution Prevention Certificate (EIAPP certificate).
- For ships approved to carry 16 or more persons: International Sewage Pollution Prevention Certificate (ISPP certificate)
- For yachts with a total length of 24 meters or more (length overall), one of the following documents:
 - A ship survey carried out by an independent expert confirming that the tonnage length of 24 m is not reached (length of the yacht according to Art. 2 No. 8 Tonnage Convention)
 - A tonnage certificate issued in accordance with international rules



4.1 Open application page

To register a new ship, the application page must be opened. This page can be opened via the menu item “New application” in the taskbar (1) or on the home page via the item “I would like to create a new application” (2).

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1

My applications New application Login-Data My ships

Ongoing and completed applications

Here you can see all the applications you have created on this online portal. For example:

- applications started but not yet submitted;
- applications in progress;
- applications that have already been processed.

All documents issued by the SMNO can be found under the 'My ships' tab.

I would like to create a new application 2

4.2 Select the type of application

There are several types of applications. For a yacht or coastal boat, click on “Submit application” (1) next to “Yacht/Coastal Boat Registration.”

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My applications New application Login-Data My ships

Select the desired application

ⓘ Incomplete applications will not be processed or will be rejected. To apply for an extension or a change (e.g. changes of personal data, technical changes), please go to the 'My ships' tab and start the relevant process directly for the ship in question.

| Area | Category | |
|---------------|---------------------------------|--------------------------------------|
| Ship register | Yacht/Coastal Boat Registration | Submit application 1 |
| Ship register | Name reservation | Submit application |

Back

4.3 Fill in the form

You will then need to fill out the form. First, select whether the application is being completed for an individual or a legal entity.



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The following section provides more detailed information about specific aspects of each section of the form.



4.3.1 Owner details

- The documents must be submitted.

4.3.2 Description of the ship

- The ship name must be unique. The system checks whether the name has already been assigned. If the name is already entered in the ship register, an error message appears:

Ship name

Please enter your desired ship name here

Check availability

ⓘ The desired name is already in use

In this case, a new ship name must be entered.

If there are similarities in names with ships already registered, the application will be subject to special review. In this case, it is recommended to choose a different name for the ship, and the following message will appear:

Description of the ship

Please note that when entering numbers you must separate any decimal places with a period (not a comma).

Ship name

Ship name: **MARE 1**

Change name

When reviewing the specified ship name, no direct matches with existing ship names could be found. However, similar names were identified.

These name similarities will be subject to a separate review. Should the similarity be deemed too high, so that the name could lead to confusion with existing ship names, the Swiss Maritime Navigation Office reserves the right to reject the proposed name. In this case, the applicant will be asked to select an alternative name.

We recommend changing the ship name to avoid any potential inconvenience.

Excerpt of similar names:

- MARE I
- MARE
- MARA
- MARIA
- MARIE

ⓘ The desired name MARE 1 is available.



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4.3.3 Attachments

- Proof of ownership, proof of insurance, and technical ship documents must be submitted.

4.3.4 Review

- In this step, you must review the information you have entered.

4.3.5 Payment

- Select your preferred payment method. Please note that if you choose to pay by invoice, your application will only be reviewed once the invoice has been paid.
- For credit card payments, you will be redirected to the website of an external payment provider.

4.3.6 Submission

- Read the terms and conditions of the application. If you agree to them, confirm this by checking the boxes.
- You can then submit the application by clicking on “Send.”

| | | | |
|----------------------|-------------------------------------|----------------------|----------------------|
| Back | Print version (PDF) | Save | Send |
|----------------------|-------------------------------------|----------------------|----------------------|

4.4 Application for registration sent

Your application for registration has been successfully sent to the SMNO. You will receive a confirmation email. Ongoing and completed applications are listed under “My applications” (1). Their status can also be tracked here.



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1

My applications

New application

Login-Data

My ships

Ongoing and completed applications

Here you can see all the applications you have created on this online portal. For example:

- applications started but not yet submitted;
- applications in progress;
- applications that have already been processed.

All documents issued by the SMNO can be found under the 'My ships' tab.

