



Massachusetts Seafood Dealer Permit Application Instructions

In accordance with M.G.L., c.130, s 80, all persons engaged in the wholesale or retail trade of raw fish, shellfish and lobsters, including marine bait, whether frozen or unfrozen, must obtain a Dealer Permit from the Division of Marine Fisheries.

Application Instructions: Please complete each step in the correct order

1. Request an application packet from the Division of Marine Fisheries or download from www.mass.gov/marinefisheries.
2. **Prior to submitting the dealer application to DMF:** Complete the "Inspection Request for Wholesale/Retail Seafood Operations" (if applicable to the permit type you are applying for) and submit the request by either mail or fax to the Food Protection Program, 305 South Street, Jamaica Plain, MA 02130. Fax (617) 983-6770. Their telephone # is (617) 983-6712. Once the inspection is performed and you have a copy of the inspection report, include a copy of the report in your application packet.
3. Complete the dealer permit application (Form DMF-DLR1).
 - A) Type of Permit: Refer to permit type descriptions and check the appropriate box on the application.
 - B) Dealer Permit #: If permit is new, Division of Marine Fisheries will issue a number: If permit is a renewal, write in previous permit number.
 - C) Check products you seek to sell and activities that you want to be covered by this permit. (Not all products/activities will be approved)
 - * Live or frozen bait cannot be stored with other products unless the inspection states "Approved for food and bait storage".
 - * You may only be endorsed for the products/activities for which you were inspected.

NOTE: Wet storage is the process of storing shellfish (not lobsters) in seawater. All off-shore wet storage facilities must be approved by the Division of Marine Fisheries and all on-shore facilities must be approved by the Food Protection Program [(617) 983-6712], prior to receiving authorization.
4. Complete the Primary Buyer & Quota Managed Species Application Form (required for all dealer types).
5. Submit original permit application, the fee, the Primary Buyer & Quota Managed Species application form, any necessary additional affidavits, and the inspection report to the Division of Marine Fisheries.

We will not issue a Dealer's Permit without the following:

- Completed dealer application (both pages)
- Completed Primary Buyer & Quota Managed Species application form
- Copy of health inspection report or boat/broker waiver form (if applicable)
- Check or money order made payable to Commonwealth of Massachusetts

A new inspection is required if there is a change of ownership, address, permit type, or the addition of products or activities.

Fee Schedule

| Permit Type | MA Resident | Non-Resident |
|------------------------|-------------|--------------|
| Bait Dealer | \$65 | \$130 |
| Retail Boat | \$65 | \$130 |
| Retail Farmer's Market | \$65 | \$130 |
| Retail Store | \$65 | \$130 |
| Retail Truck | \$65 | \$130 |
| Wholesale Broker | \$130 | \$260 |
| Wholesale Dealer | \$130 | \$260 |
| Wholesale Truck | \$130 | \$260 |

**Form DMF-DLR1
Dealer Permit
Permit Descriptions**

Bait Dealer Permit:

- Allows the holder to take (in conjunction with a commercial fisherman permit) and sell marine bait.
- No inspection is required.
- Consult local regulations (i.e. on worms, eels, etc.).

Retail Boat Seafood Dealer Permit:

- Allows the holder to sell “whole” fish, lobsters and crabs lawfully harvested under the authority of their commercial fisherman’s permit from his/her boat (does not include shellfish).
- Allows the holder of any commercial lobster permit to transport live lobsters or live crabs, caught aboard the holder's permitted vessel, for sale to the public including to persons and businesses that are not retail or wholesale dealers of raw or processed fish or shellfish.
- A commercial fisherman’s permit is required in addition to this permit.
- A boat waiver (***see application page 2**) must be filed in lieu of a health inspection.

Retail Seafood Farmer’s Market Permit:

- Allows the holder to sell certain raw fish and fish products at farmer's markets.
- An inspection is required from a town or county Board of Health. A copy of the inspection must be submitted with the application.
- For more information on this permit or shellfish sales at farmer’s markets, please contact DMF at 617-626-1524 or marine.fish@mass.gov or the DPH/BEH Food Protection Program at 617-983-6712 or fpp.dph@state.ma.us.

Retail Seafood Dealer Permit:

- Allows the holder to sell raw fish, whether frozen or unfrozen, shellfish and lobsters at one retail location.
- The holder must purchase shellfish only from a holder of a wholesale dealer or wholesale truck permit, or from a certified out of state wholesale dealer. Shellfish **CANNOT** be purchased directly from a harvester.
- Does not allow the holder to shuck, re-label or repack shellfish.
- An approved inspection from the Massachusetts Food Protection Program is required.
- A copy of the inspection report must be submitted with the application to the Division of Marine Fisheries.
- The name and address must be the same on the inspection report and permit.
- This permit may be endorsed for bait (excluding shellfish), if approved for both on inspection report.

