

User Manual MARES

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1 Login

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

here.' Below this, there is a 'Login' section with the text 'Please log in or register in the FDFA IAM system to continue.' and a 'Login' button. A blue circle with the number '1' is placed over the 'Login' button."/>

Register EN

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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.ldm 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.

Login 1

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

email / eMail 1 Next

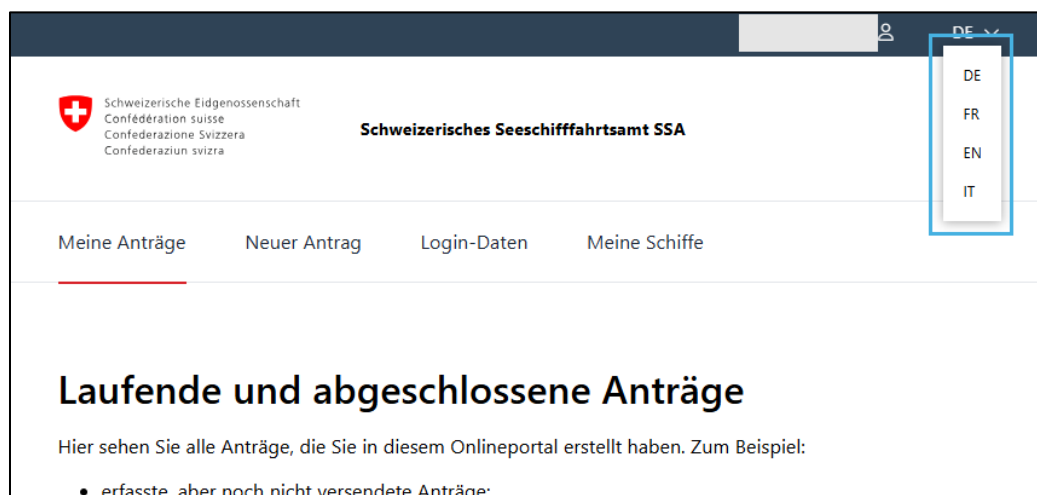
AGOV & CH-LOGIN
If you already have an AGOV-Login or a CH-Login, you might use 2
agov.ch

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).

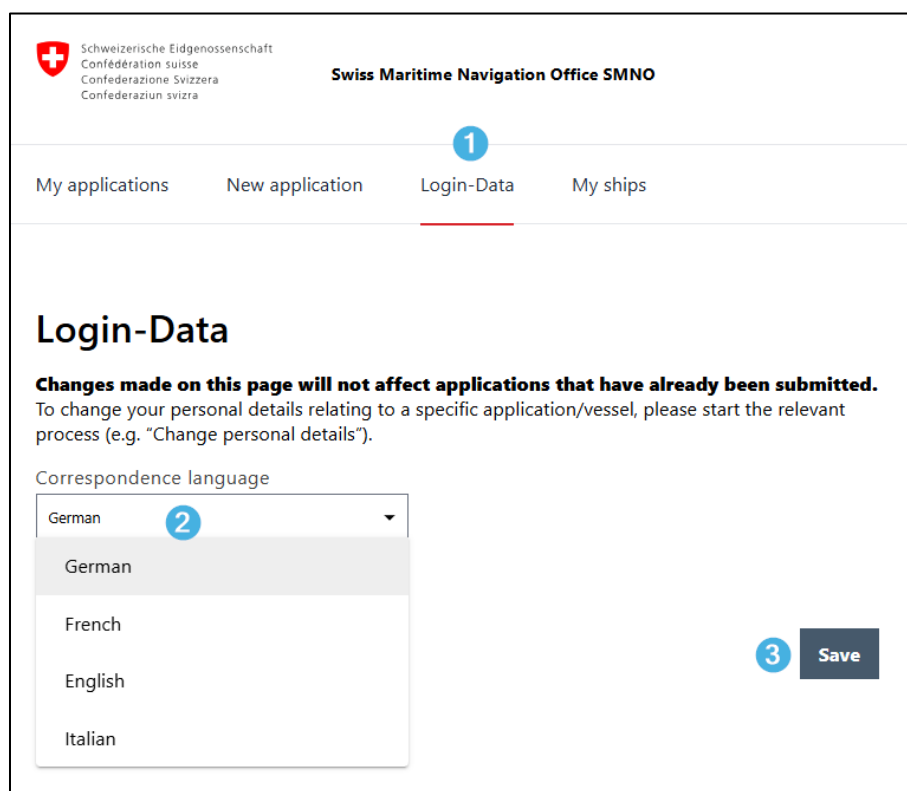
2.1 System language

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.



2.2 Correspondence language

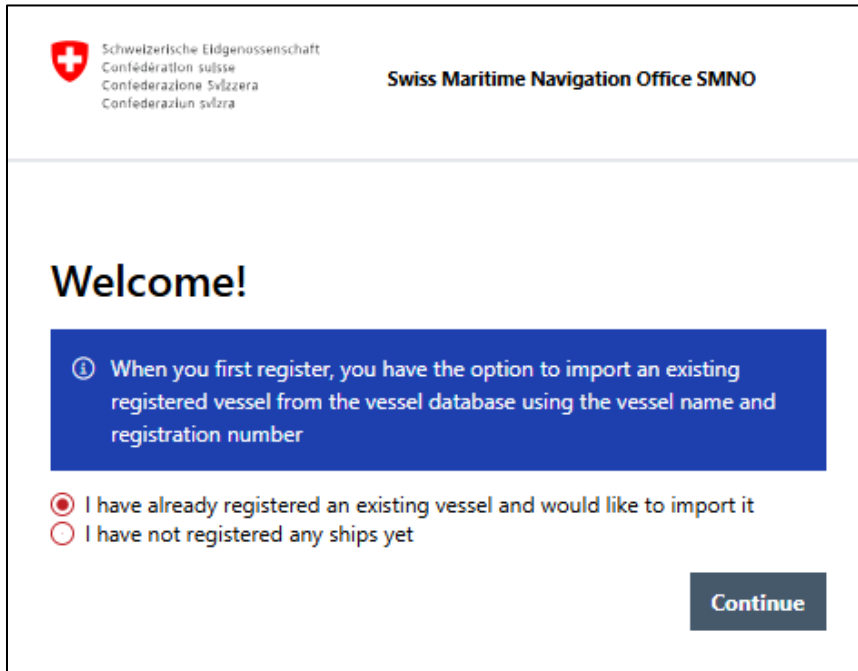
To change the correspondence language, click on “Login-Data” (1) and then on the current language (2) to select the desired language from the drop-down list. Then confirm by clicking on “Save” (3).



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.

