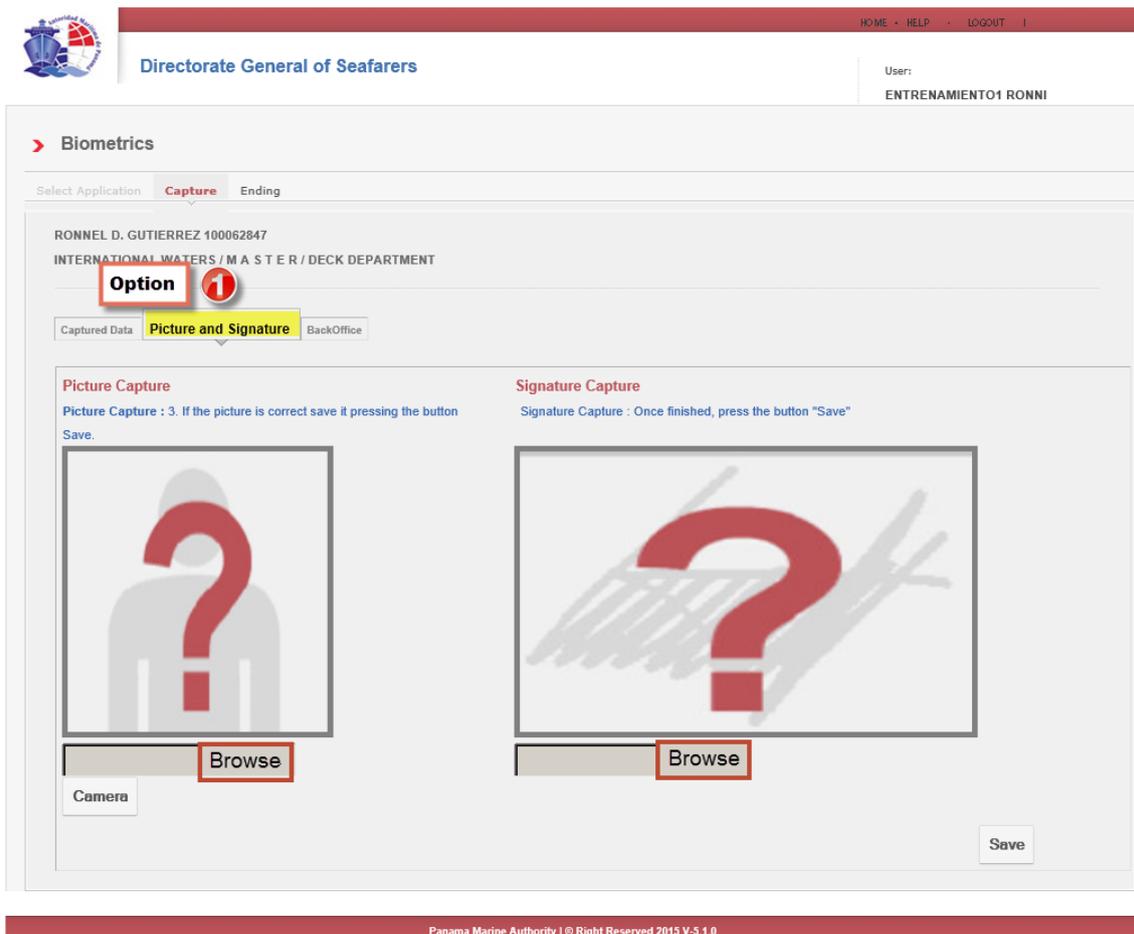


# BIOMETRICS GUIDE

For the video visit this link [https://youtu.be/eSiT\\_Irlgwk](https://youtu.be/eSiT_Irlgwk)

1. MAIN MENU
2. BIOMETRICS
  - a. Picture and Signature

In the Picture and Signature option we will find two “Browse” buttons to upload the picture and signature files. Please see Figure 1.