Retail Seafood Truck Dealer Permit:

- Allows the holder to sell fish or lobsters at retail from a mobile unit (does not include shellfish).
- Does not allow the holder to process, fillet, shuck, cook, etc.
- An inspection is required from a town or county Board of Health. A copy of the inspection must be submitted with the application.
- The name and address must be the same on the inspection report and permit.
- A Hawkers and Peddlers permit may also be required. Contact the Division of Standards at (617) 727-3480 for further information.

Wholesale Seafood Broker Permit:

- Allows the holder to act as an agent who negotiates contracts of purchase and sale of seafood.
- The brokerage activities will not involve the actual handling, processing or reshipping of finfish, shellfish or other marine resources.
- A “broker only” waiver (***see application page 2**) must be filed in lieu of a health inspection.

Wholesale Seafood Dealer Permit:

- Allows the holder to acquire, handle, store, distribute, process, fillet, ship or sell raw fish and/or shellfish, whether frozen or unfrozen, in bulk or for resale.
- Also allows retail sales from the same single, fixed location.
- An approved inspection from the Massachusetts Food Protection Program is required.
- A copy of the inspection report must be submitted with the application to Division of Marine Fisheries.
- The name and address must be the same on the inspection report and permit.
- This permit may be endorsed for bait (excluding shellfish), if approved for both on inspection report.
- Requires a HACCP plan.

Wholesale Seafood Truck Dealer Permit:

- Allows the holder to acquire, handle, distribute, ship or sell raw fish, whether frozen or unfrozen, in bulk or for resale from a truck only.
- Does not allow the holder to process, re-label, repack, or store seafood, whether frozen or unfrozen.
- Does not allow the holder to purchase shellfish directly from harvesters or shuck, re-label or repack shellfish.
- An approved inspection from the Massachusetts Food Protection Program is required.
- A copy of the inspection report must be submitted with the application to the Division of Marine Fisheries.



Do you intend to have a business name on the permit? Yes No
 If yes, complete both sections 1 and 2. If no, skip sections 1 and 2.

Section 1: Business Details

| Please type or print business information clearly: | | | |
|---|--------|--|--------|
| Business Name: | | | |
| Telephone Number: | | Email Address: (required) | |
| Residency Status: MA Resident? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Dealer Permit # (if renewal): | |
| Location Address | | Mailing Address (if different than location) | |
| Street 1: | | | |
| Street 2: | | | |
| City: | | | |
| Zip code: | State: | Zip code: | State: |

Section 2: Business Ownership

| Please type or print business owner information clearly (MUST BE A PERSON): | | | |
|---|--------|--|--------|
| Primary Owner (required) | | Secondary Owner (optional) | |
| Owner Name: | | Owner Name: | |
| Telephone Number: | | Telephone Number: | |
| Email Address: (required) | | Email Address: (required if secondary owner included) | |
| Location Address | | Location Address | |
| Street 1: | | | |
| Street 2: | | | |
| City: | | | |
| Zip code: | State: | Zip code: | State: |
| Mailing Address (If different than above) | | Mailing Address (If different than above) | |
| Street 1: | | | |
| Street 2: | | | |
| City: | | | |
| Zip code: | State: | Zip code: | State: |

Section 3: Do you intend to have an individual person on the permit? Yes No (If no, skip to page 2)
 Is the individual the Business Owner listed above? Yes No (If yes, skip to page 2)
 Fill in the table below with information about the individual on the permit.

| Please type or print individual permit holder information clearly: | | | |
|--|--------|--|---|
| Person's Name: | | Birthdate: | Commercial Permit #: (if applicable) |
| Telephone Number: | | Email Address: (required) | |
| Location Address | | Mailing Address (if different than location) | |
| Street 1: | | | |
| Street 2: | | | |
| City: | | | |
| Zip code: | State: | Zip code: | State: |

Section 4:

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 permit. 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.