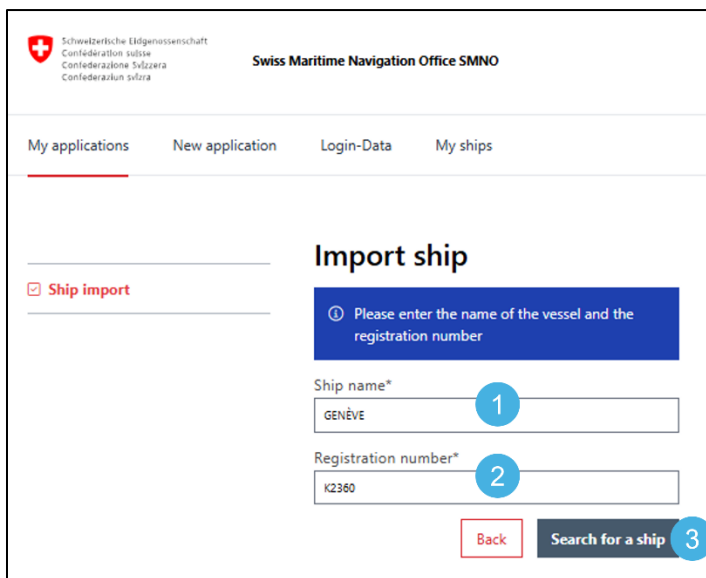


The screenshot shows the 'Welcome!' screen of the Swiss Maritime Navigation Office SMNO application. At the top left is the Swiss Confederation logo and name in four languages. At the top right is the 'Swiss Maritime Navigation Office SMNO' logo. Below the header, the word 'Welcome!' is displayed in large bold text. A blue box contains an information icon and the text: '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'. Below this, there are two radio button options: 'I have already registered an existing vessel and would like to import it' (which is selected) and 'I have not registered any ships yet'. A 'Continue' button is located at the bottom right.

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.



The screenshot shows the 'Import ship' form in the Swiss Maritime Navigation Office SMNO application. At the top left is the Swiss Confederation logo and name. At the top right is the 'Swiss Maritime Navigation Office SMNO' logo. Below the header, there is a navigation bar with links: 'My applications' (underlined), 'New application', 'Login-Data', and 'My ships'. On the left side, there is a sidebar with a checkbox labeled 'Ship import' which is checked. The main content area is titled 'Import ship'. A blue box contains an information icon and the text: 'Please enter the name of the vessel and the registration number'. Below this, there are two input fields: 'Ship name*' with the value 'GENÈVE' (labeled with a blue circle '1') and 'Registration number*' with the value 'K2360' (labeled with a blue circle '2'). At the bottom, there is a 'Back' button and a 'Search for a ship' button (labeled with a blue circle '3').



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 the 'Import ship' page of the Swiss Maritime Navigation Office (SMNO) system. The page header includes the Swiss flag and the name of the office in four languages. The main navigation bar has links for 'My applications', 'New application', 'Login-Data', and 'My ships'. The 'My applications' link is highlighted with a red underline. On the left side, there is a sidebar with a checkbox labeled 'Ship import' which is checked. The main content area is titled 'Import ship' and contains a green message box with a checkmark icon stating: '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 message, the ship details are listed in a table-like format:

Ship	
Name	Registration number
ABC	K2562
Type of ship	Brand
motor-boot-jacht	asdf
Type / Model	Hull number
asdf	asdf

At the bottom right of the details section, there 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."



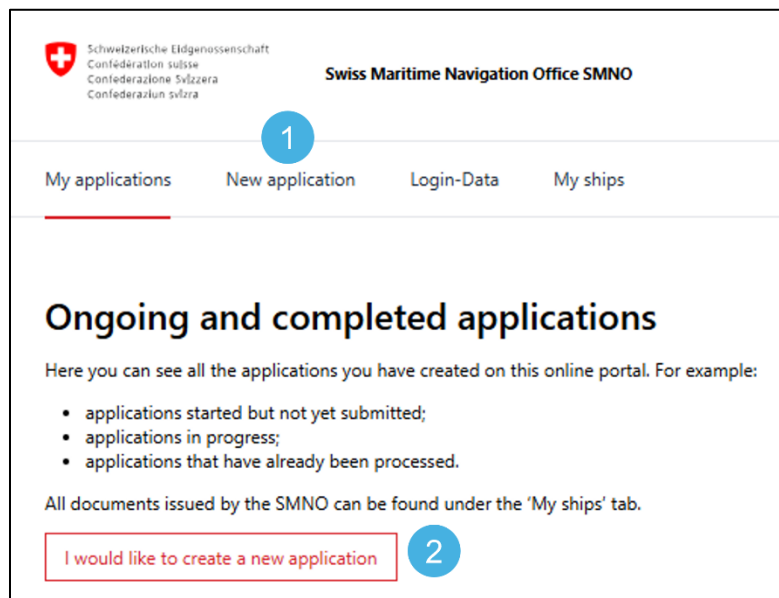
4 Application for registration of yacht/coastal boat

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

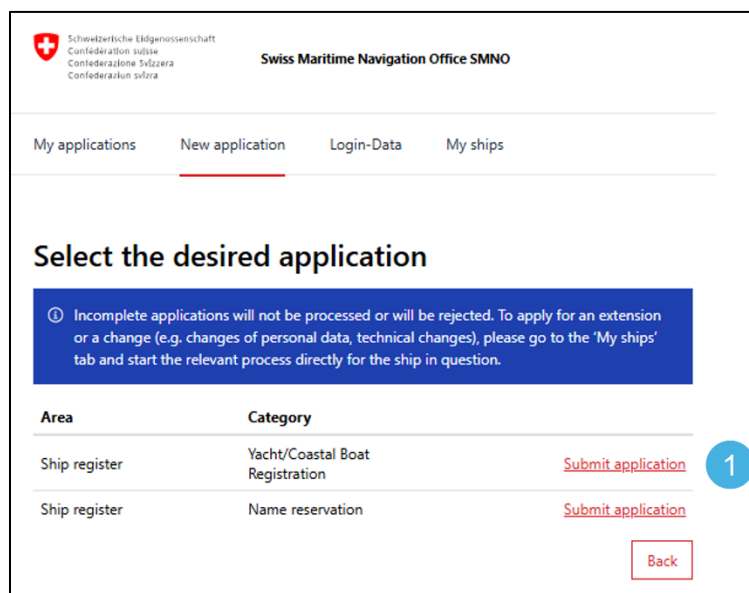
4.1 Open application page

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).



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.”



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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Swiss Confederation

Federal Department of Foreign Affairs FDFA

Swiss Maritime Navigation Office SMNO

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:

The screenshot shows a web form titled "Ship name". It contains a text input field with the placeholder "Please enter your desired ship name here" and the text "MUSTER" entered. Below the input field is a red button labeled "Check availability". At the bottom of the form, a red error message box displays: "❗ 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:

The screenshot shows a web form titled "Description of the ship". It includes a note: "Please note that when entering numbers you must separate any decimal places with a period (not a comma)." Below this is a section titled "Ship name" with a text input field containing "MARE 1" and a red button labeled "Change name". A large yellow warning box contains the following text: "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:" followed by a bulleted list: "• MARE I", "• MARE", "• MARA", "• MARIA", "• MARIE". At the bottom of the form, a green success message box displays: "✅ The desired name MARE 1 is available."