I would like to create a new application

Registrazione MARE 1

Created on Status Reference number
08/01/2026 Sent to SMNO 2026/1685

Application type

Yacht/Coastal Boat Registration

[Show](#) [Print version](#) [0 messages](#)



5 Extend flag certificate/confirmation

If the flag certificate/confirmation is about to expire, the document can be renewed in the portal. The process is only displayed if the current document expires in less than a year.

Required Documents

- Identification document of the owner
- Residence permit (for individuals who are not Swiss citizens)
- Proof of insurance
- For used yachts: Proof of seaworthiness
- For ships: Classification certificate

5.1 Open “My ships”

Open the “My Ships” menu item by clicking on “My Ships” (1) in the taskbar at the top.

1

My applications New application Login-Data My ships

Ongoing and completed applications

Here you can see all the applications you have created on this online portal. For example:

- applications started but not yet submitted;
- applications in progress;
- applications that have already been processed.

All documents issued by the SMNO can be found under the 'My ships' tab.

I would like to create a new application

5.2 Open context menu

To make modifications to the ship entry, open the context menu by clicking on the three dots in the upper right corner of the ship entry (1).

MUSTER Flag certificate approved

K2543

Valid until: 31/08/2026

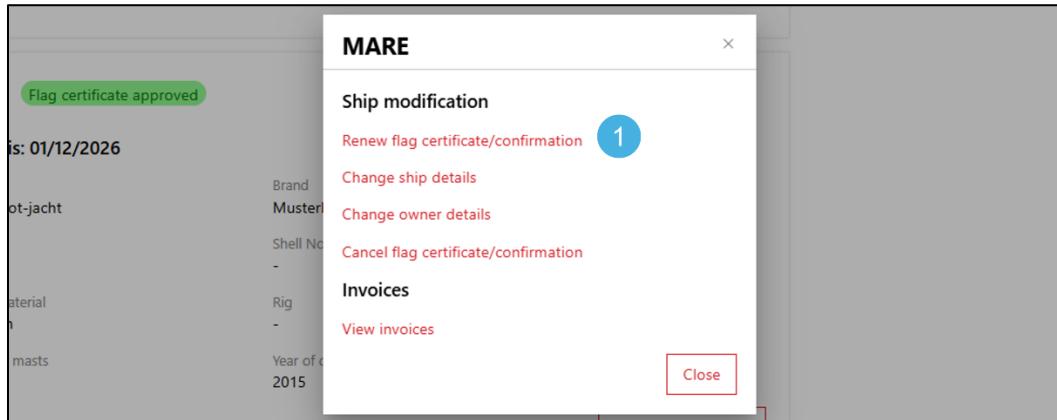
| | |
|-------------------|----------------------|
| Type | Brand |
| motor-boot-jacht | Mustermarke |
| Model | Shell No. |
| Modell A | 123456 |
| Building material | Rig |
| stahl | - |
| Number of masts | Year of construction |
| - | 2015 |

View flag certificate



5.3 Open form “Renew flag certificate/confirmation”

In the context menu that opens, click on “Renew flag certificate/confirmation” (1) to open the form for requesting the extension of the flag certificate/confirmation.



5.4 Fill in the form “Renew flag certificate/confirmation”

You will then need to fill out the form to request an extension. The information required is based on the procedure for obtaining a new flag certificate/confirmation.

My applications New application Login-Data My ships

My requests > Ship modification > Extension of flag certificate/confirmation > Flaggenscheinverlängerung MARE

Owner data

Description of the ship

Attachments

Proof of insurance

Technical ship documents

Review

Payment processing

Submit

Owner data

Natural person

Please enter your first name and surname exactly as they appear on your passport or identity card

Salutation*

First name(s)*

Last name(s)*

Birth date*

Nationality*

c/o



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5.5 View applications for renewing the flag certificate/confirmation

Ongoing and completed applications for extension of the flag certificate/confirmation are listed under "My applications." Their status can also be tracked here.

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My applications New application Login-Data My ships

Ongoing and completed applications

Here you can see all the applications you have created on this online portal. For example:

- applications started but not yet submitted;
- applications in progress;
- applications that have already been processed.

All documents issued by the SMNO can be found under the 'My ships' tab.

