

# Applying for a New Permit



Commonwealth of Massachusetts, Division of Marine Fisheries  
Online Commercial, Dealer, and Special Permit Sales Guide Series  
Volume 3  
Last updated: December 2024



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# Navigation

To apply for a new permit:

- navigate to your Dashboard.
- Click “APPLY FOR A NEW PERMIT”.

Note that if the “APPLY FOR A NEW PERMIT” is grayed out, there is an issue with your account, and you will be unable to apply for a new permit until the issue is resolved. Please call DMF at 617-626-1520 to discuss further.

The screenshot shows the user interface of the Marine Fisheries Permitting Program. At the top, there is a header with the logo and name of the Division of Marine Fisheries. Below the header, there is a navigation bar with links to DASHBOARD, REQUEST, and HELP. A user profile icon and a LOGOUT button are also present. The main content area is titled 'Dashboard' and features a search bar for permits. Below the search bar is a table of permits. The table has columns for Permit Number, Permit Holder's Name, Organization's Name, Permit Category, Permit Type, Issue Date, Expiry Date, Permit Status, and Action. A single permit is listed with the number 184387, held by FIRST LAST, and categorized as COMMERCIAL FISHERMEN PERMITS. A yellow arrow points to the '+ APPLY FOR A NEW PERMIT' button in the top right corner of the dashboard.

Permit Number	Permit Holder's Name	Organization's Name	Permit Category	Permit Type	Issue Date	Expiry Date	Permit Status	Action
184387	FIRST LAST		COMMERCIAL FISHERMEN PERMITS	BOAT 0 FT-59 FT	11/01/2023	12/31/2023	Active	MANAGE



# Permit Owner

- If you are applying for a permit for yourself, select “A Person”.
- If you are applying for a permit on behalf of an organization, select “An Organization”.
- If you are applying for a permit held in the name of both yourself and an organization, select “A Person & Organization”.
- Select a Permit Category from the drop down. Options are “Commercial”, “Dealer”, or “Special”.
- Click “NEXT” to start the application.

Division of Marine Fisheries  
Marine Fisheries Permitting Program

DASHBOARD REQUEST ▼ HELP ▼ 8 ▼ ▼ FIRST LAST

Logout

Dashboard > Request for a New Permit

## Request for a New Permit

Please Select a Permit Owner:

☒ A Person  
☐ An Organization  
☐ A Person & Organization

Permit Category \*

Select One ▼

BACK NEXT



# Applying for a Permit

- In Step 1, confirm the details of your permit and profile are correct. To make any corrections to your personal information you will need to leave this path and go to your user profile.
- Select the Permit Type for which you are applying.
- If all is correct, click “NEXT”.
- This step is the same for all permit categories (commercial, dealer, special). The list of permit types will differ based on the permit type.

## Apply for a New Permit

Fields marked with an asterisk (\*) are required.

1 Permit Information 2 Permit Details 3 Affidavits 4 Documents 5 Review & Payments 6 Complete Application

### 1A. Permit Information

Apply For *	Organization *	Resident Status *
Applying for Self		Non Resident
Permit Category *	Permit Type *	Application Creator *
COMMERCIAL FISHERMEN PERMITS	BOAT 0 FT-59 FT (\$260)	FIRST LAST

[Permit Category Info](#)

Please note that once you press 'Next' button below, you will not be able to make changes to this section, you will have to cancel the application and start again.

### 1B. Applicant's Information

#### Personal Information

Name	Date of Birth
FIRST LAST	01/01/1980

#### Contact Information

Address	Address Type
1 RESIDENTIAL ST, GLOUCESTER, MA, United States of America, 01930	Residential
9 SAYWARD ST, GLOUCESTER, MA, United States of America, 01930	Mailing
Email Address	Email Address Type
last01011980@gmail.com	Primary
Phone Number	Phone Number Type
(978) 123-4567	Home

CLEAR

SAVE FOR LATER


NEXT >



# Permit Details

In Step 2, you can make changes to your permit details such as vessels, trip reporting and endorsements (commercial) or products, activities, and primary buyer details (dealer).

