Making Changes to Permits

Commonwealth of Massachusetts, Division of Marine Fisheries

Online Commercial, Dealer, and Special Permit Sales Guide Series

Volume 4

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Table of Contents

- Navigation
- <u>Step 1: Information Review</u>
- Step 2: Permit Details Commercial Permit
 - Boat Changes
 - <u>Trip-Level Reporting Changes</u>
 - Add Endorsement
- Step 2: Permit Details Dealer Permit
 - Product Changes
 - <u>Activities Changes</u>
 - <u>Retail Vessel Changes</u>
 - Primary Buyer Changes
- <u>Step 3: Commercial/DOR Affidavits</u>
- Step 4: Documents upload
- Step 5: Review and Pay
- <u>Step 6: Submit</u>
- <u>Request Review and notification</u>
- Questions?

Navigation

To make changes to your permit:

- navigate to your Dashboard,
- Find the permit for which you need to make a change
- Click "MANAGE" for that permit



Navigation

- From the drop down box asking "what would you like to do?" select "Amend"
- Then click "MANAGE"
- You do not need to write a comment in the comment box.

							Updated 10	/26/2023
1arine shori	Fisherie Manag	ge a Permit						
sher	What Select Rene Trans Ame Cano Movi Trans Add Profi Dup Void	would you like to do? * t One w sfer and cel e-Endorsement-From sferor-Eligibility-Assessme Organization to Permit ile-Access licate-Shellfish-Card /Change Status	nt				IANAUE	ERMIT
s \$	Organization's Name 🖨	Permit Category 🖨	Permit Type 🖨	Issue Date	Expiry Date	Permit Status 🖨	Action	
AST		COMMERCIAL FISHERMEN PERMITS	BOAT O FT-59 FT	11/01/2023	12/31/2023	Active	I MANAG	Ξ
				Show	ing 1 - 1 of 1 results	15/Page		~

Amending 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.
- If all is correct, click "NEXT".
- This step is the same for all permit categories (commercial, dealer, special).

		DASHBOARD	REQUEST 👻	HEL	.Р 👻	▲□ 🗸	θ.	LOGOUT 🔂
ashboard > Apply for A New Pe	rmit							
Amend a Pe	ermit: Pern (') are required.	nit No. 18 Affidavits 1 D	4387 (20	23)	ayments	Con	vities & com	ication
1A. Permit Informati	ion							
Apply For *		Organization * 🛛			Residen	t Status *		
Applying for Self	~			~	Mass Re	esident		~
Permit Category *		Permit Type *			Applicat	ion Creato	or*	
COMMERCIAL FISHERMEN		BOAT 0 FT-59 FT (\$1	30)	~	FIRST L	AST		
Permit Category Info + Please note that once you press IB. Applicant's Inform Personal Informatio	"Next" button below, you will n mation	ot be able to make changes	to this section, you will hav	e to cance	l the applica	tion and star	t again.	
Permit Category Info + Please note that once you press IB. Applicant's Inform Personal Information Name FIRST LAST	"Next" button below, you will n mation n Date of Biri 01/01/1980	ot be able to make changes	to this section, you will hav	e to cance	f the applica	tion and star	t again.	
Permit Category Info + Please note that once you press 1B. Applicant's Inform Personal Information Name FIRST LAST Contact Information Address	"Next" button below, you will n mation n Date of Bin 01/01/1980	ot be able to make changes	to this section, you will hav	e to cance	f the applica	tion and start	t again.	
Permit Category Info + Please note that once you press 1B. Applicant's Inform Personal Information Name FIRST LAST Contact Information Address 1 RESIDENTIAL ST, BOSTO 02100	"Next" button below, you will n mation n Date of Birt 01/01/1980 N. MA, United States of Am	th Address Type erico, Residential	to this section, you will hav	e to conce	f the applica	tion and start	t apain.	
Permit Category Info + Please note that once you press IB. Applicant's Inform Personal Information Name FIRST LAST Contact Information Address 1 RESIDENTIAL ST, BOSTON, MJ 1 MAILING ST, BOSTON, MJ	"Next' button below, you will n mation n Date of Bin 01/01/1980 N N, MA, United States of America,	th able to make changes	to this section, you will hav	e to cance	f the applica	tion and start	t again.	
Permit Category Info + Please note that once you press IB. Applicant's Inform Personal Information Name FIRST LAST Contact Information Address 1 RESIDENTIAL ST, BOSTO 02100 1 MAILING ST, BOSTON, MJ Email Address	"Next" button below, you will n mation n Date of Biri 01/01/1980 n N. MA, United States of America, A, United States of America	ot be able to make changes th Address Type erica, Residential , 02100 Mailing	to this section, you will hav	e to conce	f the applica	tion and star	t opain.	
Permit Category Info + Please note that once you press 1B. Applicant's Inform Personal Information Name FIRST LAST Contact Information Address 1 RESIDENTIAL ST, BOSTO 02100 1 MAILING ST, BOSTON, MJ Email Address last0101980@gmail.com	"Next" button below, you will n mation n Date of Bin 01/01/1980 N. MA, United States of Am A, United States of America, Email Ad Primary	th Address Type erica, Residential 02100 Mailing Idress Type	to this section, you will hav	e to cance	f the applica	tion and star	t opain.	
Permit Category Info + Please note that once you press IB. Applicant's Inform Personal Information Name FIRST LAST Contact Information Address 1 RESIDENTIAL ST, BOSTON, MJ Email Address Iast101011980@gmail.com Phone Number	"Next' button below, you will n mation n Date of Bir 01/01/1980 N N, MA, United States of America, A, United States of America Primary Phone Number	ot be able to make changes	to this section, you will hav	e to cance	f the applica	tion and star	t opain.	