[I would like to create a new application](#)

Flaggenscheinverlängerung MARE

| Created on | Status | Reference number | Application type |
|------------|--------------|------------------|--|
| 08/01/2026 | Sent to SMNO | 2026/1686 | Extension of flag certificate/confirmation |

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6 Change owner details

Required Documents

- Identification document of the new owner

6.1 Open “My ships”

Open the “My Ships” menu item by clicking on “My Ships” (1) in the taskbar at the top.

Ongoing and completed applications

Here you can see all the applications you have created on this online portal. For example:

- applications started but not yet submitted;
- applications in progress;
- applications that have already been processed.

All documents issued by the SMNO can be found under the 'My ships' tab.

I would like to create a new application

6.2 Open context menu

To update a ship entry, open the context menu by clicking on the three dots in the upper right corner of the ship entry (1).

MUSTER Flag certificate approved

K2543
Valid until: 31/08/2026

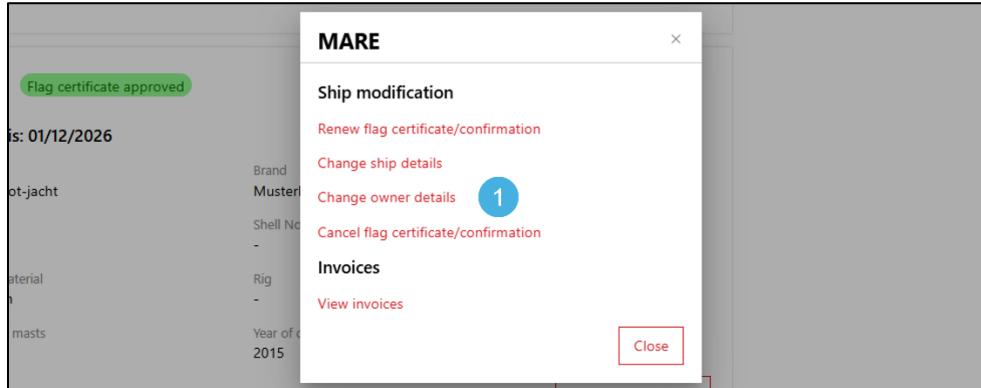
| | |
|----------------------------|------------------------------|
| Type motor-boot-jacht | Brand Mustermane |
| Model Modell A | Shell No. 123456 |
| Building material stahl | Rig - |
| Number of masts - | Year of construction 2015 |

[View flag certificate](#)



6.3 Open the form “Change owner details”

In the context menu that opens, click on “Change owner details” (1) to open the form for editing the owner details.



6.4 Fill out the form “Change owner details”

In the form for changing owner details, you can then enter a new owner. An identification document for this person must be uploaded.

The screenshot shows the 'Owner data' form. On the left, there is a sidebar with checkboxes for 'Owner data', 'Review', 'Payment processing', and 'Submit'. The main area is titled 'Natural person' with a note: 'Please enter your first name and surname exactly as they appear on your passport or identity card'. It includes fields for 'First name(s)*' (with a placeholder 'Placeholder'), 'Last name(s)*' (with a placeholder 'Placeholder'), 'c/o' (with a placeholder 'Placeholder'), 'Country' (a dropdown menu with a placeholder 'Placeholder'), and 'Street and house number' (with a placeholder 'Placeholder').



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6.5 View applications for changes to owner details

Ongoing and completed applications for modifications to the ship entry are listed under "My applications." Here you can also track their status.

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My applications New application Login-Data My ships

Ongoing and completed applications

Here you can see all the applications you have created on this online portal. For example:

- applications started but not yet submitted;
- applications in progress;
- applications that have already been processed.

All documents issued by the SMNO can be found under the 'My ships' tab.

[I would like to create a new application](#)

Eignerdaten ändern: MARE

| Created on | Status | Reference number | Application type |
|------------|--------------|------------------|----------------------|
| 08/01/2026 | Sent to SMNO | 2026/1687 | Change of owner data |

[>Show](#) [Print version](#) [0 messages](#)



7 Change ship details

Required Documents

- Proof of insurance
- If at least one engine is modified: current engine certificate for the modified engine
- For ships with engine power exceeding 130 kW and diesel fuel for each engine that meets these requirements:
Engine International Air Pollution Prevention (EIAPP) certificates

7.1 Open “My ships”

Open the “My Ships” menu item by clicking on “My Ships” (1) in the taskbar at the top.