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
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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

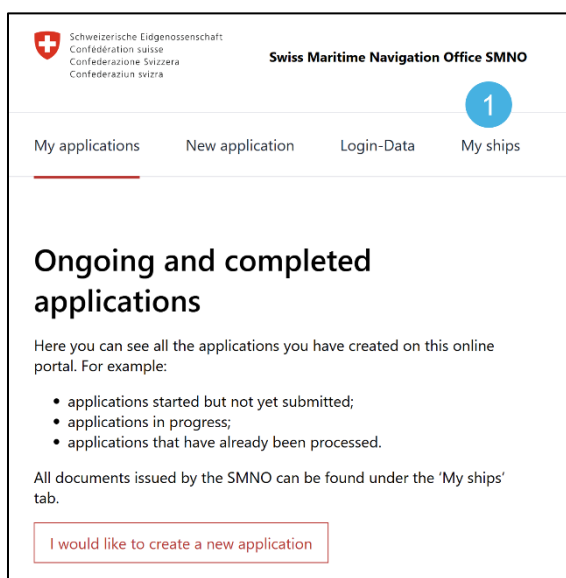
If the flag certificate/confirmation is about to expire, the document can be renewed in the portal. The process is only displayed if the current document expires in less than a year.

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

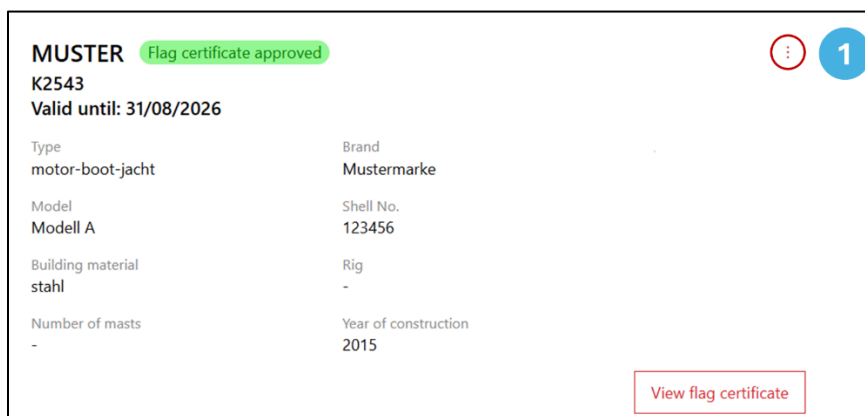
5.1 Open “My ships”

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



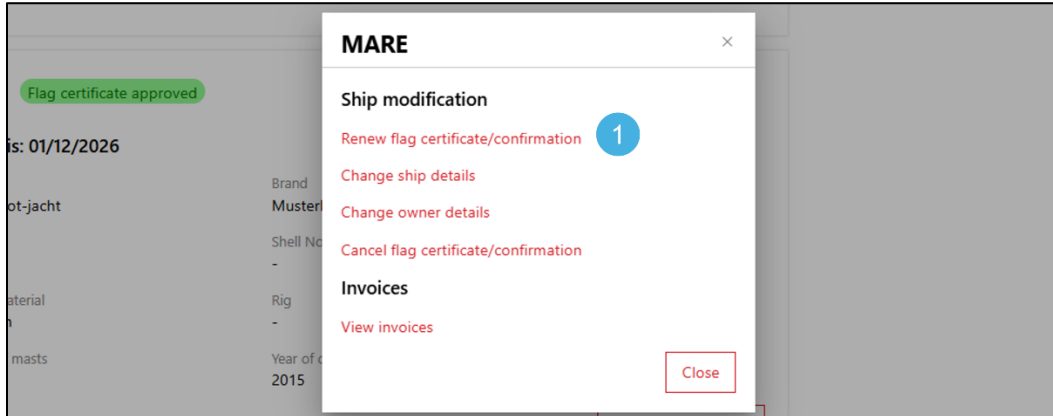
5.2 Open context menu

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).



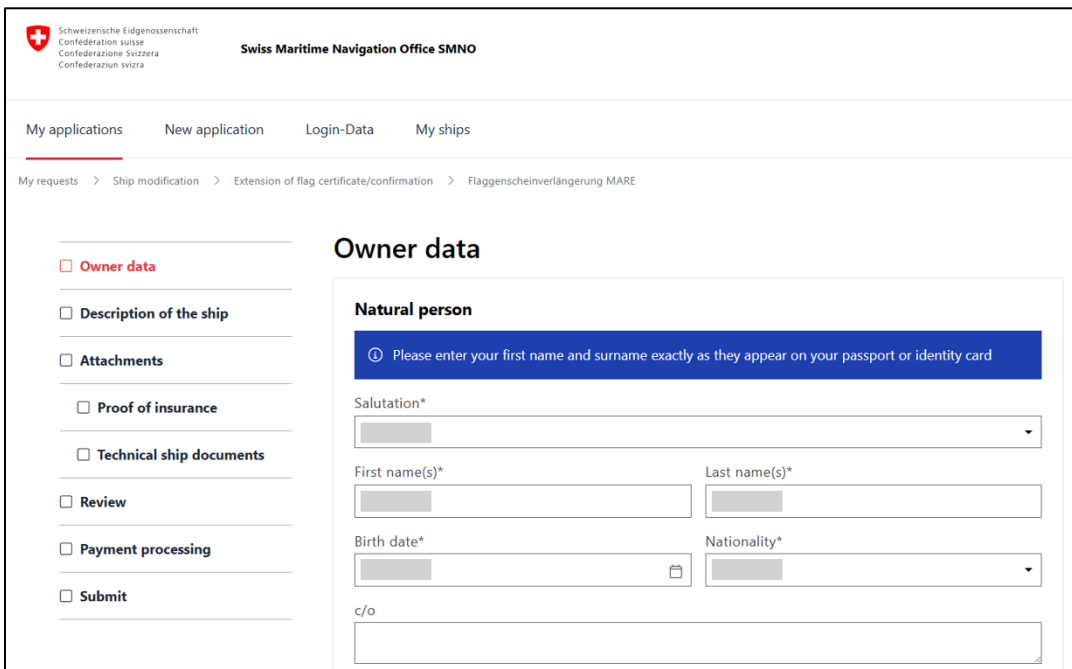
5.3 Open form “Renew flag certificate/confirmation”

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.