Commercial: Boat changes

In Step 2, you can make changes to your permit details such as vessels, trip reporting and endorsements.

To make updates to your vessel:

• Click "UPDATE" in Boat Information. Note that if the "UPDATE" button is not there, please refresh the page and try again.



Commercial: Boat changes

- In this case, we went from No Vessel to Yes Vessel. If you are simply changing the vessel attached to the permit, you should be able to leave the yes/no toggle alone.
- Enter the registration/documentation number then click "VALIDATE BOAT"
- If the vessel has been entered in our system before it should 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).

ïelds marked with ar	n asterisk (*) are required.		PISHERMEN PERMITS		
Permit Informa	ation 2 Permit Details	3 Affidavits OD	cuments 💿 Review & I	Payments 💿 Comple	ete Application
2A. Boat Infor	mation				
Do You Have a	a Vessel?				SAVE CHANGE
○ No ● Yes					
State Reg No./C	G Doc No.				
Vessel Name *		Length *		State Reg No./CG D	oc No. *
		0 ft	in		
Vessel Homepor	t *	Highly Migratory Spe	ecies Permit No.	Federal Permit No.	
	•	¥			
		(if applicable)		(if applicable) Note: not the	Hull Number
Comments					

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, o, 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.
- Click "SAVE CHANGES".

ields marked with a	n asterisk (*) are required.				
Permit Inform	ation 2 Permit Details	3 Affidavits	Documents 3 Review &	Payments OComp	ete Application
2A. Boat Info	rmation				
Do You Have	a Vessel?				SAVE CHANGE
○ No					
🦲 Yes					
State Reg No./(CG Doc No.				
ms1234					
VALIDATE DOAT					
VALIDATE BOAT					
No profile ma	tch found, please proc	eed to enter Boat d	etails.		
No profile ma	atch found, please proc	ceed to enter Boat de	etails.	State Reg No./CG D	oc No. *
Vessel Name*	atch found, please proc	Length *	etails.	State Reg No./CG D	oc No. *
Vessel Name *	itch found, please proo	Length *	etails. ft 0in d.	State Reg No./CG D	oc No. *
Vessel Name *	itch found, please prod	Length *	ft 0 in	State Reg No./CG D MS/DOC No is required	oc No. *
Vessel Name *	uired	Length *	etails. ft 0in d. species Permit No.	State Reg No./CG D MS/DOC No is required Federal Permit No.	oc No. *
Vessel Name * Vessel Name * Vessel Name is required Vessel Homepo Select One Vessel Port is required	uired rt *	Length * O Boat Length is require Highly Migratory S (f applicable)	etails. ft o in d. species Permit No.	State Reg No./CG D MS/DOC No is required Federal Permit No.	oc No. *
Vessel Name * Vessel Name * Vessel Name is req Vessel Homepo Select One Vessel Port is requi	uired rt *	Length * O Boat Length is require Highly Migratory S (if applicable)	etails. ft oin d. pecies Permit No.	State Reg No./CG D MS/DOC No is required Federal Permit No.	oc No. * Hull Number
Vessel Name * Vessel Name is req Vessel Homepo Select One Vessel Port is requi	uired rt *	Length * O Boat Length is require Highly Migratory S (if applicable)	etails. ft oin d. pecies Permit No.	State Reg No./CG D MS/DOC No is required Federal Permit No.	oc No. * Hull Number

Commercial: Preexisting 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.
- Click "SAVE CHANGES".