For your reference, and across the top of the screen is a gray bar with a summary of your information including the amount due.

The dark gray box in the top right with the  symbol is the cancel application button.

## Apply for a New Permit

Person  
FIRST LAST

Organization

Resident Status  
NON-RESIDENT

Permit Category  
COMMERCIAL  
FISHERMEN PERMITS

Permit Type  
BOAT 0 FT-59 FT

Amount Due  
\$260

1 Permit Information

2 Permit Details

3 Affidavits

4 Documents

5 Review & Payments

6 Complete Application

### 2A. Boat Information

Do You Have a Vessel?

No

Yes

Comment \*

### 2B. Trip Level Reporting

Select One:

Federal Reporting Vessel (FRV): choose this option if you already report all trip-level data through a federal program (VTR, Surf Clam/Ocean Quahog Logbook, HMS) for the listed vessel.

Paper (PTL): choose this option if you want to submit paper reports, either by mail, fax or e-mail attachment.

Electronic (ETL)\*\*: choose this option if you want to report via a secure web-based program.

Federal Reporting Combined (FRC): reports specific activities to MADMF and other activities to NMFS.

File Upload (FTL): special permissions required for this reporting type.

\*\* If Electronic is selected, the email address noted as your primary contact in your profile will be used for all communication about reporting.

### 2C. Endorsements

☐ AMERICAN EEL (\$30)

☐ ATLANTIC MACKEREL (\$30)

☐ BAY SCALLOP SHUCKING (\$0)

☐ CONTAMINATED SURF CLAM (\$30)

☐ DOGFISH (\$30)

☐ FISH WEIR (\$30)

☐ NORTHERN SHRIMP (\$30)

☐ SCUP (\$30)

☐ SEA HERRING (\$30)

☐ SEA SCALLOP DIVING (\$0)

☐ SEA SCALLOP SHUCKING (\$0)

☐ SEA URCHIN DIVER (\$30)

☐ SEA URCHIN DREDGE (\$30)

☐ SHELLFISH (\$0)

☐ STRIPED BASS (\$30)

☐ SURFACE GILLNET (\$30)

< BACK

CLEAR

SAVE FOR LATER

NEXT >

12/10/2024

Division of Marine Fisheries

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# Commercial: Entering a Boat

To enter your vessel:

- If you do not have a vessel, select “No”.
- You must enter a comment explaining why you do not have a vessel. For Shellfish, Rod & Reel, and Individual permits, you may enter “N/A”.
- See next slide if you have a vessel to enter.

## Apply for a New Permit

Person	Organization	Resident Status	Permit Category	Permit Type	Amount Due
FIRST LAST		NON-RESIDENT	COMMERCIAL FISHERMEN PERMITS	BOAT 0 FT-59 FT	\$260

Fields marked with an asterisk (\*) are required.

- 1 Permit Information
- 2 Permit Details
- 3 Affidavits
- 4 Documents
- 5 Review & Payments
- 6 Complete Application

### 2A. Boat Information

#### Do You Have a Vessel?

- ☒ No  
☐ Yes

Comment \*



# Commercial: Boat changes

- Select “Yes” and the rest of the section’s questions will appear.
- Enter the registration/documentation number then click “VALIDATE BOAT”.
- If the vessel has been entered in our system before. it will prepopulate with the last entered information.
- If it is a new vessel to our system, it will allow you to complete its info (see next slide).

Fields marked with an asterisk (\*) are required.

1 Permit Information 2 Permit Details 3 Affidavits 4 Documents 5 Review & Payments 6 Complete Application

### 2A. Boat Information

Do You Have a Vessel?

☐ No  
☒ Yes

State Reg No./CG Doc No.

VALIDATE BOAT

Vessel Name \* Length \* State Reg No./CG Doc No. \*

0 ft  in

Vessel Homeport \* Highly Migratory Species Permit No. Federal Permit No.