 A screenshot of the "Owner data" form in the MARE application. The top of the page shows the Swiss Maritime Navigation Office SMNO logo and navigation tabs: "My applications", "New application", "Login-Data", and "My ships". Below the tabs, a breadcrumb trail reads: "My requests > Ship modification > Extension of flag certificate/confirmation > Flaggenscheinverlängerung MARE". On the left side of the form, there is a sidebar with a list of checkboxes: "Owner data" (checked), "Description of the ship", "Attachments", "Proof of insurance", "Technical ship documents", "Review", "Payment processing", and "Submit". The main content area is titled "Owner data" and contains a section for "Natural person". A blue instruction box says: "Please enter your first name and surname exactly as they appear on your passport or identity card". Below this, there are input fields for "Salutation*", "First name(s)*", "Last name(s)*", "Birth date*" (with a calendar icon), and "Nationality*" (with a dropdown arrow). At the bottom, there is a field for "c/o".



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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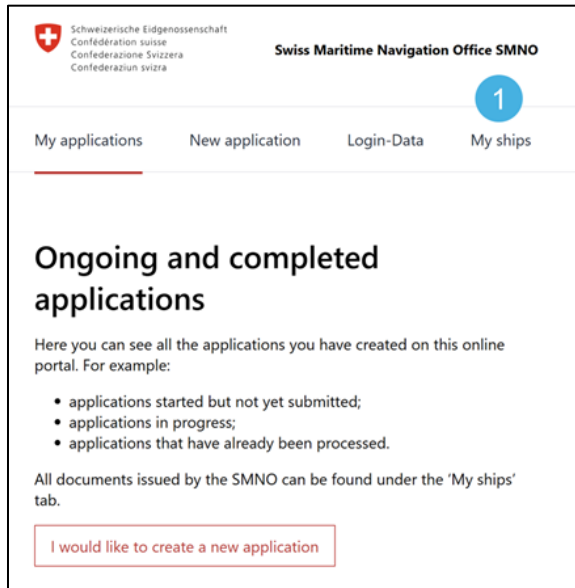
6 Change owner details

Required Documents

- Identification document of the new owner

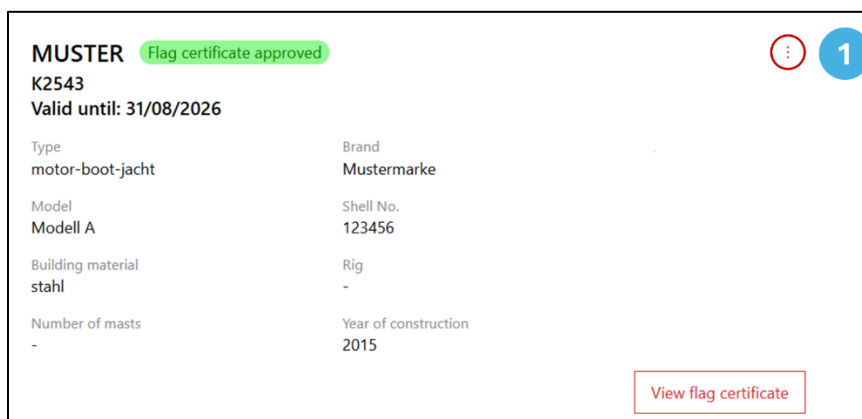
6.1 Open “My ships”

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



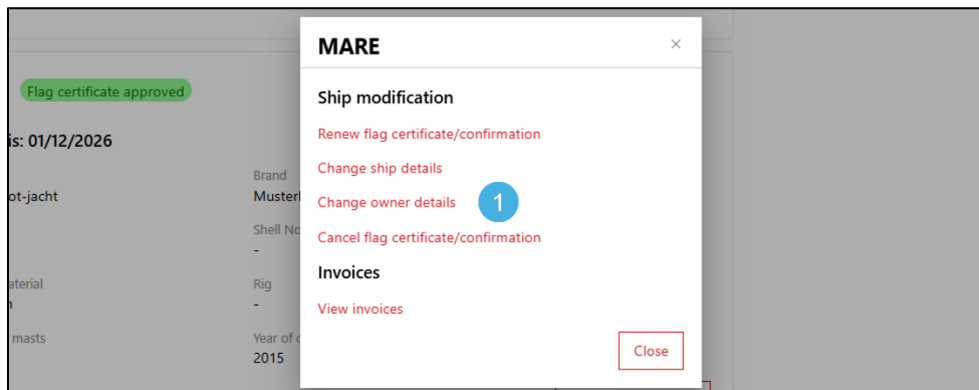
6.2 Open context menu

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).



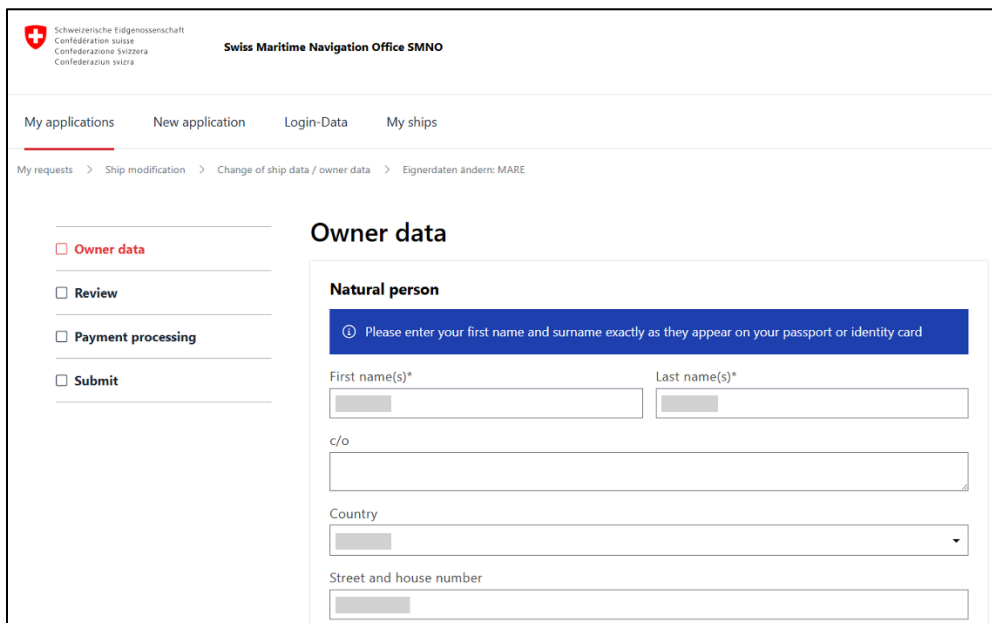
6.3 Open the form “Change owner details”

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.

A screenshot of the "Owner data" form in the MARE application. The form is titled "Owner data" and has a sidebar with four tabs: "Owner data" (selected), "Review", "Payment processing", and "Submit". The "Owner data" tab contains a "Natural person" section with a blue instruction bar: "Please enter your first name and surname exactly as they appear on your passport or identity card". Below this are input fields for "First name(s)*", "Last name(s)*", "c/o", "Country" (a dropdown menu), and "Street and house number". The form is part of a larger application with a top navigation bar and a breadcrumb trail: "My requests > Ship modification > Change of ship data / owner data > Eigenerdaten ändern: MARE".