Person	Organization	Desident Status	Dermit Category	Dermit Type	Amount Due
IRST LAST	Organization	RESIDENT	COMMERCIAL FISHERMEN PERMITS	BOAT 0 FT-59 FT	\$0
ïelds marked with an as	terisk (*) are required.				
Permit Informatio	n 🔹 Permit Details	3 Affidavits 4 Do	ocuments 💿 Review & I	Payments OCompl	ete Application
2A. Boat Inform	ation				Ν
Do You Have a V	essel?				SAVE CHANGES
○ No					v —
 Yes 					
State Reg No./CG [Doc No.				
ms1234lp					
VALIDATE BOAT					
Vessel Name *		Length *		State Reg No./CG D	oc No. *
TESTBOAT		30 ft	t 0 in	M51234LP	
Vessel Homeport *		Highly Migratory Spo	ecies Permit No.	Federal Permit No.	
ANNISQUAM RIVER		V TESTHMS		fedperm1023	
		(if applicable)		(if applicable) Note: not the	Hull Number
Comments					
commenta					

Commercial: Changes to Reporting Type

- Click "UPDATE" in the trip level reporting segment.
- Select the correct 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.
- Click "SAVE CHANGES".

2B. Trip Level Reporting	3		
Select One:			SAVE CHANGES
 Federal Reporting Vessel (for the listed vessel. 	FRV): choose this option if you already report a	ll trip-level data through a federal program (VTR, Surf Clam/Ocean Quahog Logbook, HMS)
Paper (PTL): choose this op	tion if you want to submit paper reports, either b	by mail, fax or e-mail attachment.	
Electronic (ETL)**: choose	his option if you want to report via a secure web	-based program.	Note: as of 1/1/24, if you l
Federal Reporting Combin	ed (FRC): reports specific activities to MADMF	and other activities to NMFS.	menhaden endorsement,
File Upload (FTL): special of	ermissions required for this reporting type		must report electronically
" If Electronic is selected, the email a	ddress noted as your primary contact in your profile w	ill be used for all communication about reporting	
** If Electronic is selected, the email o Comments	ddress noted as your primary contact in your profile w	ill be used for all communication about reporting	
** If Electronic is selected, the email o Comments	ddress noted as your primary contact in your profile w	rill be used for all communication about reporting	
Comments Comments Comments AMERICAN EEL (\$30)	ddress noted as your primary contact in your profile w	ill be used for all communication about reporting	
Comments Comments Comments AMERICAN EEL (\$30) DOGFISH (\$30)	ddress noted as your primary contact in your profile w	Il be used for all communication about reporting	UPDATE CONTAMINATED SURF CLAM (\$30) SCUP (\$30)

Commercial: Changes to Endorsements

- Click "UPDATE" in the Endorsements segment.
- 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.
- If the endorsement(s) requires an affidavit, a pop-up will occur (see next slide).
- Once you have made your selections click "SAVE CHANGES".
- Click "NEXT" to move to the next section.

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			Ν
AMERICAN EEL (\$30)	ATLANTIC MACKEREL (\$30)	BAY SCALLOP SHUCKING (\$0)	SAVE CHANGES
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)
Comments			// NEXT >
0	Division of Marine Fisheries	5	
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Endorsement Affidavits

- Read the affidavit.
- To certify you have read the affidavit, check the box indicated.
- Click "SIGNED" to complete.

for the listed vessel.	, , , , , , , , , , , , , , , , , , , ,		
Paper (PTL): choose this	OGFISH Affidavit:		
Electron	Notice to Commercial Dogfish Fishe	ermen	
Federal Reporting Comb	The Marine Fisheries Advisory Comn spiny dogfish fishery. The control dat fishery. Any fisherman who did not h	nission (MFAC) approved a November 6, 2008 or te may be used in the future to limit entry into th sold a regulated spiny dogfish permit prior to Nov	ontrol date for the e spiny dogfish vember 6, 2008
File Upload (FTL): specia	may be subject to future manageme will be sent if the Division of Marine I future management actions	int actions including but not limited to limited er Fisheries and the MFAC feel a need to utilize the	ontrol date in
Electronic is selected, the emai	I boreby certify that I have read and a	inderstand the above information on the control	data far tha spiny
	dogfish fishery.	understand the above information on the control	I date for the spiny
. Endorsements			
P	rint Name to Sign *	Date *	SAVE CHAN
AMERICAN EEL (\$30)	FIRST LAST	mm/dd/yyyy	NATED SURF CLAM
DOGFISH (\$30)	C' CANCEL		
SEA HERRING (\$30)			U SEA ORCHIN DIVER (\$30)
SEA URCHIN DREDGE (\$30)	SHELLFISH (\$0)	STRIPED BASS (\$30)	SURFACE GILLNET (\$30)
mments			
васк			N