(if applicable) (if applicable) Note: not the Hull Number



# Commercial: New Vessel

- If no Vessel match is found, it will require you to complete the vessel profile.
- Enter Vessel Name if she has one, or, if not, enter “Not Named”.
- Enter length and Registration/Documentation number.
- Enter Homeport. Sometimes the body of water is listed rather than the Town name (e.g., Bourne, MA as Phinney’s Harbor).
  - If the vessel is trailered, select ‘unknown’.
  - If the vessel is kept out of state, select ‘Out of State’.
- Enter HMS (Tuna/shark) or Federal permit numbers, if applicable.

Fields marked with an asterisk (\*) are required.

1 Permit Information 2 Permit Details 3 Affidavits 4 Documents 5 Review & Payments 6 Complete Application

### 2A. Boat Information

**Do You Have a Vessel?**

☐ No  
☒ Yes

State Reg No./CG Doc No.  
MS1234

[VALIDATE BOAT](#)

No profile match found, please proceed to enter Boat details.

Vessel Name \* Length \* State Reg No./CG Doc No. \*

ft  in

Boat Length is required.

Vessel Homeport \* Highly Migratory Species Permit No. Federal Permit No.

(if applicable) (if applicable) Note: not the Hull Number



# Commercial: Pre-existing Vessel

- If the vessel already exists in our system, it should auto populate all fields.
- If any of the information that populates is incorrect, please contact us (see last slide) to make the applicable changes.

Fields marked with an asterisk (\*) are required.

1 Permit Information 2 Permit Details 3 Affidavits 4 Documents 5 Review & Payments 6 Complete Application

### 2A. Boat Information

**Do You Have a Vessel?**

☐ No  
☒ Yes

State Reg No./CG Doc No.  
MS1234LP  
VALIDATE BOAT

Vessel Name \* Length \* State Reg No./CG Doc No. \*

TESTBOAT 30 ft 0 in MS1234LP

Vessel Homeport \* Highly Migratory Species Permit No. Federal Permit No.

ANNISQUAM RIVER ▼ TESTHMS fedperm1023

(if applicable) (if applicable) Note: not the Hull Number



# Commercial: Reporting Type

- Select your reporting type.
  - Federal Reporting requires an active Federal Permit that requires VTRs or an HMS Permit with NO State level endorsements. A copy of the federal permit is required to be uploaded in the documents section if this is selected.
  - Paper Reporting allows you to report using paper reports via mail, email, or fax.
  - Electronic reporting allows you to report using the SAFIS website or app.
- You will not be able to select FRC or FTL. Please call DMF if you believe those are relevant to you.

## 2B. Trip Level Reporting

### Select One:

- ☐ Federal Reporting Vessel (FRV): choose this option if you already report all trip-level data through a federal program (VTR, Surf Clam/Ocean Quahog Logbook, HMS) for the listed vessel.
- ☐ Paper (PTL): choose this option if you want to submit paper reports, either by mail, fax or e-mail attachment.
- ☐ Electronic (ETL)\*\*: choose this option if you want to report via a secure web-based program.
- ☐ Federal Reporting Combined (FRC): reports specific activities to MADMF and other activities to NMFS.
- ☐ File Upload (FTL): special permissions required for this reporting type.

\*\* If Electronic is selected, the email address noted as your primary contact in your profile will be used for all communication about reporting.

Note: as of 1/1/24, if you hold either horseshoe crab or the menhaden endorsement, you must report electronically.



# Commercial: Endorsements

- Click the applicable boxes for the endorsements you wish to add.
  - Please note you will not be able remove endorsements outside of renewals.
  - You may call DMF to cancel an endorsement at any time.
- If the endorsement(s) requires an affidavit, a pop-up will occur (see next slide).
- Click “NEXT” to move to the next section.