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

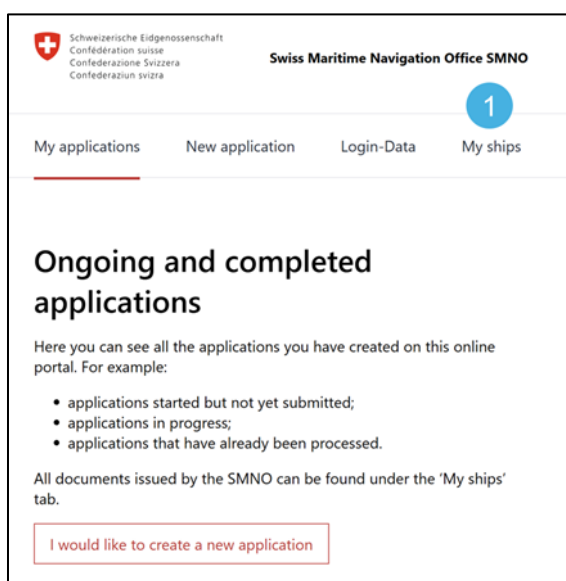
7 Change ship details

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

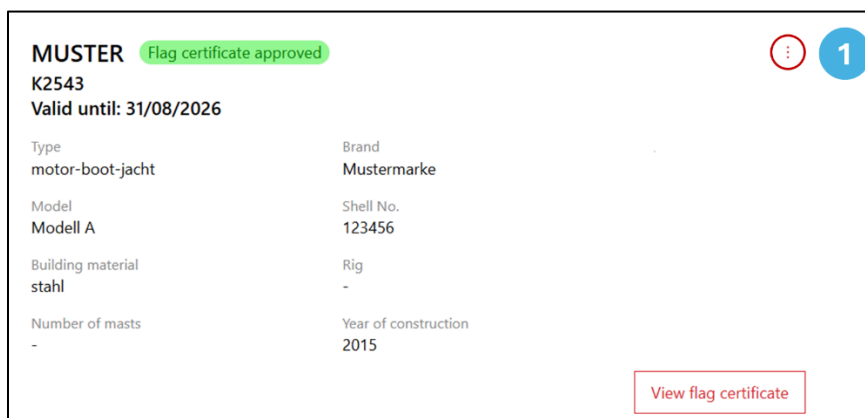
7.1 Open “My ships”

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



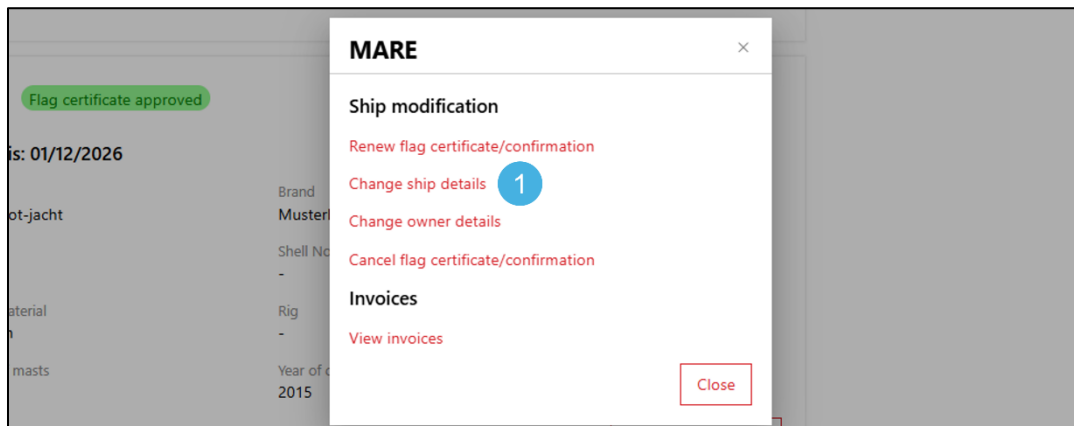
7.2 Open context menu

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).



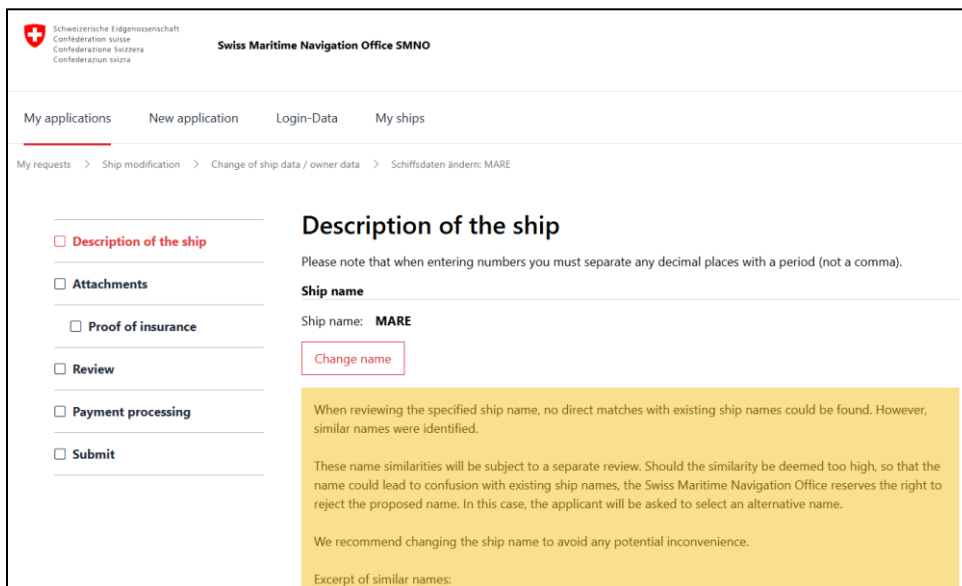
7.3 Open the form “Change ship details”

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.


 A screenshot of the "Description of the ship" form in the MARE application. The form is titled "Description of the ship" and includes a note: "Please note that when entering numbers you must separate any decimal places with a period (not a comma)." The "Ship name" field is pre-filled with "MARE" and has a "Change name" button next to it. Below the form, there is a yellow warning box stating: "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:". On the left side of the form, there is a sidebar with a list of steps: "Description of the ship" (selected), "Attachments", "Proof of insurance", "Review", "Payment processing", and "Submit".