Dealer: Changes to Products

- Click "UPDATE" in the Products segment.
- Click the applicable boxes for the products you wish to add.
- Once you have made your selections click "SAVE CHANGES".
- Please upload a new inspection in the Documents step if required.

Permit Information	2 Permit Details	3 Affidavits	4 Documents	5 Review & Payments	6 Complete Application
2A. Products *					N
 ✓ BAIT ✓ LOBSTER/CRABMEAT 		H HERN SHRIMP	FIN SC	NFISH ALLOP MEAT	SAVE CHANGES

Dealer: Changes to Activities

- Click "UPDATE" in the Activities segment
- Click the applicable boxes for the activities you with to add.
- Once you have made your selections click "SAVE CHANGES".
- Please upload a new inspection in the Documents step if required.

2B. Activities			N
CONCH PROCESSING	CRAB PROCESSING	FISH PROCESSING	
SCALLOP SHUCKING	SHELLFISH PROCESSING	WET STORAGE	LOBSTER TAIL PROCESSING
BAY SCALLOP SHUCKING			

Dealer: Changes to Vessels (Retail Boat Only)

- Click "UPDATE" in the Retail Boat segment
- Edit or fill in 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.
- Once you have made your selections click "SAVE CHANGES".

2C. Retail Boat		N
		SAVE CHANGES
Vessel 1		
Vessel Name *	State Reg No./CG Doc No.	
хуz	123	
		+ ADD ANOTHER VESSEL

Dealer: Changes to Primary Buyer

- Click "UPDATE" in the Primary Buyer segment
- If you are going from 'No' to '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.
- If you are already a primary buyer, and need to update just one element, make the change to the necessary.
- If you are a 'Yes' going to a 'No', then make the change and all nested questions will disappear.
- Once you have made your selections click "SAVE CHANGES".
- Click "NEXT" to move to the next section.

2C. Primary Buyer			
a) Does the dealer intend on bei • Yes No	ng a primary buyer for the requested perm	nit year? *	SAVE CHANGES
Please note you will be asked to upload the	primary buyer form containing the applican't signature	and date in the documents section of this application.	
b) Will this dealer report purchas	es under federal requirements (federal re	porting dealer) for the requested permit ye	ar? *
If you answer NO to this question, then you	are a state-reporting dealer (you have no federal permit	s).	
Business Begin Date *	Business End Date		
mm/dd/yyyy	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
	Black Sea Bass	Centropristes striatus
	Bluefish	Pomatomus saltatrix
	Cod	Gadus morhua
	Haddock	Melanogrammus aeglefinus
	Scup	Stenotomus chrysops
	Menhaden	Brevoortia tyrannus
	Spiny Dogfish	Squalus acanthias
	Striped Bass	Morone saxitilis
	Summer Flounder	Paralichthys dentatus
	Tautog	Tautoga onitis
	Loligo Squid	Loligo pealeii
	Illex Squid	Illex illecebrosus

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.

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 thirdparty 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-englandmidlatlantic/resources-fishing/greater-atlantic-region-forms-and-applications-summary. If you will be a statelireporting 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, 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 978-282-0308 x117, or visit the DMF website at 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.



Commercial and DOR Affidavits

These affidavits were originally signed during the initial application/renewal and do not need to be signed again. However, if you applied on paper, you may need to sign again during the amendment.

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".

