



## Form DMF-DLR1 Dealer Permit Instructions

### 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](http://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 that you were inspected for.

**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.
5. Submit original permit application, the fee, the Primary Buyer & Quota Managed Species application form, 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	<input type="checkbox"/> \$65	<input type="checkbox"/> \$130
Retail Boat	<input type="checkbox"/> \$65	<input type="checkbox"/> \$130
Retail Store	<input type="checkbox"/> \$65	<input type="checkbox"/> \$130
Retail Truck	<input type="checkbox"/> \$65	<input type="checkbox"/> \$130
Wholesale Broker	<input type="checkbox"/> \$130	<input type="checkbox"/> \$260
Wholesale Dealer	<input type="checkbox"/> \$130	<input type="checkbox"/> \$260
Wholesale Truck	<input type="checkbox"/> \$130	<input type="checkbox"/> \$260

**Dealer Permit Descriptions and Additional Requirements**

**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 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). The inspection must specifically state "**Approved for retail and bait permit**".

**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:**

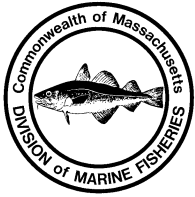
- Allows the holder to act as an agent who negotiates contracts of purchase and sale of seafood.
- The brokerage activities will not involve the actual handling, processing or reshipping of finfish, shellfish or other marine resources.
- A "broker only" waiver (**\*see application page 2**) must be filed 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), the inspection must specifically state, "**Approved for retail and bait permit**".
- 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.



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

**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.

Social Security No. or Federal ID No. \_\_\_\_\_

Signature of Individual or Corporate Name \_\_\_\_\_

Corporate Officer (if applicable) by: \_\_\_\_\_

**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 the Boston office 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 Store	<input type="checkbox"/> \$65	<input type="checkbox"/> \$130	<input type="checkbox"/> Finfish	<input type="checkbox"/> Farmers Market
Retail Truck	<input type="checkbox"/> \$65	<input type="checkbox"/> \$130	<input type="checkbox"/> Live Lobsters	<input type="checkbox"/> Fish Processing
Wholesale Broker	<input type="checkbox"/> \$130	<input type="checkbox"/> \$260	<input type="checkbox"/> Lobster/Crab Meat	<input type="checkbox"/> Lobster Processing
Wholesale Dealer	<input type="checkbox"/> \$130	<input type="checkbox"/> \$260	<input type="checkbox"/> Northern Shrimp	<input type="checkbox"/> Scallop Shucking
Wholesale Truck	<input type="checkbox"/> \$130	<input type="checkbox"/> \$260	<input type="checkbox"/> Scallop Meat	<input type="checkbox"/> Shellfish Processing
			<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 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 251 Causeway St., Suite 400 Boston, MA, 02114. Thank you!

Sign your application below, and return to the Division of Marine Fisheries at the address listed above. Thank you!

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.

**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: \_\_\_\_\_

**\*\*\* This Form Must be Submitted with your 2017 Permit Application \*\*\***  
**2017 MA Seafood Dealer - Primary Buyer & Quota Managed Species Application Form**  
**\*\* This includes all retail stores, boats & trucks and all wholesale brokers, dealers & trucks. \*\***

Complete Section 1 & 2 Before Submitting

**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. 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 978-282-0308 x117.***

**Section 1 – Dealer Location Information.**

**Dealer Name:** \_\_\_\_\_  
**Permit #:** \_\_\_\_\_ **Permit ID #:** \_\_\_\_\_ **Federal Dealer Permit # (if applicable):** \_\_\_\_\_  
**Dealer Location Address:** \_\_\_\_\_  
Street City/Town Zip Code  
**Telephone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_ **eMail Address:** \_\_\_\_\_  
**Month location expects to: Open for business in 2017:** \_\_\_\_\_ **Close in 2017:** \_\_\_\_\_

**Section 2 – Dealer Intention.** If you intend on being a primary buyer in 2017, answer **YES** to question 2A below, answer question 2B, and then 2C if you answered NO to 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 in 2017, 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 2017 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 2017?**  
Circle One: YES NO
- 2B. If you answered YES to question 2A, will this Dealer report purchases electronically under federal requirements (federal-reporting dealer) in 2017?**  
Circle One: YES NO
- 2C. If you answered NO to question 2B, then you are considered to be a state-reporting dealer (you have no federal permits). Please indicate whether or not you would like to report purchases electronically for 2017 as a state-reporting dealer.**  
Circle one: YES NO

*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 both 3A and 3B only if you answered YES to question 2A.

**3A.** Please indicate how you would prefer to receive notifications concerning quota managed species (closures, trip limit changes, etc.) over the course of 2017 by circling one of the following options:

1. **Email** (be sure email address above is current)      2. **FAX** (be sure FAX number above is current)      3. **US mail**

**3B.** If you intend to purchase any of the below listed quota managed species directly from fishermen, you must indicate so by checking the appropriate box(es) next to the species you intend to purchase.

Check box if buying in 2017	Species Common Name	Latin Name	Check box if buying in 2017	Species Common Name	Latin Name
<input type="checkbox"/>	Black Sea Bass	<i>Centropristes striatus</i>	<input type="checkbox"/>	Squids	<i>Loligo pealei, 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				

## 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 is entered 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 of 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 considered to be "**federal-reporting**" dealers, and will report all of their purchases of all species from fishermen electronically (via a web based application or other software). All other primary buyers in Massachusetts are considered "**state-reporting**" dealers. These dealers, although not required to report electronically, can and are encouraged to do so. Many state-reporting dealers are already reporting their transactions electronically and are expected to continue to do so in 2017. Regardless whether you are a federal-reporting or a state-reporting dealer, all transactions of all species will be submitted to the same database system. 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 electronically. For information about federal permits, contact the National Marine Fisheries Service in Gloucester at 978-281-9370 or go to their website at: [www.nero.noaa.gov/fso](http://www.nero.noaa.gov/fso). If you will be a state-reporting dealer and have questions or would like to report electronically, 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
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. If you will be a state-reporting dealer and are interested in reporting your transactions electronically rather than on paper, answer YES to question 2C on the front and we will contact you to get you started reporting in this fashion.

Further information including primary buyer packets (worksheets, instructions, FAQ's, etc.) will be mailed 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 Dealer Reporting.



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 617-983-6770 - 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.