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

Schiffsdaten ändern: MARE

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

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[0 messages](#)

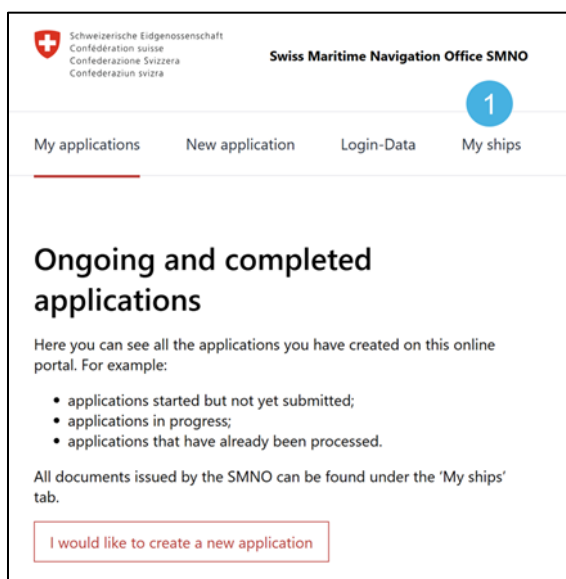
8 Cancel flag certificate/confirmation

Required Documents

- No documents required.

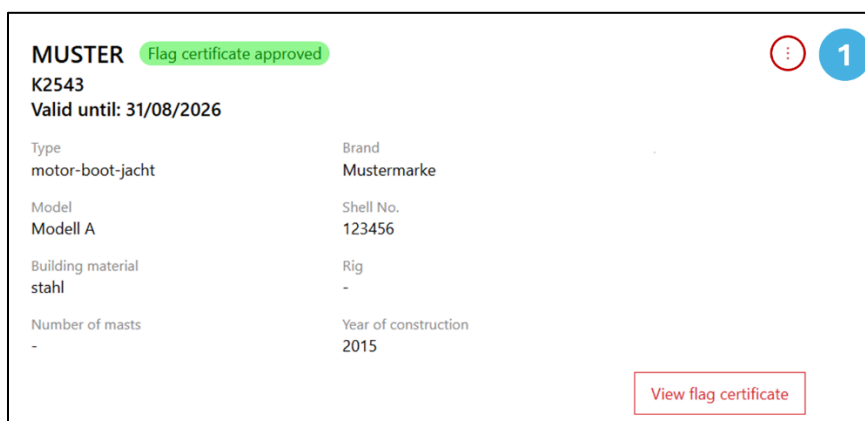
8.1 Open “My ships”

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



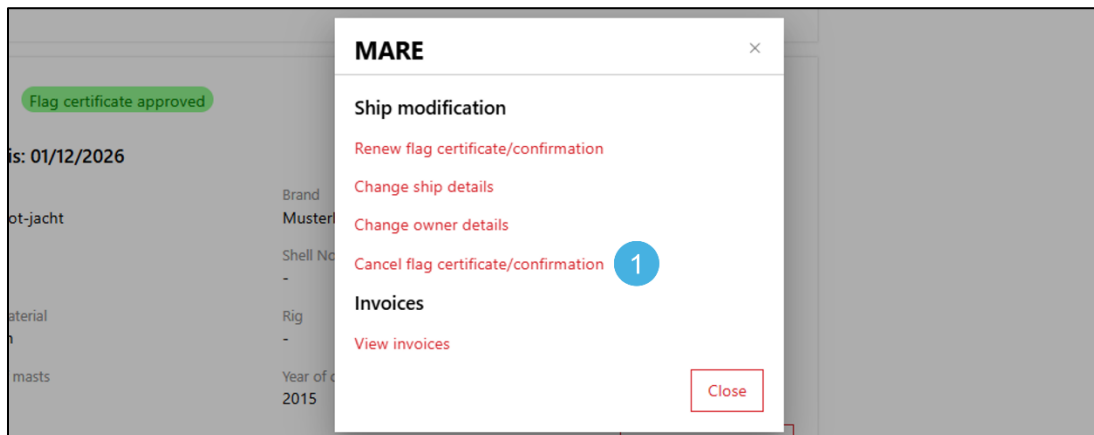
8.2 Open context menu

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).



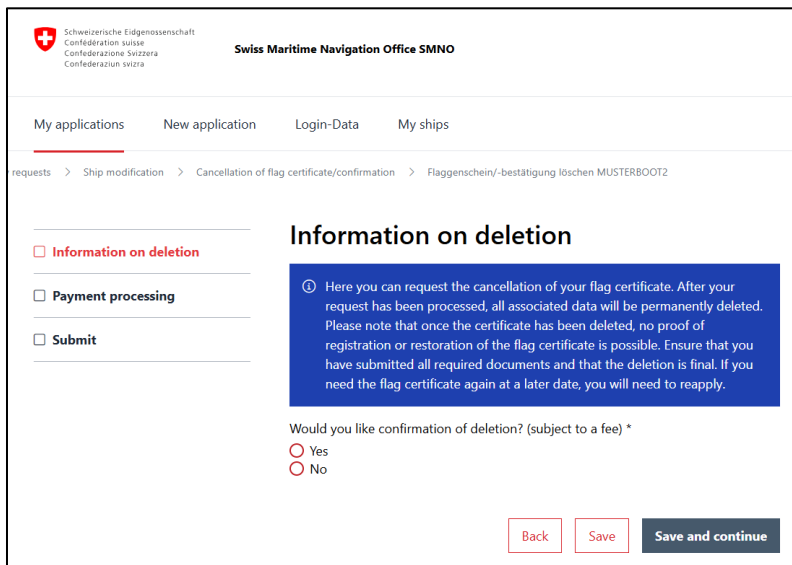
8.3 Open the form “Cancel flag certificate/confirmation”

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.


 A screenshot of the 'Information on deletion' form in the MARE application. The form is titled 'Information on deletion' and contains three sections: 'Information on deletion', 'Payment processing', and 'Submit'. A blue information box explains that once the certificate is deleted, no proof of registration or restoration is possible, and that the deletion is final. Below this, there is a question: 'Would you like confirmation of deletion? (subject to a fee) *' with radio button options for 'Yes' and 'No'. At the bottom, there are three buttons: 'Back', 'Save', and 'Save and continue'. The top of the page shows the Swiss Maritime Navigation Office SMNO logo and navigation links.