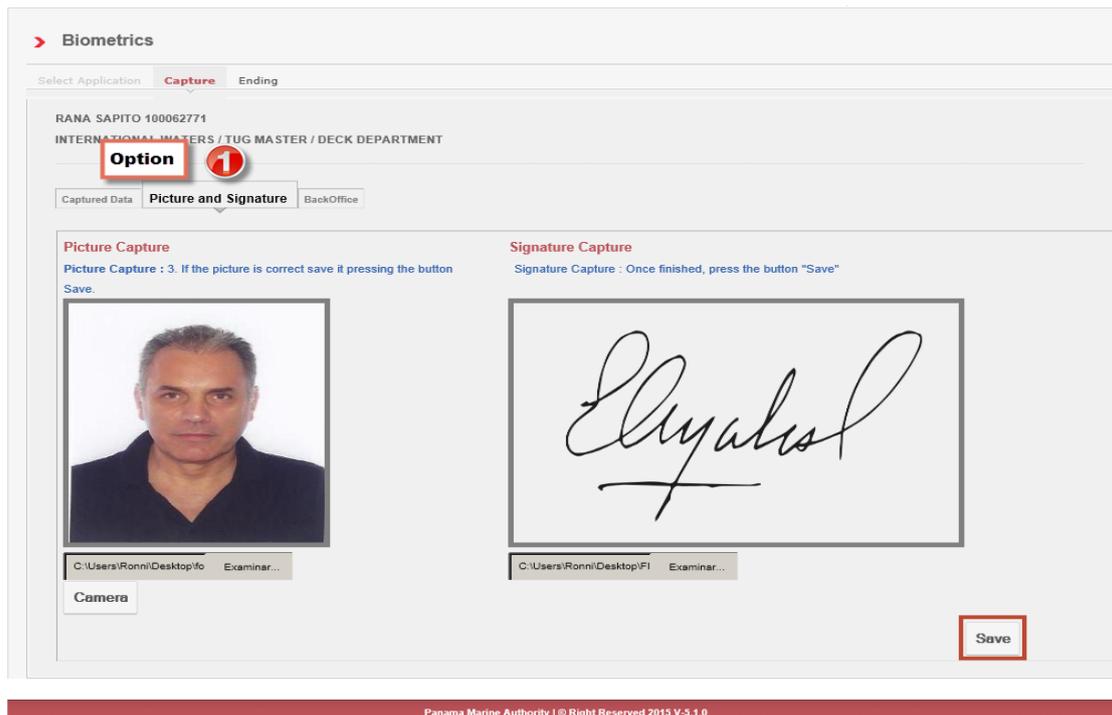


**Figure 1. Biometrics: Option Picture and Signature**

## Note:

- The background of the photo must be white
- The ink of the signature must be black

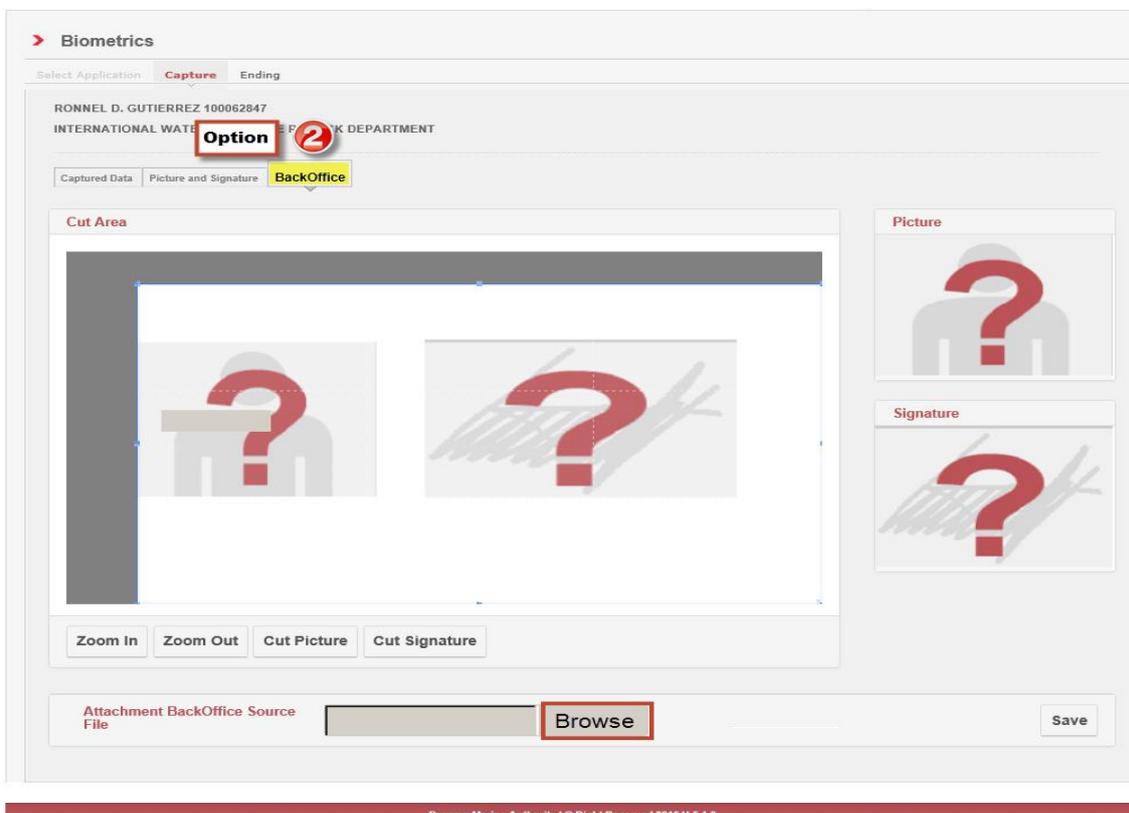
In Figure 2 we can see an example of the Picture and Signature files.