2C. Endorsements			
<input type="checkbox"/> AMERICAN EEL (\$30)	<input type="checkbox"/> ATLANTIC MACKEREL (\$30)	<input type="checkbox"/> BAY SCALLOP SHUCKING (\$0)	<input type="checkbox"/> CONTAMINATED SURF CLAM (\$30)
<input type="checkbox"/> DOGFISH (\$30)	<input type="checkbox"/> FISH WEIR (\$30)	<input type="checkbox"/> NORTHERN SHRIMP (\$30)	<input type="checkbox"/> SCUP (\$30)
<input type="checkbox"/> SEA HERRING (\$30)	<input type="checkbox"/> SEA SCALLOP DIVING (\$0)	<input type="checkbox"/> SEA SCALLOP SHUCKING (\$0)	<input type="checkbox"/> SEA URCHIN DIVER (\$30)
<input type="checkbox"/> SEA URCHIN DREDGE (\$30)	<input type="checkbox"/> SHELLFISH (\$0)	<input type="checkbox"/> STRIPED BASS (\$30)	<input type="checkbox"/> SURFACE GILLNET (\$30)



# Endorsement Affidavits

- Read the affidavit.
- To certify you have read the affidavit, check the box indicated.
- Click “SIGNED” to complete.
- Once signed you will return to the Permit Details page where you can click “Next”.

The screenshot shows a web form titled "DOGFISH Affidavit:". It includes a checkbox for "Notice to Commercial Dogfish Fishermen" which is highlighted by a yellow arrow. Below this is a paragraph of text explaining the Marine Fisheries Advisory Commission (MFAC) approved a November 6, 2008 control date for the spiny dogfish fishery. A second yellow arrow points to the "SIGNED" button at the bottom right of the form. The form also has fields for "Print Name to Sign" (FIRST LAST) and "Date" (mm/dd/yyyy), and a "CANCEL" button. The background shows a list of permit types with checkboxes, including "AMERICAN EEL (\$30)", "DOGFISH (\$30)", "SEA HERRING (\$30)", "SEA URCHIN DREDGE (\$30)", "SEA URCHIN DIVER (\$30)", "SHELLFISH (\$0)", "STRIPED BASS (\$30)", and "SURFACE GILLNET (\$30)".



# Dealer: Selecting Products and Activities

- Click the applicable boxes for the products and activities you wish to add. If applicable, the request must match your health inspection.
- Please upload a new inspection in the Documents step if required.

Fields marked with an asterisk (\*) are required.

1 Permit Information 2 Permit Details 3 Affidavits 4 Documents 5 Review & Payments 6 Complete Application

### 2A. Products \*

<input type="checkbox"/> BAIT	<input type="checkbox"/> CONCH	<input type="checkbox"/> FINFISH	<input type="checkbox"/> LIVE LOBSTERS
<input type="checkbox"/> LOBSTER/CRABMEAT	<input type="checkbox"/> NORTHERN SHRIMP	<input type="checkbox"/> SCALLOP MEAT	<input type="checkbox"/> SHELLFISH

### 2B. Activities

<input type="checkbox"/> CONCH PROCESSING	<input type="checkbox"/> CRAB PROCESSING	<input type="checkbox"/> FISH PROCESSING	<input type="checkbox"/> LOBSTER PROCESSING
<input type="checkbox"/> SCALLOP SHUCKING	<input type="checkbox"/> SHELLFISH PROCESSING	<input type="checkbox"/> WET STORAGE	<input type="checkbox"/> LOBSTER TAIL PROCESSING
<input type="checkbox"/> BAY SCALLOP SHUCKING			



# Dealer: Vessels (Retail Boat Only)

- Enter the vessel name and registration or documentation number.
- If you need add an additional vessel, click 'ADD ANOTHER VESSEL' and fill in the requested information.

2C. Retail Boat

Vessel 1

Vessel Name \*

State Reg No./CG Doc No.

+ ADD ANOTHER VESSEL



# Dealer: Primary Buyer

- If you are buying product directly from fishermen, select 'Yes'. You will be prompted to sign the primary buyer affidavit (see next slide).
  - After signing, the screen will look like the image to the right. Please fill out all fields.
- Click "NEXT" to move to the next section.

### 2D. Primary Buyer

a) Does the dealer intend on being a primary buyer for the requested permit year? \*

☒ Yes ☐ No

b) Will this dealer report purchases under federal requirements (federal reporting dealer) for the requested permit year? \*

☐ Yes ☐ No

If you answer NO to this question, then you are a state-reporting dealer (you have no federal permits).