1

My applications New application Login-Data My ships

Ongoing and completed applications

Here you can see all the applications you have created on this online portal. For example:

- applications started but not yet submitted;
- applications in progress;
- applications that have already been processed.

All documents issued by the SMNO can be found under the 'My ships' tab.

I would like to create a new application

7.2 Open context menu

To make modifications to the ship entry, open the context menu by clicking on the three dots in the upper right corner of the ship entry (1).

MUSTER Flag certificate approved

K2543

Valid until: 31/08/2026

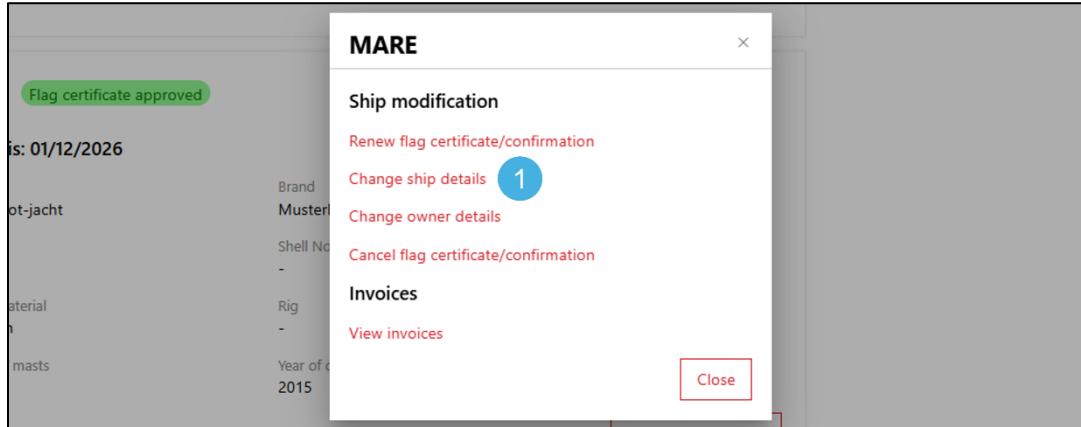
| | |
|-------------------|----------------------|
| Type | Brand |
| motor-boot-jacht | Mustermanke |
| Model | Shell No. |
| Modell A | 123456 |
| Building material | Rig |
| stahl | - |
| Number of masts | Year of construction |
| - | 2015 |

View flag certificate



7.3 Open the form “Change ship details”

In the context menu that opens, click on “Change ship details” (1) to open the form for adjusting the ship details.



7.4 Fill in the form “Change ship details”

The description of the ship can then be changed in the form for changing the ship details. Supporting documents with the adjusted details are required in the attachments.



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7.5 View applications for changes to ship details

Ongoing and completed applications are listed under “My applications” (1). Their status can also be tracked here.

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My applications New application Login-Data My ships

Ongoing and completed applications

Here you can see all the applications you have created on this online portal. For example:

- applications started but not yet submitted;
- applications in progress;
- applications that have already been processed.

All documents issued by the SMNO can be found under the 'My ships' tab.

[I would like to create a new application](#)

Schiffssdaten ändern: MARE

| Created on | Status | Reference number | Application type |
|------------|--------------|------------------|---------------------|
| 08/01/2026 | Sent to SMNO | 2026/1688 | Change of ship data |

[>Show](#) [Print version](#) [0 messages](#)



8 Cancel flag certificate/confirmation

Required Documents

- No documents required.

8.1 Open “My ships”

Open the “My Ships” menu item by clicking on “My Ships” (1) in the taskbar at the top.

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1

My applications New application Login-Data My ships

Ongoing and completed applications

Here you can see all the applications you have created on this online portal. For example:

- applications started but not yet submitted;
- applications in progress;
- applications that have already been processed.

All documents issued by the SMNO can be found under the 'My ships' tab.

I would like to create a new application

8.2 Open context menu

To request cancellation of the flag certificate/confirmation, open the context menu by clicking on the three dots in the upper right corner of the ship entry (1).

