

Paying With a Credit Card

Commonwealth of Massachusetts, Division of Marine Fisheries
Online Commercial, Dealer, and Special Permit Sales Guide Series
Volume 6

Last updated: December 2024

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Payment Site

- After clicking Proceed to Payment from within a permit application you will land on the nCourt payment site.
- Confirm your charges and total are correct.
- Select your payment method: Credit/Debit or Electronic check/ACH
- The next section has been broken down into different slides depending on the method of payment.
- Please review all charges are correct before processing payment as refunds may take some time to process and are not refunded to the original method of payment. If a payment is refunded, it will be in the form of a check to the permit holder or payment account.

Division of Marine Fisheries
Marine Fisheries Permitting Program

Questions?
Contact: marine.fish@mass.gov
Web: www.mass.gov/marinefisheries

30 Emerson Avenue
Gloucester, Massachusetts 01930
Phone: 617-626-1520 | Fax: 617-626-1509

There is a 2.79% non-refundable convenience fee for processing credit card payment(s) and a \$0.35 convenience fee for Electronic Check/ACH online / [ACH FAQ](#)

Payment Receipt

Payment

You have elected to pay for the following item(s).

Description	ID	Amount
BOAT 0 FT-59 FT	3	\$130.00
STRIPED BASS	16	\$30.00
DOGFISH	11	\$30.00
		\$190.00

Convenience Fee : \$5.30
Total Amount Due: \$195.30

Billing Information

International Address

Company Name
Enter Company Name

Payment Information

Credit/Debit Card Electronic Check/ACH

Card Type
VISA AMERICAN EXPRESS MasterCard DISCOVER

Billing Information

- Some of your information will carry over from the permit page to this payment page.
- If your payment information is different than the information shown, you will need to enter the correct billing information.
- Confirm your email by retyping.

Billing Information

International Address

Company Name

Enter Company Name

OR

First Name

First

Last Name

Last

Address 1

123 Main St

Address 2

Enter Address Line 2

Zip

01930

City *

Gloucester

State/Territory

Massachusetts

Phone Number

(123) 456-7890

Email *

Enter Email Address

Confirm Email

emailaddress@test.com

Electronic Check/ACH Payment

- (A) You will need to click the Electronic check button, then enter the checking information in the highlighted section.
- (B) When you select Electronic Check you will get this pop up. Please read it and click OK.
- After entering all payment information, read the terms and conditions and select the box 'I accept' in section (C).
- If you are unsure what your account and routing number are, an example is provided when you click on "ACH Example".

Payment Information

Credit/Debit Card Electronic Check/ACH

To pay with electronic check, provide information below:

- [ACH Example](#)

A

Routing Number
Enter Routing Number

Confirm Routing Number
Enter Routing Number

Account Number
Enter Account Number

Confirm Account Number
Enter Account Number

Account Type
Check One...

Check to accept both the Commonwealth of Massachusetts and nCourt Terms and Conditions

I Accept **C**

Commonwealth of Massachusetts Terms Agreement

1. Personal Account Language
I hereby authorize NCOURT*Commonwealth of Massachusetts License to electronically deduct from my bank account this one-time payment as indicated above. I further authorize my bank or financial institution to deduct this one-time payment from my bank account. NCOURT*Commonwealth of Massachusetts License will acknowledge this transaction as pending until funds are secured from this bank account. In the case of insufficient funds in your account, or insufficient or inaccurate information provided by you when you authorize your electronic payment, further collection action may be undertaken by NCOURT*Commonwealth of Massachusetts License, including application of returned check fees to the extent permitted by law.

2. Business Account Language
I hereby authorize NCOURT*Commonwealth of Massachusetts License to initiate a one-time debit entry to this account. I have signature authority to this account or have been authorized by an individual who has signature authority to this account to authorize this entry. This is a similarly authenticated authorization that satisfies compliance with electronic signatures in the Global and National Commerce Act (15 USC 7001 et seq), which defines electronic records (as contracts or other records created, generated, sent, communicated, received, or stored by electronic means) and electronic signatures. Electronic signatures include, but are not limited to digital signatures and security codes.

Division of Marine Fisheries
[nCourt Terms Agreement](#)

Important Information

Update: To prevent a bounced payment and associated fees, please notify your bank and ensure that debit blocking is removed or add nCourt Originator ID XXXXXXXXXX to your approved list.