Business Begin Date \*

mm/dd/yyyy

Business End Date

mm/dd/yyyy

c) Do you intend to purchase quota managed species directly from fishermen? If yes, you must indicate so by checking the appropriate box(es) next to the species you intend to purchase. \*

☐ Yes ☐ No

Buying this Permit Year?	Species Common Name	Species Name
<input type="checkbox"/>	Black Sea Bass	<i>Centropristes striatus</i>
<input type="checkbox"/>	Bluefish	<i>Pomatomus saltatrix</i>
<input type="checkbox"/>	Cod	<i>Gadus morhua</i>
<input type="checkbox"/>	Haddock	<i>Melanogrammus aeglefinus</i>
<input type="checkbox"/>	Scup	<i>Stenotomus chrysops</i>
<input type="checkbox"/>	Menhaden	<i>Brevoortia tyrannus</i>
<input type="checkbox"/>	Spiny Dogfish	<i>Squalus acanthias</i>
<input type="checkbox"/>	Striped Bass	<i>Morone saxatilis</i>
<input type="checkbox"/>	Summer Flounder	<i>Paralichthys dentatus</i>
<input type="checkbox"/>	Tautog	<i>Tautoga onitis</i>
<input type="checkbox"/>	Loligo Squid	<i>Loligo pealeii</i>
<input type="checkbox"/>	Illex Squid	<i>Illex illecebrosus</i>

← BACK

⌂ CLEAR

SAVE FOR LATER

NEXT >



# Dealer: Primary Buyer Affidavit

- Read the affidavit.
- To certify you have read the affidavit, check the box indicated. Note that you may need to click the word Massachusetts for the box to click.
- Click “SIGNED” to complete.



## Primary Buyer Reporting Affidavit(s):

### ☐ MASSACHUSETTS PRIMARY BUYER REPORTING REQUIREMENTS

All MA dealers who are primary buyers are required to report their purchases of any marine species (including lobster, shellfish, or those intended for bait purposes) from fishermen. Primary buyers also include fishermen who have a dealer's permit and are acting as their own dealer and selling product that they've caught (essentially, they are "buying from themselves", and must report their transactions). This reporting requirement covers all dealers in Massachusetts, whether federally permitted or not. All reported data are entered electronically into a coast wide database system run by the Atlantic Coastal Cooperative Statistics Program (ACCSP). This is a joint program managed by ACCSP in conjunction with all the Atlantic States and the Federal Government. For more information on ACCSP, visit the ACCSP website at [www.accsp.org](http://www.accsp.org).

Federally permitted primary buyers in Massachusetts are "federal-reporting" dealers. All other primary buyers in Massachusetts are "state-reporting" dealers. Regardless whether you are a federal-reporting or a state-reporting dealer, all transactions of all species will be electronically submitted to the Standard Atlantic Fisheries Information System (SAFIS) via its web-based application or other software. For example, if you are a federal-reporting dealer and you purchase groundfish as well as shellfish, you will report both your groundfish and shellfish transactions to SAFIS. Approved SAFIS dealer reporting applications include the free SAFIS eDR online, SAFIS eDR mobile, and SAFIS file upload, and a third-party software, Trip-Ticket, which is available for purchase.

For information about federal permits and reporting, contact the National Marine Fisheries Service in Gloucester at 978-281-9370 or go to their website at: <https://www.fisheries.noaa.gov/new-england-midatlantic/resources-fishing/greater-atlantic-region-forms-and-applications-summary>. If you will be a state-reporting dealer and have questions about reporting your purchases, contact the MA Division of Marine Fisheries at 978-282-0308 x117.

Note that all transactions made directly with fisherman must be reported, regardless of the species purchased or whether the fisherman is federally permitted or not. All vessels and/or fishermen selling any marine species in Massachusetts must have a MA commercial fishing permit. Each commercial permit has a unique Permit ID number (formerly called the DMF ID), which must be included with each transaction. Requirements for all primary buyers include:

1. All transactions with fishermen, or primary purchases, must be reported. This includes purchases of bait products as well as species caught and sold by fishermen acting as their own dealer.

