



**Instructions:** Use this form to submit a **REQUEST** for a refund to the Massachusetts Division of Marine Fisheries for those fishermen that ***may be*** eligible for a permit refund. Please provide all requested information. Incomplete forms may result in the delay of a full review by the refund department.

**Section 1.**

Applicant Information		
Last Name:	First Name:	MI:
Address		
Street 1:		
Street 2:		
Zip code:	City:	State:
Other Information		
Phone:	e-mail address:	
Permit/Vessel Information		
DMF Permit ID #:	Vessel Name:	
Vessel Homeport:	Registration #:	

**Section 2.** Is this refund request related to a permit upgrade (check one)?

- YES, Purchase new permit, attach old permit to this request and continue with Section 3.
- NO, Attach old permit to this request and continue with Section 3.

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**Section 3.** Please fully describe the nature of your request for refund in the area below:

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**Section 4. Certification/Signature**

I certify under the pains and penalties of perjury that all information contained in this request is true and accurate to the best of my knowledge and belief.

Applicant: \_\_\_\_\_ (Signature of applicant) \_\_\_\_\_ Date

**DIVISION OF MARINE FISHERIES  
PERMIT FEE REFUND POLICY**

Refunds of permit fees paid to DMF will be approved if all the following conditions are met:

1. The permit was never received by the applicant (sent to wrong address), or the permit was issued in error, i.e., the wrong permit was issued for the activity in question.
2. The permit has been in the possession of the permit holder for less than two months, or covers a seasonal activity, which has not started during the current permit year.
3. There are no fish sale transactions under the authority of this permit.
4. The permit is returned to DMF with a written request for a refund containing the reason for the request.

If the above criteria are met, DMF will request a refund from the State Treasurer.

**Permit Upgrade:**

- Although there is no mechanism to "upgrade" a permit or "trade it in" for a different permit covering different activities, there may be circumstances where regulations have been implemented that impact a fishery and permit requirements. The most appropriate time to make these changes is during the annual renewal period. DMF licensing permitting are available to assist with the selection of the proper permit.
- However, if an applicant purchased a permit early in the fishing year and *Marine Fisheries* enacted regulations impacting the permit type previously purchased, the applicant may be eligible for a refund. In such a case, a new permit type must be issued and the fee collected. The applicant would turn in the previously issued permit and request a refund stating the regulatory change as the reason a new permit type was required.