

COASTAL SHIPPING BRANCH

Frequently Asked Questions

(FAQ's)

1. How do I register in eGovernance system and obtain user Id & password?

Ans: Visit DG Shipping website www.dgshipping.gov.in, click on E-Governance menu tab, choose 'Sailing vessel identity Card' from the Internal Reference link and click the button 'Go'. Click the link 'Registration for lcard', enter personal details, address details, next of keen details and submit. Upon submission, system shall send user Id and password to the registered email Id.

2. How do I change the password?

Ans: Visit DG Shipping website www.dgshipping.gov.in, click on E-Governance menu tab. Enter the user Id and password and click the button login. Click the link '[Reset Password](#)' and enter the user Id, old password, new password, confirm new password and click submit button to change the password.

3. How do I obtain new sailing Vessel Seamen Identity Card?

Ans: Sailing Vessel Identity Card are processed online, candidate need not visit DGS / MMD/ Regional Office (Sails) personally. The fees of Rs.500/- to be paid through Bhartkosh and the scanned copy of the receipt needs to be upload in the on line application

Process to apply online:

- Log in to the system using user Id and password.
- Click the link '[Sailing Vessel Identity Card](#)'.
- Click the menu 'New Identity card' 'under the menu Application.
- Enter the details in each tab and click the continue button to go to the next tab follow the same for other tabs.
- In fees tab enter the fess details paid through Bharat kosh.
- In the 'Attached Document Tab' you can find the list of documents needs to be uploaded and click the button 'Submit Data and Process to upload Documents'.
- Click the link "[Click to Upload documents](#)" to upload the required document.
- Select the required file and click the button 'Upload Files' to complete the submission of application.

- Note: Read carefully the instructions to upload Photo and Signature.

4. How do I check the status of application?

Ans: Visit DG Shipping website www.dgshipping.gov.in, click on E-Governance menu tab. Enter the user Id and password and click the button login. Click the submenu 'Upload Documents and View Application Status 'under others menu to view the status of application.

5. How do apply online application for Renewal / Duplicate / Replacement of Identity card?

Ans: Follow the similar process mentioned in point no 3.