2. Transactions are trip-based. Information collected and submitted by the dealer is as follows:

Date landed and purchased Fisherman purchased from, including the state Permit ID Number (not the 4-digit permit number) Species and amount (in lbs, bushels, etc.) Disposition Price paid If shellfish, designated shellfish growing area the species of shellfish was harvested from Catch source (aquaculture, wild-harvest, research, carried)

3. Each week's transactions, beginning 00:01 on Sunday and ending at 24:00 on the following Saturday, will be due by 24:00 on Tuesday of the following week, or within 3 days of the end of the week.

Further information including primary buyer packets (instructions, FAQ's, etc.) will be emailed after the receipt of this primary buyer application. For questions about reporting requirements, call the DMF Statistics Project at 978-282-0308 x117, or visit the DMF website at [www.mass.gov/marinefisheries](http://www.mass.gov/marinefisheries) and follow the link for Seafood and Bait Dealers.

By answering 'Yes' to the question "Does the dealer intend on being a primary buyer for the requested permit year?" and signing this Primary Buyer Reporting Affidavit, I certify that I've read and understand all requirements pertinent to the primary purchase of any marine species, including the requirements detailed above and will abide by those requirements. Intentionally falsifying primary buyer status constitutes the act of perjury and may result in the loss of permit.

Print Name to Sign \*

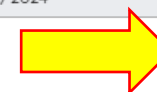
Date \*

FIRST LAST

01/08/2024

CANCEL

SIGNED





# Commercial and DOR Affidavits

These affidavits are required for each initial application and renewal.

To sign the commercial affidavit, check the box.

To sign the DOR affidavit, type your name to sign or type the corporate name with the corporate officer.

Note that the Commercial Affidavit is only applicable to commercial permits. The DOR is applicable to all permits.

Proceed to the next step using “NEXT”.

Fields marked with an asterisk (\*) are required.

1 Permit Information 2 Permit Details 3 Affidavits 4 Documents 5 Review & Payments 6 Complete Application

### 3. Affidavits

#### Commercial Affidavit:

☐ I hereby certify under the pains and penalties of perjury that all information contained in this application is true and accurate, and that I have read and agree to comply with all application statutes contained in MGL c. 130, and the regulations contained in 322 CMR.

I acknowledge March 6, 2008 as a control date for commercial fisheries conducted using hook-and-line, longline or other hand gear within waters under the jurisdiction of the Commonwealth, excluding the commercial striped bass fishery.

I understand that future access to fisheries conducted using hooks (longlines, rod & reel, or hand gear) may not be guaranteed and may be subject to eligibility criteria for determining levels of access to and allowable harvest of these fisheries based on historic harvest levels of a vessel, person or other criteria:

Print Name to Sign \* Date \*

FIRST LAST 01/23/2024

#### DOR Affidavit:

By statutory mandate of C. 233 of the Acts of 1983, the Dept. of Revenue is requiring the enclosed affidavit certifying your compliance with the Revenue Laws of the Commonwealth.

Failure to accurately execute the enclosed affidavit will result in the non-issuance of your license.

Should you have any questions you may contact the Dept. of Revenue at 1-800-392-6089.

Pursuant to M.G.L. Ch. 62c, s. 49A, I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

Print Name to Sign for Individual or Corporate Name \* Corporate Officer (if applicable) by

< BACK NEXT >



# Documents

Most documents would have been uploaded during the initial application, however, if you made a change to some fields, further documents may be needed.

To upload a document, select the document type. Then browse on your computer or drag and drop the document to the page. Add a name for your file and click Upload.

To proceed to the next page click “NEXT”.

If you are missing any required documents, the application will throw an error detailing what is missing.

Fields marked with an asterisk (\*) are required.

1 Permit Information 2 Permit Details 3 Affidavits 4 Documents 5 Review & Payments 6 Complete Application

### 4. Documents

#### Upload Document(s)

Please Upload the required documents as mentioned below and any miscellaneous documents which you think will support your application.

If possible, send this documentation as a .PDF file. Supported file formats are: pdf, png, jpeg, docx, txt.

Document Type \*

Select One ▼

Choose Files No file chosen Or BROWSE ON COMPUTER

Drag and Drop File(s) Here

UPLOAD

#### Uploaded Document(s)

Document Title	File Name	Type	Size	Date	Action
Showing of 0 results 15/Page ▼					

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NEXT >



# Review and Payments

Confirm and review the charges.

