

GOE FORMS SUBMISSION INSTRUCTIONS

1. Read and complete ALL sections on EACH page COMPLETELY including references and the cover page.
2. Print CLEARLY.
3. Sign and date the back page where indicated.
4. Be SURE you provide ALL the documents listed on Pg. 2 under “CHECK-OFF DOCUMENTS ATTACHED”. These items are REQUIRED. Explain for each item why you do not provide the requested document(s) next to each item description.
 - Note: You will need access to a computer, scanner, and Adobe Acrobat software for submission of documents to GOE. Scan and submit according to the following formats:
 - ALL SCANNED INFORMATION AND IMAGES SHALL BE CLEAR, CRISP, AND STRAIGHT. Note: REVIEW ALL documents before submission to GOE.
5. All document shall be included in 1 PDF file in the following order and scanned to the following [specifications:]
 - A. Agreement. [B&W @ 300 DPI]
 - B. Resume. (If B&W) [B&W @ 300 DPI] (if color) [Color @ 200 DPI]
 - C. Diver training Certs. (If B&W) [B&W @ 300 DPI] (if color) [Color @ 200 DPI]
 - D. Any Addl. Certs. (If B&W) [B&W @ 300 DPI] (if color) [Color @ 200 DPI]
 - E. Driver Licence (scan front & back) [Color @ 200 DPI]
 - F. Most recent med. evaluation certifying fitness for duty for diving. [B&W @ 300 DPI]
 - G. Other information you wish to submit. (same above B&W and Color scanning specs.)
6. Name the PDF file with YOUR NAME.
7. Be sure your PDF file DOES NOT EXCEED 5MB in size.

****** REVIEW YOUR INFORMATION FOR COMPLETENESS AND QUALITY
BEFORE SUBMISSION TO GOE ******

ONCE YOU HAVE COMPLETED THE ABOVE, E-MAIL YOUR DOCUMENT TO:

RC@GLOBALWEB.COM