Federal ID No.: _____ **Signature of Individual or Corporate Name:** _____

Corporate Officer (if applicable) by: _____

Section 5: Dealer Permit and Endorsement(s) Selection: Please select **only one** dealer category from the permit list below. Select only those endorsement(s) for which you have been approved. Each dealer permit type requires additional forms as explained in the permit descriptions. If you do not have all the forms or information you need to complete this application, contact DMF for assistance.

| Permit Type | MA Resident | Non-Resident | Products | Activities |
|------------------------|--------------------------------|--------------------------------|--|---|
| Bait Dealer | <input type="checkbox"/> \$65 | <input type="checkbox"/> \$130 | <input type="checkbox"/> Bait | <input type="checkbox"/> Conch Processing |
| Retail Boat | <input type="checkbox"/> \$65 | <input type="checkbox"/> \$130 | <input type="checkbox"/> Conch | <input type="checkbox"/> Crab Processing |
| Retail Farmer's Market | <input type="checkbox"/> \$65 | <input type="checkbox"/> \$130 | <input type="checkbox"/> Finfish | <input type="checkbox"/> Farmers Market |
| Retail Store | <input type="checkbox"/> \$65 | <input type="checkbox"/> \$130 | <input type="checkbox"/> Live Lobsters | <input type="checkbox"/> Fish Processing |
| Retail Truck | <input type="checkbox"/> \$65 | <input type="checkbox"/> \$130 | <input type="checkbox"/> Lobster/Crab Meat | <input type="checkbox"/> Lobster Processing |
| Wholesale Broker | <input type="checkbox"/> \$130 | <input type="checkbox"/> \$260 | <input type="checkbox"/> Northern Shrimp | <input type="checkbox"/> Scallop Shucking |
| Wholesale Dealer | <input type="checkbox"/> \$130 | <input type="checkbox"/> \$260 | <input type="checkbox"/> Scallop Meat | <input type="checkbox"/> Shellfish Processing |
| Wholesale Truck | <input type="checkbox"/> \$130 | <input type="checkbox"/> \$260 | <input type="checkbox"/> Shellfish | <input type="checkbox"/> Wet Storage |
| | | | <input type="checkbox"/> Other: _____ | |

Use the following checklist to reduce the risk of making errors in completing this application, and a subsequent delay in processing. Please allow 10 business days for processing.

- Complete all the requested information on both sides of this application, including the DOR affidavit.
- Submit additional information as required (additional requirements explained in permit descriptions), including inspection report and additional affidavits if applicable.
- Complete and submit a copy of the Primary Buyer & Quota Managed Species Application Form.
- Submit a check or money order made payable to the Commonwealth of Massachusetts.
- Sign your application below and return to the Division of Marine Fisheries at 30 Emerson Ave, Gloucester, MA, 01930.

Signature: _____ **Date:** _____

Print Name: _____

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.

Additional Affidavits (complete as necessary)

Retail Boat Permit Affidavit

I hereby request that the Division of Marine Fisheries issue me a Retail Dealer's Permit for sale from my boat. I certify that my dealer activities will not involve the actual processing or reshipping of finfish or other marine resources, nor will there be any buildings, processing plants or other facilities involved requiring an inspection by any Department of Public Health, local, state or federal. All finfish will be sold as "whole" fish, lobsters and crabs will be sold alive. Only product taken under authority of my commercial fisherman permit may be sold.

Commercial Permit ID #: _____ **Boat Name:** _____ **MS/Doc #:** _____

Signature: _____ **Date:** _____

Wholesale Broker Permit Affidavit

I hereby request that the Division of Marine Fisheries issue me a Wholesale Dealer's Permit for brokerage privileges. I certify that my brokerage activities will not involve the actual processing or reshipping of finfish, shellfish or other marine resources, nor will there be any buildings, processing plants or other facilities involved requiring an inspection by any Department of Public Health, local, state or federal.

Signature: _____ **Date:** _____

Before submitting, complete sections 1 & 2, complete section 3 if applicable, and be sure to sign and date.

***** This Form Must be Submitted with your Seafood Dealer Permit Application *****

MA Seafood Dealer - Primary Buyer & Quota Managed Species Application Form

**** This includes all retail stores, farmer's markets, boats & trucks and all wholesale brokers, dealers & trucks. ****

Definition of Primary Buyer: Any MA Seafood Dealer who purchases marine species, even if for bait purposes, directly from fishermen, is considered a primary buyer, and must indicate so on this application. Primary buyers must have a place of business in Massachusetts where records can be inspected. For businesses with multiple locations, this application must be completed for each location or dealer permit the business has. All primary buyers are required to report all purchases of species bought directly from fishermen, including those caught and sold by fishermen acting as their own dealer. For a description of the reporting requirements, see opposite side of this page. ***If you have questions about being a primary buyer and/or the reporting requirements, call the DMF Statistics Project in Gloucester at 978-491-6213.***

Section 1 – Dealer Location Information.