MUSTER Flag certificate approved

K2543

Valid until: 31/08/2026

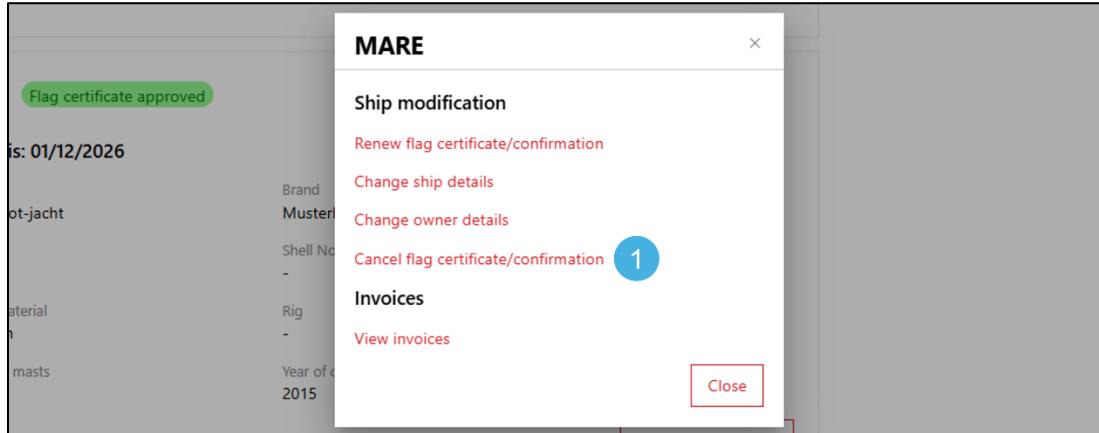
| | |
|-------------------|----------------------|
| Type | Brand |
| motor-boot-jacht | Mustermarke |
| Model | Shell No. |
| Modell A | 123456 |
| Building material | Rig |
| stahl | - |
| Number of masts | Year of construction |
| - | 2015 |

View flag certificate



8.3 Open the form “Cancel flag certificate/confirmation”

In the context menu that opens, click on “Cancel flag certificate/confirmation” (1) to open the form for requesting the cancellation of the flag certificate/confirmation.



8.4 Fill out the form “Cancel flag certificate/confirmation”

You then need to indicate in the form for requesting the cancellation of the flag certificate/confirmation whether you would like a written confirmation of deletion and, if so, pay a fee.

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My applications New application Login-Data My ships

requests > Ship modification > Cancellation of flag certificate/confirmation > Flaggenschein/-bestätigung löschen MUSTERBOOT2

Information on deletion

Payment processing

Submit

Information on deletion

① Here you can request the cancellation of your flag certificate. After your request has been processed, all associated data will be permanently deleted. Please note that once the certificate has been deleted, no proof of registration or restoration of the flag certificate is possible. Ensure that you have submitted all required documents and that the deletion is final. If you need the flag certificate again at a later date, you will need to reapply.

Would you like confirmation of deletion? (subject to a fee) *

Yes
 No

Back Save **Save and continue**



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8.5 View applications for cancellation of the flag certificate/confirmation

Ongoing and completed applications for cancellation of the flag certificate/confirmation are listed under "My applications." Here you can also track their status.

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My applications New application Login-Data My ships

Ongoing and completed applications

Here you can see all the applications you have created on this online portal. For example:

- applications started but not yet submitted;
- applications in progress;
- applications that have already been processed.

All documents issued by the SMNO can be found under the 'My ships' tab.

[I would like to create a new application](#)

Flaggenschein/-bestätigung löschen MUSTERBOOT2

| Created on | Status | Reference number | Application type |
|------------|--------------|------------------|---|
| 08/01/2026 | Sent to SMNO | 2026/1690 | Cancellation of flag certificate/confirmation |

[>Show](#) [Print version](#) [0 messages](#)



9 View invoices

9.1 Open “My ships”

To open the “My ships” menu item, click on “My ships” (1) in the top task bar on the start page.