If applicable (only for added endorsements on a commercial permit), select the payment method, then select 'Process Payment' and proceed to the 3<sup>rd</sup> party payment site.

Otherwise, select 'Next'.

Payment instructions can be found in a separate guide (volume 6).

Fields marked with an asterisk (\*) are required.

1 Permit Information 2 Permit Details 3 Affidavits 4 Documents 5 Review & Payments 6 Complete Application

### 5A. Review

Please review your permit application information before proceeding to the payment. You will not be able to change your application once the payment has been processed. You may request updates after payment, or you can request a cancellation of this application and apply for a refund.

#### Contact Info

Address 1 RESIDENTIAL ST., GLOUCESTER, MA, United States of America, 01930	Email last01011980@gmail.com	Phone Number (978) 123-4567
9 SAYWARD ST., GLOUCESTER, MA, United States of America, 01930		

#### Permit Details

Vessel	Trip Level Reporting Paper (PTL)	Endorsements STRIPED BASS (\$30) DOGFISH (\$30)
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#### Documents


### 5B. Payment

Payment For	Cost	Amount Received	Payment Method	Date and Time	Balance Due
BOAT 0 FT-59 FT	\$130	\$0	Credit Card	2024-01-23	\$130
STRIPED BASS (\$30)	\$30	\$0	Credit Card	2024-01-23	\$30
DOGFISH (\$30)	\$30	\$0	Credit Card	2024-01-23	\$30
Total Balance Due					\$190

#### Payment Method

☒ Credit Card/Electronic Check

For Credit Card Payment you will be directed to our 3rd party vendor's secure site.  
Once payment is made, you will be brought back to this application to sign and submit.

← BACK  PROCESS PAYMENT



# Submitting your request

- Note that this step is required to fully submit your application. Submitting payment is not sufficient.
- Check the certification box.
- Type your name in the box to sign.
- Click “SUBMIT”.

Fields marked with an asterisk (\*) are required.

1 Permit Information 2 Permit Details 3 Affidavits 4 Documents 5 Review & Payments 6 Complete Application

### 6. Complete Application

☒ I hereby certify under the pains and penalties of perjury that all information contained in this application is true and accurate, and that I have read and agree to comply with all applicable statutes contained in MGL c. 130, and the regulations contained in 322 CMR and I submit this request to DMF for the issuance of the related Permit.