Permit Information	2 Permit Details	3 Affidavits	Documents	5 Review & Paymen	ts 6 Complete Application
7 Affidavita	-	-	-	•	•
5. Allidavits					
Commercial Affid	lavit:				
✓ I hereby certify under the with all application state	e pains and penalties of pe utes contained in MGL c. 13	rjury that all infor 10, and the regula	mation contained in t tions contained in 322	his application is true and ac ? CMR.	curate, and that I have read and agree to comply
I acknowledge March 6, 200 the Commonwealth, exclud)8 as a control date for com ing the commercial striped	nmercial fisheries bass fishery.	conducted using hook	-and-line, longline or other h	and gear within waters under the jurisdiction of
l understand that future acc determining levels of access	ess to fisheries conducted to and allowable harvest o	using hooks (long of these fisheries	glines, rod & reel, or ha based on historic harv	nd gear) may not be guarant est levels of a vessel, person	eed and may be subject to eligibility criteria for or other criteria:
Print Name to Sign *		Date *			
FIRST LAST		11/01/202	3		
DOR Affidavit: By statutory mandate of C. Commonwealth. Failure to accurately execute Should you have any questi Pursuant to M.G.L. Ch. 62c,	233 of the Acts of 1983, the e the enclosed affidavit will ons you may contact the D s. 49A, I certify under the p	e Dept. of Revenu result in the non ept. of Revenue a penalties of perjur	e is requiring the encl -issuance of your licen it 1-800-392-6089. y that I, to my best kn	osed affidavit certifying your Se. owledge and belief, have file	compliance with the Revenue Laws of the d all state tax
DOR Affidavit: By statutory mandate of C. Commonwealth. Failure to accurately execute Should you have any questi Pursuant to M.G.L. Ch. 62c, returns and paid all state ta:	233 of the Acts of 1983, the e the enclosed affidavit will ons you may contact the D s. 49A, I certify under the p xes required under law.	e Dept. of Revenu result in the non ept. of Revenue a venalties of perjur	ie is requiring the encl -issuance of your licen it 1-800-392-6089. y that I, to my best kn	osed affidavit certifying your se. owledge and belief, have file	compliance with the Revenue Laws of the d all state tax
DOR Affidavit: By statutory mandate of C. Commonwealth. Failure to accurately execute Should you have any questi Pursuant to M.G.L. Ch. 62c, returns and paid all state ta: Print Name to Sign for	233 of the Acts of 1983, the e the enclosed affidavit will ons you may contact the D s. 49A, I certify under the p xes required under law. Individual or Corporat	e Dept. of Revenu result in the non ept. of Revenue a venalties of perjur te Name *	e is requiring the encl -issuance of your licen at 1-800-392-6089. y that I, to my best kn Corp	osed affidavit certifying your se. owledge and belief, have file orate Officer (if applical	compliance with the Revenue Laws of the d all state tax ble) by
DOR Affidavit: By statutory mandate of C. Commonwealth. Failure to accurately execute Should you have any questi Pursuant to M.G.L. Ch. 62c, returns and paid all state tai Print Name to Sign for	233 of the Acts of 1983, the e the enclosed affidavit will ons you may contact the D s. 49A, I certify under the p xes required under law. Individual or Corporat	e Dept. of Revenu result in the non ept. of Revenue a penalties of perjur te Name *	ie is requiring the encl -issuance of your licen it 1-800-392-6089. y that I, to my best kn Corp	osed affidavit certifying your se. owledge and belief, have file orate Officer (if applical	compliance with the Revenue Laws of the d all state tax ble) by

Documents

Most documents would have been uploaded during the initial application/renewal, 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"

Dashboard > Apply for A New	Permit						
Amend a F	Permit: Peri	mit No. 184	4387 (202	23)	ACTIVITIES &		
Person FIRST LAST	Organization	Resident Status RESIDENT	Permit Categor COMMERCIAL FISHERMEN PERI	y Permit T BOAT 0 F MITS	Гуре :T-59 FT	Amount Due \$30	
Fields marked with an aster	isk (*) are required. Permit Details	3 Affidavits 👍 Doc	uments 5 Revie	w & Payments (6 Complete A	pplication	
4. Documents							
Upload Document	(s)						
Please Upload the requi If possible, send this do Document Type *	red documents as mentio cumentation as a .PDF file	ned below and any miscel . Supported file formats a	llaneous documents v are: pdf, png, jpeg, doc	vhich you think wil	l support your ap	plication.	
Select One		~	•				
Choose Files No file ch Drag and Drop File(s)	nosen Here ent(s)			Or	BROWSE ON (UPLOA	٨D
Document Title	File	Name	Туре	Size	Date	Action	
« (1) »				Showing of C	Dresults 15/Page		*
< ВАСК							т >

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 3rd party payment site.

Otherwise, select 'Next'.

Payment instructions can be found in a separate guide.