The screenshot shows the SMNO start page. At the top, there is a header with the Swiss coat of arms and the text "Schweizerische Eidgenossenschaft", "Confédération suisse", "Confederazione Svizzera", and "Confederaziun svizra". Below the header, the text "Swiss Maritime Navigation Office SMNO" is displayed. A blue circle with the number "1" is positioned above the "My ships" tab. The tabs are "My applications", "New application", "Login-Data", and "My ships". The "My ships" tab is underlined with a red line. Below the tabs, the text "Ongoing and completed applications" is displayed, followed by a description of what can be seen in the portal. A bulleted list specifies the types of applications shown: "applications started but not yet submitted", "applications in progress", and "applications that have already been processed". Below this, a note states that all documents issued by the SMNO can be found under the 'My ships' tab. At the bottom, a red button says "I would like to create a new application".

9.2 Open context menu

To view the invoices associated with the ship, open the context menu by clicking on the three dots in the upper right corner of the ship entry (1).

The screenshot shows a ship entry card. At the top, it displays "MUSTER" and "Flag certificate approved". Below this, the entry number "K2543" and the valid date "Valid until: 31/08/2026" are shown. A blue circle with the number "1" is positioned above the three dots in the top right corner. The card lists the following details in a table format:

| | |
|----------------------------|------------------------------|
| Type motor-boot-jacht | Brand Mustermarke |
| Model Modell A | Shell No. 123456 |
| Building material stahl | Rig - |
| Number of masts - | Year of construction 2015 |

At the bottom right of the card, there is a red button labeled "View flag certificate".



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Confederazione Svizzera

Confederaziun svizra

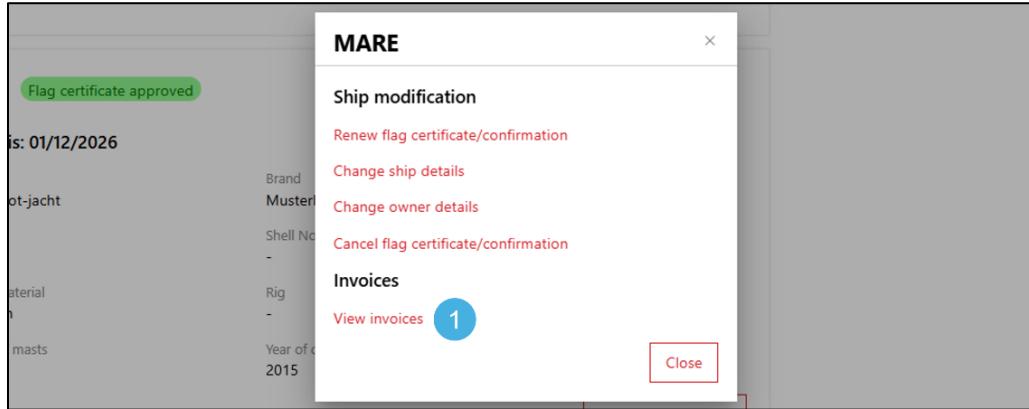
Swiss Confederation

Federal Department of Foreign Affairs FDFA

Swiss Maritime Navigation Office SMNO

9.3 View invoice

By clicking on “View invoices” (1), you can view the invoices associated with the ship and download them by clicking on the corresponding invoice.





10 Correcting an application

Situation

The case workers have reviewed your application and requested corrections to certain parts of it.

Required documents

- Depending on the requested corrections.

10.1 Open “My applications”

To open the “My ships” menu item, click on “My applications” (1) in the top task bar on the home page.

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My applications New application Login-Data My ships

Ongoing and completed applications

Here you can see all the applications you have created on this online portal. For example:

- applications started but not yet submitted;
- applications in progress;
- applications that have already been processed.

All documents issued by the SMNO can be found under the 'My ships' tab.

I would like to create a new application

10.2 Open application with correction request

Applications with correction requests can be identified by the blue bar with the comment “Please check your entries.” Now click on “Edit” (1).

Eignerdaten ändern: MARE

① Please check your entries

| Created on | Status | Reference number | Application type |
|------------|----------------------|------------------|----------------------|
| 08/01/2026 | Correction requested | 2026/1687 | Change of owner data |

Edit Print version 0 messages

1



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10.3 Find requested corrections

All sections in which a correction has been requested are marked with a speech bubble icon (circled in blue).

Owner data D

Review

Payment processing

Submit

Owner data

Natural person

ⓘ Please enter your first name and surname exactly as they appear on your passport or identity card

First name(s)* Last name(s)*

c/o

Country

Then scroll through the section until you find the comment:

Correspondence address

Enter a different correspondence address? *

Yes No

Are you the sole owner? *

Yes No

ID

ⓘ Please upload a copy of your valid passport or identity card (both sides).