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

Flaggenschchein/-bestätigung löschen MUSTERBOOT2

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

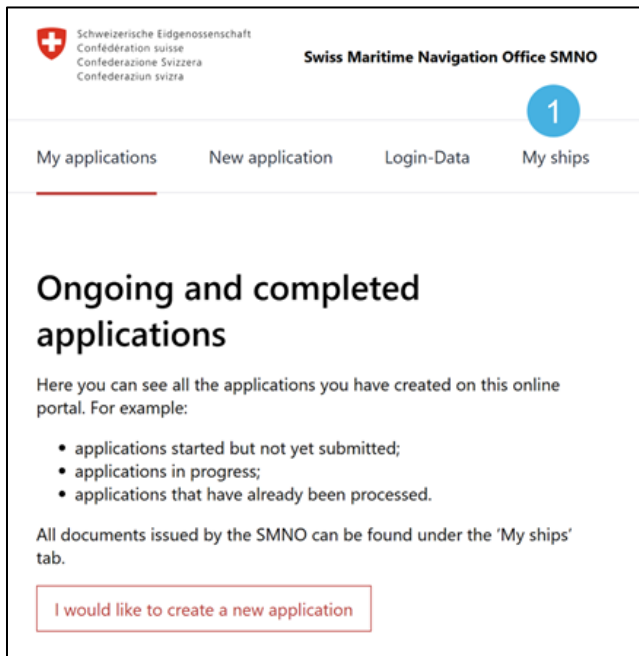
[Show](#)[Print version](#)[0 messages](#)



9 View invoices

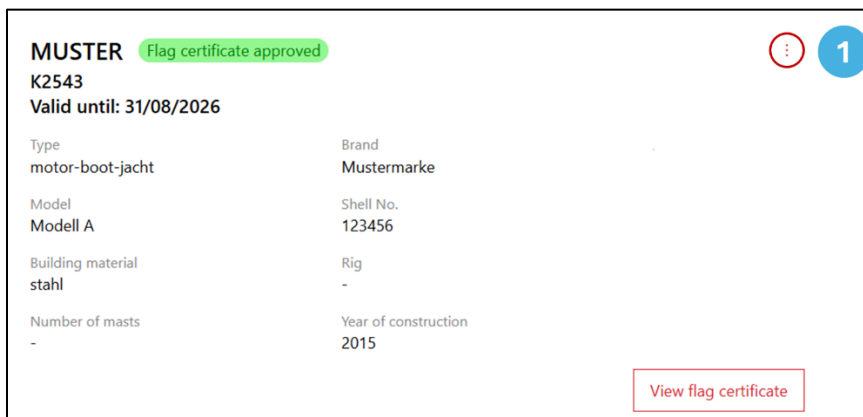
9.1 Open “My ships”

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



9.2 Open context menu

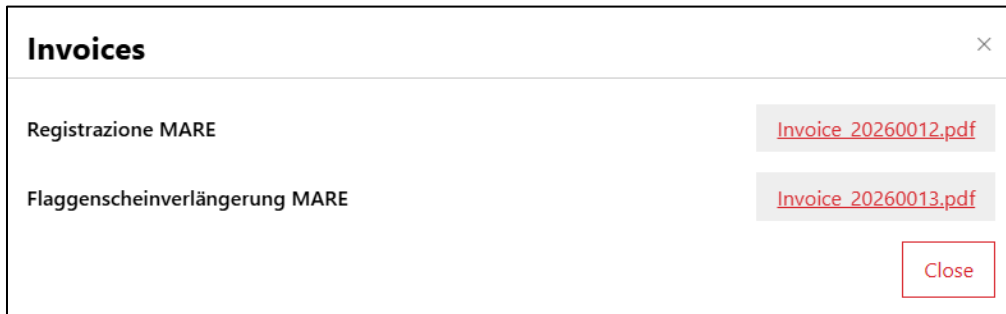
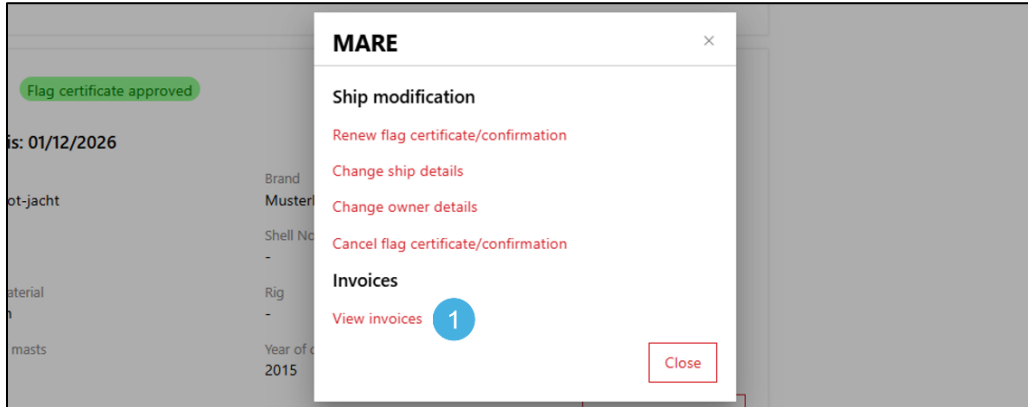
To view the invoices associated with the ship, open the context menu by clicking on the three dots in the upper right corner of the ship entry (1).





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

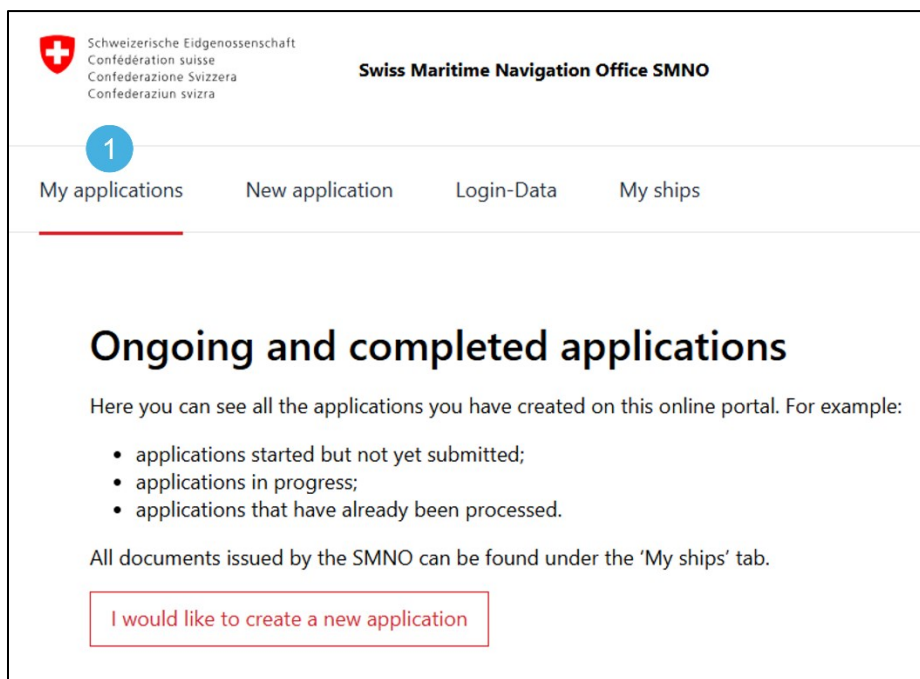
The case workers have reviewed your application and requested corrections to certain parts of it.

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.