**Print Name to Sign \*** **Date \***

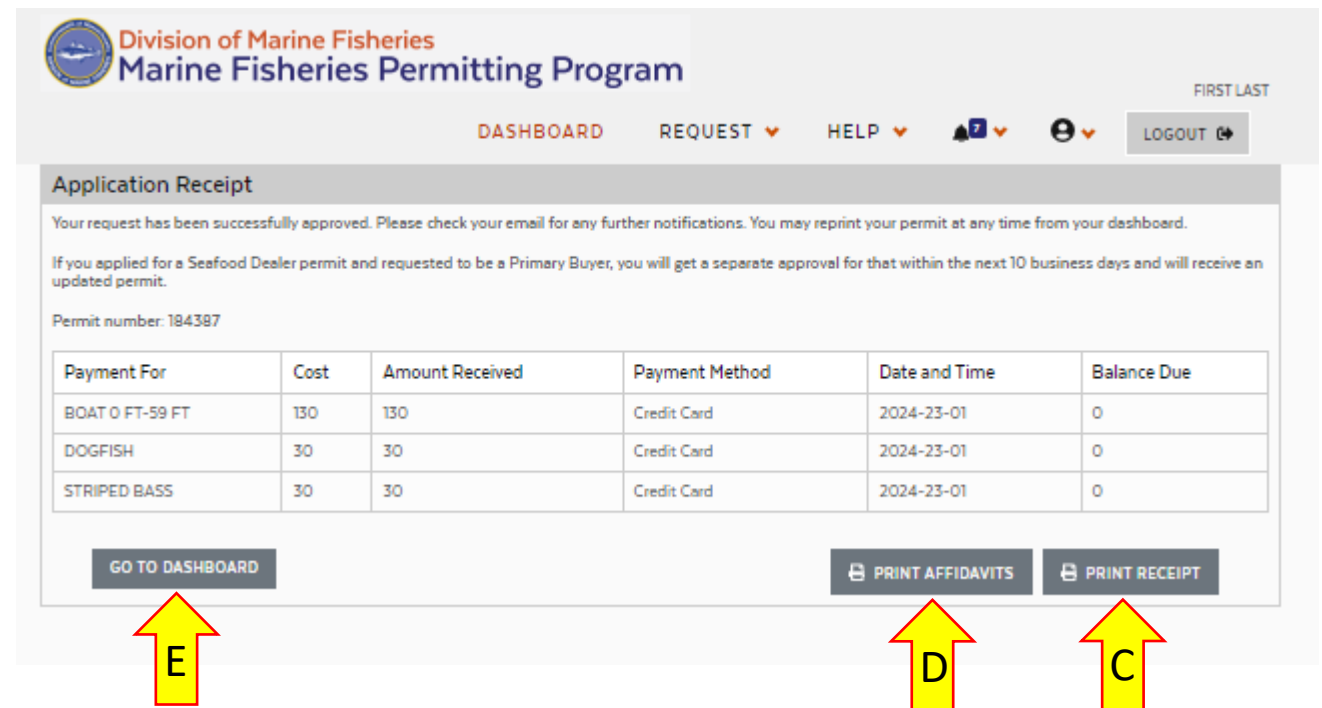
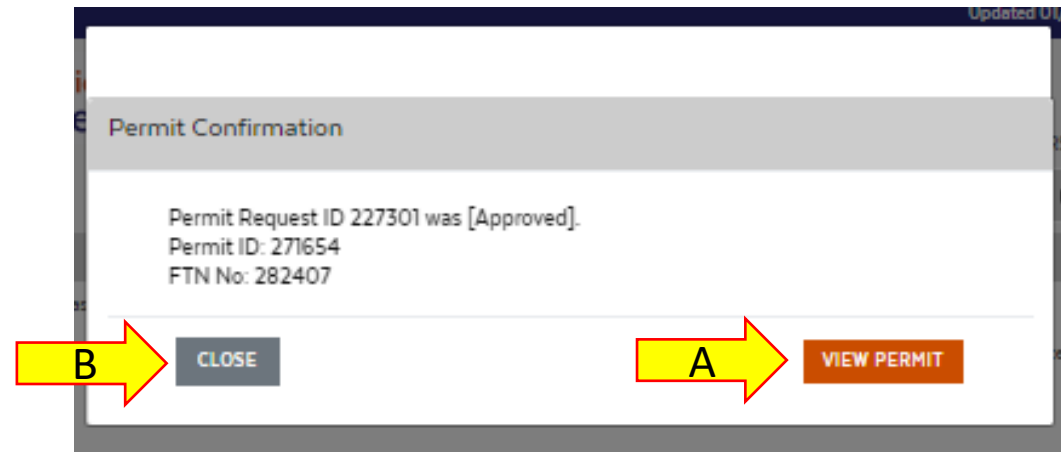
First Last 01/23/2024

**SUBMIT →**



# Confirmation Page

- After submission, if the permit was automatically approved, the permit confirmation box will pop up.
  - To print your permit, click the View Permit button (A).
  - Click “CLOSE” to close the confirmation box.
  - Upon clicking “CLOSE”, the Application Receipt will display.
- If your permit application requires further review, you will go directly to the Application receipt. You will receive a notification when your permit is reviewed and processed.
- From here, you can (C) print a copy of your Affidavits, (D) print a copy of this receipt, or (E) navigate back to your dashboard.





# Questions?

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- Contact DMF's permitting help desk at
  - Phone: 617-626-1520
  - Email: [marine.fish@mass.gov](mailto:marine.fish@mass.gov)
- See more user guides on our website!
  - Creating an Account and Claiming permits
  - Managing your user profile and organizations
  - Applying for a new permit
  - Amending a permit
  - Paying for a permit