OK **B**

YOUR NAME
123 Main Street
Anytown, OH 00000 **123**

PAY TO THE ORDER OF \$ _____
DOLLARS

FOR

1 2 3 4 5 6 7 8 9 **0 0 0 1 2 3 4 5 6 7 8 9** **1 2 3**

ROUTING NUMBER **ACCOUNT NUMBER** **CHECK NUMBER**

Credit/Debit Payment Transaction

- Select credit/debit card.
- Enter card number, CVV code, and expiration date, and select I accept
- Read the terms and conditions and check “I Accept” for the Terms and Agreements.

Payment Information

Credit/Debit Card Electronic Check/A CH

Card Type

VISA AMERICAN EXPRESS MasterCard DISCOVER

Card Number

TEST MODE

CVV Code

123

Expiration

11 2023

Check to accept both the Commonwealth of Massachusetts and nCourt Terms Agreements.

I Accept

Optional SMS Notification

- At the bottom of the page, you will see an Important Information box where you can enter a mobile number to receive a text notifying you your payment has been processed. (OPTIONAL)
- To finalize the transaction review all information entered and select “Submit Payment” at the bottom right of the page.

Important Information

Transaction will appear on your financial statement as **MARINEFISHPERMIT**

Please provide the correct billing address associated with the account being used to make the payment.

To receive an email confirmation of your payment, please include a valid email address.

If you would like a text notification payment confirmation sent to your mobile phone, enter the following:

Mobile Number

[Cancel](#)

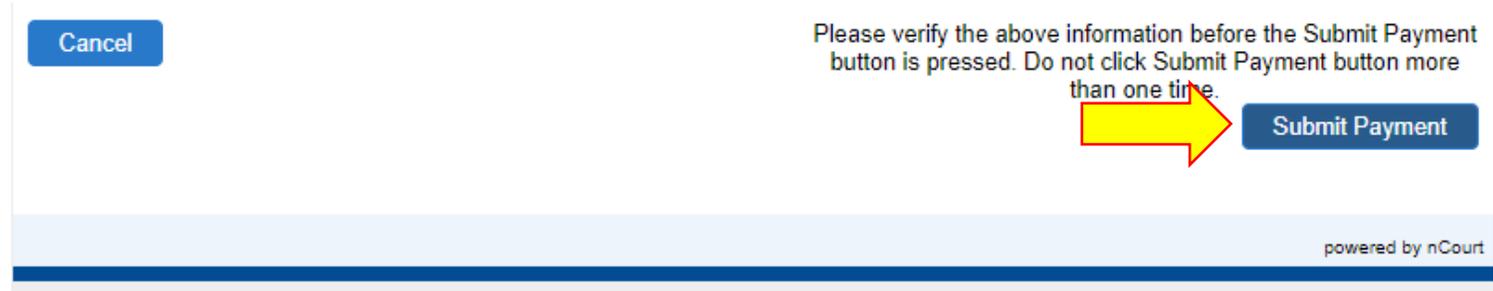
Please verify the above information before the Submit Payment button is pressed. Do not click Submit Payment button more than one time.

[Submit Payment](#)

powered by nCourt

Complete Payment

- To finalize the transaction review all information entered and select “Submit Payment” at the bottom right of the page.
- This will bring you back to the permit application to complete your submission.



Complete Application

- This is the final step to submit your application for review to DMF staff.
- If you believe you have made any errors, please contact us immediately.
- Select the highlighted box (A).
- Type in your name in the field (B), and click **Submit** (C)
- This will finalize your permit and will bring you to the next page where you can print a receipt. A receipt will also be emailed to you from nCourt.
- You can track your application in the Requests tab on your Dashboard. You will receive a notification when DMF processes the application.

Renew a Permit: Permit No. 182884 (2022)

ACTIVITIES & COMMENTS

Person	Organization	Resident Status	Permit Category	Permit Type	Amount Due
JAMES DAVIS		RESIDENT	COMMERCIAL FISHERMEN PERMITS	BOAT 0 FT-59 FT	\$0

Fields marked with an asterisk (*) are required.

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

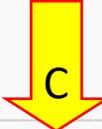
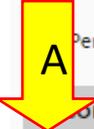
Complete Application

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 *

SUBMIT →



Questions?

- Contact DMF's permitting help desk at
 - Phone: 617-626-1520
 - Email: 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
 - Renewing a permit