Comment

File*

ⓘ [Leeres_PDF.pdf](#) 14 KB ×

Drag files here or click and select. Allowed file types: pdf, jpg, and png

D 2 minutes ago ⓘ Please upload a valid identification document.

ⓘ Add comment

Repeat these steps until you have made all the corrections.



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10.4 Submit revised application

To submit the corrections, you must resubmit the application. To do this, save all changes in the forms by clicking “Save and continue” (1) until you reach the ‘Submit’ section. If you agree, confirm by clicking the required boxes and submit the revised application by clicking “Send” (2).

1

Back

Save

Save and continue

Transportation for remuneration (Art. 17 Yacht Ordinance)

The commercial transportation of persons or goods on Swiss yachts is prohibited. Within the scope of the Yacht Ordinance, commercial transport of persons or goods is deemed to exist if any form of remuneration is paid for this which is intended to cover more than the proportionate normal costs of operation during the period of transport. Remuneration is deemed to be any form of consideration, in particular a payment in cash or in kind.

I hereby confirm that I am aware that the commercial transport of goods or persons on yachts or coastal boats flying the Swiss flag is prohibited and that I will comply with this regulation.*

I hereby confirm that I am authorised to act on behalf of the shipowner, as I am either the owner of the ship myself or have the necessary power of representation.*

2

Back

Print version (PDF)

Send



11 Submitting missing certificates

Situation

In your application for a flag certificate/confirmation, you indicated that you would submit one or more certificates later.

The certificates to be submitted later can be sent to the responsible administrator via the portal.

Alternatively, it is also possible to send the documents to be submitted later by email to the responsible administrator. The SSA recommends using the portal described in these instructions.

Required documents

- All documents to be submitted later.

11.1 Open “My applications”

To open the “My ships” menu item, click on “My applications” (1) in the top task bar on the home page.

1

My applications New application Login-Data My ships

Ongoing and completed applications

Here you can see all the applications you have created on this online portal. For example:

- applications started but not yet submitted;
- applications in progress;
- applications that have already been processed.

All documents issued by the SMNO can be found under the 'My ships' tab.

I would like to create a new application

11.2 Open the message menu for the application

Each application has a “Messages” tab (1). Open the “Messages” tab on the application for which you want to submit additional certificates.

Registrazione MARE 1

| Created on | Status | Reference number | Application type |
|------------|--------------|------------------|---------------------------------|
| 08/01/2026 | Sent to SMNO | 2026/1685 | Yacht/Coastal Boat Registration |

[Show](#) [Print version](#) [0 messages](#)

1



11.3 Create a new message in the message menu

In the message menu, you can now create a new message to the responsible administrator by clicking on “New message” (1).

The screenshot shows a web page titled "News about your request". At the top right is a red button labeled "New message". A blue circle with the number "1" is placed over this button. Below the title, there is a table with columns: "Title", "Reference number", and "Funding type". The values are: "Registrazione MARE 1", "2026/1685", and "Yacht/Coastal Boat Registration". Below the table is a table header with columns: "Content", "CreatedOn", and "Last replied". The "Content" column has a downward arrow icon. The "CreatedOn" and "Last replied" columns have downward arrow icons. Below the header, a message says "No records to display".

11.4 Create and send message

Now create the message. Enter a subject (1), add any further information in the message field (2) and attach the documents to be submitted under Attachments (3). You can then send the message to the relevant administrator by clicking on “Send” (4).

The screenshot shows a web page titled "Create messages". At the top right are three small buttons: "Title", "Reference number", and "Funding type". Below them are the values: "Registrazione MARE 1", "2026/1685", and "Yacht/Coastal Boat Registration". The page has four numbered callouts: "1" is over a text input field labeled "Regarding*"; "2" is over a rich text editor toolbar; "3" is over a dashed box for "Facilities" with an "Upload" icon and a note "Drag files here or click and select. Allowed file types: pdf, jpg, and png"; "4" is over a "Submit" button.

11.5 Further communication

If the administrators have any questions or comments about the documents submitted, these messages will be displayed in the message menu (see 9.3 and 9.4).