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Swiss Maritime Navigation Office SMNO

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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:

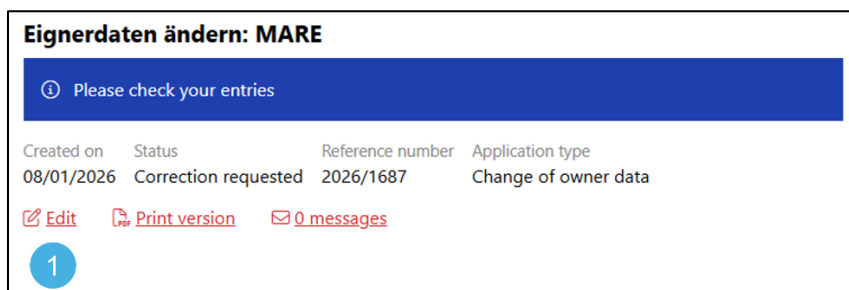
- applications started but not yet submitted;
- applications in progress;
- applications that have already been processed.

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).



Eigenerdaten ändern: MARE

ⓘ 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](#)

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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**  **Owner data**

☒ Review

☒ Payment processing

☒ Submit

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

 2 minutes ago
Please upload a valid identification document.

 Add comment

Repeat these steps until you have made all the corrections.



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.*

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Print version (PDF)

Send

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11 Submitting missing certificates

Situation

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

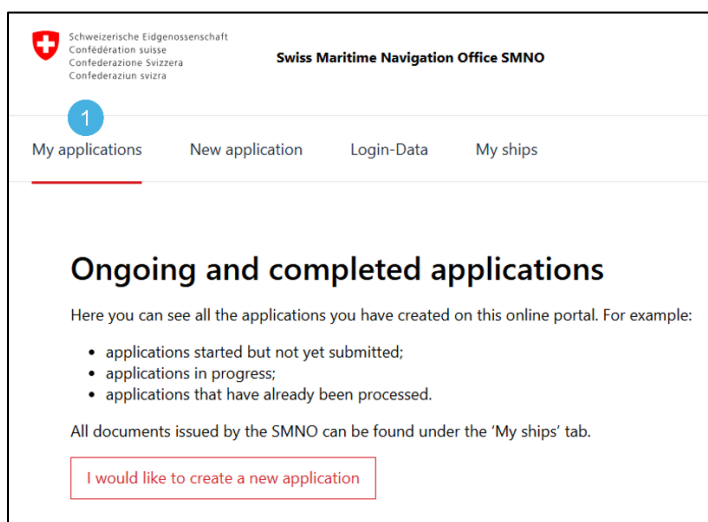
The certificates to be submitted later can be sent to the responsible administrator via the portal. Alternatively, it is also possible to send the documents to be submitted later by email to the responsible administrator. The SSA recommends using the portal described in these instructions.

Required documents

- All documents to be submitted later.

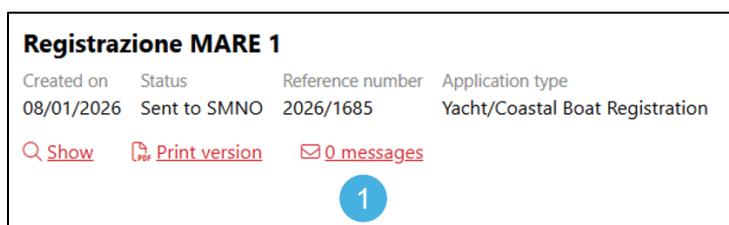
11.1 Open “My applications”

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



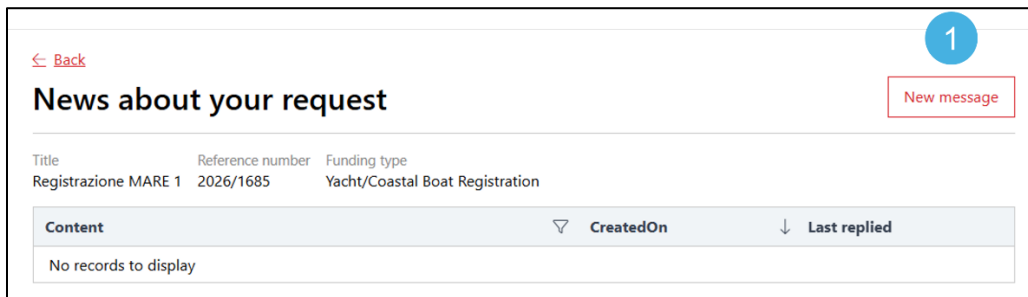
11.2 Open the message menu for the application

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



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).



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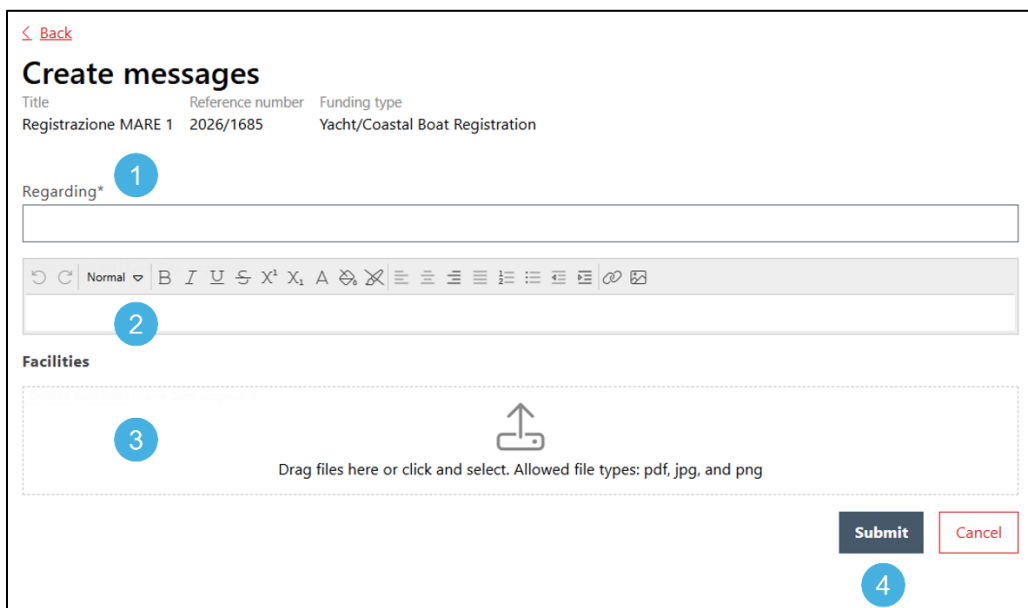
News about your request

Title: Registrazione MARE 1 Reference number: 2026/1685 Funding type: Yacht/Coastal Boat Registration

Content	CreatedOn	Last replied
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).



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Create messages


Title: Registrazione MARE 1 Reference number: 2026/1685 Funding type: Yacht/Coastal Boat Registration

Regarding* **1**

2

Facilities

3


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

4

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).