Dealer Name: _____

Dealer Permit # (if new, leave blank): _____

Permit Year: _____

Month location expects to: Open for business in the permit year: _____

Close for business in the permit year: _____

Section 2 – Dealer Intention. If you intend on being a primary buyer year entered above, answer **YES** to question 2A below, answer question 2B, and complete section 3 before returning the form to the Division with your dealer permit application. If you don't intend on being a primary buyer, answer **NO** to question 2A and return the form to the Division with your dealer permit application. Note that if you don't intend to be a primary buyer at this point, and change your mind after obtaining a permit, you must notify the Division of Marine Fisheries of the primary buyer status change.

2A. Does the dealer with permit number and location identified above intend on being a primary buyer in the permit year identified above? Circle One: YES NO

2B. If you answered YES to question 2A, will this Dealer report purchases under federal requirements (federal-reporting dealer)? Circle One: YES NO

If you answered yes to question 2B, what is your Federal (GARFO) Dealer Permit # (if applicable): _____

If you answered NO to question 2B, then you are a state-reporting dealer (you have no federal permits).

By answering question 2A and signing this authorization application, I certify that I've read and understand all requirements pertinent to the primary purchase of any marine species, including the requirements detailed on the back of this page and will abide by those requirements. Intentionally falsifying primary buyer status constitutes the act of perjury and may result in the loss of permit.

Signature _____

Date _____

Section 3 – Quota Managed Species. Complete only if you answered YES to question 2A. Please be sure your contact email address is correct on your dealer permit application. All notifications concerning quota managed species (closures, trip limit changes, etc.) will be sent to that address.

If you intend to purchase any of the below listed quota managed species directly from fishermen in the permit year listed above, you must indicate so by checking the appropriate box(es) next to the species you intend to purchase.

| Check box if buying | Species Common Name | Latin Name | Check box if buying | Species Common Name | Latin Name |
|--------------------------|---------------------|---------------------------------|--------------------------|---------------------|---|
| <input type="checkbox"/> | Black Sea Bass | <i>Centropristes striata</i> | <input type="checkbox"/> | Squids | <i>Loligo pealeii, Illex illecebrosus</i> |
| <input type="checkbox"/> | Bluefish | <i>Pomatomus saltatrix</i> | <input type="checkbox"/> | Spiny Dogfish | <i>Squalus acanthias</i> |
| <input type="checkbox"/> | Cod | <i>Gadus morhua</i> | <input type="checkbox"/> | Striped Bass | <i>Morone saxatilis</i> |
| <input type="checkbox"/> | Haddock | <i>Melanogrammus aeglefinus</i> | <input type="checkbox"/> | Summer Flounder | <i>Paralichthys dentatus</i> |
| <input type="checkbox"/> | Scup | <i>Stenotomus chrysops</i> | <input type="checkbox"/> | Tautog | <i>Tautoga onitis</i> |
| <input type="checkbox"/> | Menhaden | <i>Brevoortia tyrannus</i> | | | |

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.

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-mid-atlantic/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 978-491-6213.

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 Number, 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 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, carred)
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 978-491-6213, or visit the DMF website at www.mass.gov/marinefisheries and follow the link for Seafood and Bait Dealers.



The Commonwealth of Massachusetts
 Executive Office of Health and Human Services
 Department of Public Health
 Food Protection Program
 305 South Street, Jamaica Plain, MA 02130-3597
 617-983-6712 617-524-8062 - Fax

INSPECTION REQUEST
WHOLESALE/RETAIL SEAFOOD OPERATIONS

| | | | |
|---|--------------------|--|----------------------------|
| Name of Company: | | Date/Time requested for inspection: | |
| Business Address: | | Current Permit Number: | |
| City/Town, Zip | | Telephone # and E-mail address (if available): | |
| Name of Owner: | | Make, Year and Registration # of Vehicle: | |
| TYPE OF PERMIT REQUESTED | | | |
| Retail Store: _____ | | Wholesale Truck: _____ | Wholesale Dealer: _____ |
| PRODUCTS REQUESTED | | | |
| Finfish _____ | Scallop Meat _____ | Lobster/Crabmeat _____ | Bait _____ |
| Northern Shrimp _____ | Shellfish _____ | Live Lobsters _____ | Other _____ |
| ACTIVITIES REQUESTED* (WHOLESALE ONLY) | | | |
| Fish Processing _____ | | Lobster Processing _____ | Shellfish Processing _____ |

- **If a Wholesale Dealer, a HACCP plan has been completed and implemented (inspection will not be conducted if HACCP plan is not available for review).**

Yes: _____ No: _____

Signature of Applicant/Owner

Date

* Persons seeking approval for on-shore Wet Storage Activities must contact the FPP prior to requesting an inspection.