**Figure 2. Biometrics: Example of picture and signature**

**b. BackOffice**

In the BackOffice option, we select a document or form containing the photo and the signature. We click on “Browse” to search the file. Please see Figure 3.



**Figure 3. Biometrics: BackOffice**

Once we have browsed the file containing the picture and signature, we can proceed to select the picture and then click on “Cut Picture” button. Please see Figure 4.

The screenshot shows a web-based application form titled "APPLICATION FOR CERTIFICATES AND ENDORSEMENTS OF MERCHANT MARINE OFFICERS AND RATINGS". The form is divided into several sections: "TYPE OF APPLICATION", "APPLICANT INFORMATION", "ENDORSEMENTS REQUESTED", and "DETAILS OF BROKER". At the bottom of the form, there are two fields: "SIGNATURE - FIRMA" and "PHOTO - FOTOGRAFIA". The signature field contains a handwritten signature, and the photo field contains a small image of a man's face. A red box highlights the photo field with the text "Crop the Photo and then click 'cut the picture' button". To the right of the main form, there are two separate windows: "Picture" showing a larger version of the man's photo, and "Signature" showing a red question mark and a signature icon. Below the main form, there are buttons for "Zoom In", "Zoom Out", "Cut Picture", and "Cut Signature". At the bottom of the page, there is a file selection area with the text "Attachment BackOffice Source File", a file path "C:\Users\Ronn\Desktop\PI:", a "Browse" button, and a "Save" button.

**Figure 4. Biometrics: selecting picture**

Then we select the signature and click on “Cut Signature” and press “Save” button. Please see Figure 5.

Once the picture and signature are captured, we can click on “Accept” button, as shown in the Figure 6.

**Cut Area**

**Picture**

APPLICATION FOR CERTIFICATES AND ENDORSEMENTS OF MERCHANT MARINE OFFICERS AND RATINGS  
SOLICITUD DE TÍTULOS Y ENDOSOS PARA OFICIALES Y SUBALTERNOS DE MARINA MERCANTE

**TYPE OF APPLICATION - TIPO DE APLICACIÓN**

CERTIFICATE - TÍTULO  CERTIFICATE ENDORSEMENT - RETIRO ENDO  COURSE ENDORSEMENT - ENDOSO DE CURSO  DUPLICATE - DUPLICADO

**APPLICANT INFORMATION - DATOS DEL SOLICITANTE**

FIRST NAME - PRIMER NOMBRE MIDDLE NAME - SEGUNDO NOMBRE PATERNAL SURNAME - APELLIDO PATERNO MOTHER SURNAME - APELLIDO MATERNO

PASSPORT Nº - Nº DE PASAPORTE NATIONALITY - NACIONALIDAD

COUNTRY OF BIRTH - PAÍS DE NACIMIENTO DATE OF BIRTH - FECHA DE NACIMIENTO

ADDRESS - DIRECCIÓN DAY - DÍA MONTH - MES YEAR - AÑO PHONE - TELÉFONO

DELIVERY PLACE / CONSULATE - LUGAR DE ENTREGA / CONSULADO

GAPADRY - GRADO SOLICITADO

**ENDORSEMENTS REQUESTED - ENDOSOS A SOLICITAR**

1. 8.  
2. 9.  
3. 10.  
4. 11.  
5. 12.  
6. 13.  
7. 14.

**DETAILS OF BROKER - DATOS DEL TRAMITADOR**

NAME - NOMBRE CODE - CÓDIGO PHONE - TELÉFONO

ADDRESS - DIRECCIÓN E-MAIL - CORREO ELECTRONICO

SIGNATURE - FIRMA DATE - FECHA

**Crop the signature and then click in "cut signature" button**

**Signature**

Zoom In Zoom Out Cut Picture **Cut Signature**

Attachment BackOffice Source File C:\Users\Ronni\Desktop\Pl Browse Save

**Figure 5. Biometrics: Selecting signature**

Directorate General of Seafarers

HOME - HELP - LOGOUT

User: ENTRENAMIENTO1 RONNI

**Biometrics**

Select Application **Capture** Ending

RONNEL D. GUTIERREZ 100062847  
INTERNATIONAL WATERS / M A S T E R / DECK DEPARTMENT

**Captured Data** Picture and Signature BackOffice

Press over the biometrics that you want to capture. When all the biometrics are in OK you can continue.

**BACK** **ACCEPT**

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**Figure 6. Pictures and signature captured**