Please review your perm been processed. You ma Contact Info	it application i y request upda	nformation before proceedin ates after payment, or you ca	ig to the payment. You will not b in request a cancellation of this	be able to change your applic application and apply for a r	ation once the payment h efund.
Address RESIDENTIAL ST, , BOST America, 02100 MAILING ST, , BOSTON, 1 02100	'ON, MA, United MA, United State	Email States of Inst01011980@j	gmail.com	Phone Number (978) 123-4567	
Permit Details					
/essel		Trip Level Reporting	Endorsements		
TESTBOAT		Paper (PTL)	STRIPED BASS (\$3)	D)	
			DOGFISH (\$30)		
Ocuments					
5B. Payment					
	Cost	Amount Received	Payment Method	Date and Time	Balance Due
Payment For	6170	\$130	Cash	2023-01-11	\$0
Payment For BOAT 0 FT-59 FT	\$120		Cash	2023-01-11	\$0
Payment For BOAT 0 FT-59 FT STRIPED BASS	\$150	\$30			\$70
Payment For BOAT 0 FT-59 FT STRIPED BASS DOGFISH (\$30)	\$30	\$30 \$0	Credit Card	2023-11-1	\$30
Payment For BOAT 0 FT-59 FT STRIPED BASS DOGFISH (\$30) Total Balance Due	\$30	\$30 \$0	Credit Card	2023-11-1	\$30

< BACK

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

E 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".
- DMF will receive and process your request. You will receive a notification when your request is processed, and your amended permit is available to print.

	:5 [Updated 10/2
Division Marin	o of Marine Fisherie e Fisheries Pe	es rmitting Progr	am		FIRST
		DASHBOARD	REQUEST 🛩	HELP 👻 🌲 🎝 🗸	
Dashboard > Apply for A	New Permit				
Amend a	a Permit: Pe	ermit No. 184	4387 (202	3)	TIVITIES & COMMENTS
Person FIRST LAST	Organization	Resident Status RESIDENT	Permit Category COMMERCIAL FISHERMEN PERMI	Permit Type BOAT 0 FT-59 FT TS	Amount Due \$0
Fields marked with an	asterisk (*) are reauired.				
Describble formet					
I TO FERSIT TEST OFFICIATION OF	ion 🖉 Dermit Detaile	Affidavite 🖉 Do	cumonto 👩 Doviour	8 Daymonto	polate Application
Permit informat	ion 2 Permit Details	3 Affidavits 4 Do	cuments 🧕 Review	& Payments 6 Con	nplete Application
6.Complete Ap	ion 2 Permit Details plication	3 Affidavits 4 Do	cuments 5 Review	& Payments 6 Con	nplete Application
Complete Ap I hereby certify un with all applicable	ion 2 Permit Details plication Ider the pains and penalties of e statutes contained in MGL c. 1	3 Affidavits 4 Do	tuments 5 Review	& Payments 6 Con ; true and accurate, and tha nit this request to DMF for t	nplete Application It I have read and agree to com he issuance of the related Pern
Complete Ap I hereby certify un with all applicable Print Name to Sig	ion 2 Permit Details plication der the pains and penalties of statutes contained in MGL c. 1 m *	Affidavits Dor perjury that all information con 130, and the regulations contain Date *	cuments <u>5</u> Review Itained in this application is ned in 322 CMR and I subm	& Payments 6 Con ; true and accurate, and tha hit this request to DMF for t	nplete Application It I have read and agree to com he issuance of the related Pern
G.Complete Ap I hereby certify un with all applicable Print Name to Sig First Last	ion 2 Permit Details plication ider the pains and penalties of a statutes contained in MGL c. 1 m*	Affidavits Dor perjury that all information con 130, and the regulations contain Date * 11/01/2023	cuments <u>5</u> Review Itained in this application is ned in 322 CMR and I subn	& Payments 6 Con ; true and accurate, and tha nit this request to DMF for t	nplete Application It I have read and agree to com he issuance of the related Perr
G.Complete Ap Service of the service of th	ion 2 Permit Details plication der the pains and penalties of statutes contained in MGL c. 1 m*	Affidavits Dor perjury that all information con 130, and the regulations contain Date * 11/01/2023	cuments <u>5</u> Review Itained in this application is ned in 322 CMR and I subm	& Payments 6 Con ; true and accurate, and that if this request to DMF for the	nplete Application It I have read and agree to com the issuance of the related Perr SUBM

Questions?

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