COMMERCIAL FISHING VESSEL REGISTRATION (CFVR) APPLICATION INSTRUCTIONS

This application is to be completed and signed by individuals applying for a Commercial Fishing Vessel Registration. Businesses requesting a license must have the Responsible Party (business agent) complete and sign the application. The Responsible Party is the person who coordinates, supervises or otherwise directs operations of a business entity, such as a corporate officer or executive-level supervisor of business operations and is the person responsible for use of the issued License in compliance with applicable laws and regulations. Individuals applying for a license for another under the authority of Power of Attorney must submit a **PHOTOCOPY** of the Power of Attorney and current picture identification.

Eligibility Requirements

This registration is required for any vessel used in a commercial fishing operation in the coastal fishing waters of the state.

A. Provide a **PHOTOCOPY** of one of the following current picture identifications:
   1. Driver's License; or
   2. State Identification (issued by DMV); or
   3. Military Identification; or
   4. Passport; or
   5. Resident Alien Card (green card)

B. If you are applying as a business, you must provide:
   1. If incorporated, a **PHOTOCOPY** of Articles of Incorporation and list of current corporate holders.
   2. If written agreement partnership, a **PHOTOCOPY** of written partnership agreement.
   3. If not incorporated or written partnership, a **PHOTOCOPY** of current Assumed Name Statements, if filed, and a **PHOTOCOPY** of business privilege tax certificates, if applicable.

C. A **Commercial Fishing Vessel Registration** Application must have the following:
   1. Check one:
      a. New Application (i.e., new License)
      b. Renewing
      c. Updating Current License
      d. Replacing a Current License
   2. **Commercial Fishing Vessel Registration** number if renewing, updating or replacing the Registration. This number is printed on the license to the right of the words *Commercial Fishing Vessel Registration* and is the *'P' number*.
   3. Complete all the applicable Participant Information, including Participant Identification number. This number is listed to the right of the word Participant # on your license. If you do not currently have a license with DMF, leave this box blank.
   4. All surveys must be completed.
   5. Sign the Application.
   6. Completed Certification Statement Form. It must be notarized if applying for a new license.

D. Enclose a **PHOTOCOPY** of valid vessel state registration or U.S. Coast Guard Vessel Documentation. If applying for a transfer of ownership and the U.S. Coast Guard Vessel Documentation is pending, a notarized bill of sale will be accepted.

E. Fees
   1. 1-18 ft $1.00 per foot
   2. 18-38 ft $1.50 per foot
   3. 38-50 ft $3.00 per foot
   4. 50-over $6.00 per foot
   5. $10.00 replacement fee for replacing current/valid license or amount equal to original cost of registration if less than $10.00 (i.e., 8 ft. boat charge = $8.00).

F. Method of payment: Personal check, money order or Cashier check. Make payable to ***North Carolina Division of Marine Fisheries***. There will be a $25.00 service charge for returned checks.

You are required to notify the Division of Marine Fisheries of any address or residency changes within 30 days. Incomplete applications submitted without required documentation will be deemed incomplete and returned to you unprocessed.

Mail to: **North Carolina Division of Marine Fisheries**
License Office
PO Box 769
Morehead City, NC 28557

North Carolina Division of Marine Fisheries

Application for Commercial Fishing Vessel Registration (CFVR)

Check One:	☐ New Application ☐ Renew ☐ Replace ☐ Update and/or Change of Vessel Master
Existing License Number (License number is printed on license)	

Individual of Business Agent Participant Information

Participant I.D.	First Name	Middle Name	Last Name	Suffix

Check One: Driver's License No. ☐	State I.D. No. ☐	Military I.D. No. ☐	Resident Alien I.D. No ☐	Passport No. ☐
No.	Expire Date / /			

Date of Birth	Primary Residence (State)	E-mail Address
_____ / _____ / _____		

Race:	Gender:	Physical Address	Mailing Address ☐ Check if same as physical address
	M / F		
Height	Weight	Address 1:_____	Address 1:_____
		Address 2:_____	Address 2:_____
Eye Color	Hair Color	City:_____ State:_____ Zip:_____	City:_____ State:_____ Zip:_____
		County:_____ Country:_____	County:_____ Country:_____

Home Phone:	Business Phone:	Fax:	Cellular Phone:
( ) -	( ) -	( ) -	( ) -

Type of Business Entity (Circle One): Corporation Partnership Sole Proprietorship LLC

Business Participant Information (This section must be completed for the application of a license for use by a business)

Participant I.D	Business Name:	State of Incorporation:	Charter State:

Business Phone:	Cellular Phone:	Home Phone:	Fax:	E-mail Address:
( ) -	( ) -	( ) -	( ) -	

Business Owner Name (F, M, L)	Physical Address	Mailing Address ☐ Check if same as physical address
Business Owner Name (F, M, L)	Address 1:_____	Address 1:_____
	Address 2:_____	Address 2:_____
Business Owner Name (F, M, L)	City:_____ State:_____ Zip:_____	City:_____ State:_____ Zip:_____
	County:_____ Country:	County:_____ Country:_____
Business Owner Name (F, M, L)		

License Office, NCDMF, PO Box 769, 3441 Arendell St., Morehead City, NC 28557 (252) 726-7021 (800) 682-2632

North Carolina Division of Marine Fisheries

Application for Commercial Fishing Vessel Registration (CFVR)

Please Complete Required Vessel Survey, Vessel Usage Survey, Vessel Owner Survey and Gear Survey Sections

Vessel Name:			Homeport:	
US Customs #:		Expire Date / /	Vessel Year Built:	
State Registration #:		Expire Date / /	Hull I.D.:	
Vessel Length:			Vessel Manufacturer:	
Port of Landing:			Number of Crew:	
			Vessel Gross Tons:	

Vessel Survey

Carrying Capacity:	Pounds				
Total Horsepower					
Observers Allowed:	☐ YES ☐ NO				
Propulsion:	☐ Outboard	☐ Inboard	☐ Inboard/Outboard	☐ Other	
Hull Material:	☐ Fiberglass	☐ Wood	☐ Aluminum	☐ Steel	☐ Other
Engine Type:	☐ Gas	☐ Diesel	☐ Other		
Number of Engines:					

Vessel Usage Survey
Check all that apply:

Charterboat: ☐	Guide Boat: ☐
Headboat: ☐	Commercial Fishing: ☐

Vessel Owner Information Survey (please select one of the following Owner designations)

☐ Owner and Master	☐ Owner, but not Master	☐ Neither

North Carolina Division of Marine Fisheries

Application for Commercial Fishing Vessel Registration (CFVR)

Gear Survey-Please complete the following with an accurate account of gear actually used, not owned, the previous year. This information is used by our biologists to estimate effort in specific fisheries and is not available on trip tickets.

Check all that apply:	Min – Max Yds	Yards fished
☐ Beach Seine	100 - 2,000	Yds.
☐ Swipe Net	50 – 3,000	Yds.
☐ Haul Seine	50 – 3,000	Yds.
☐ Common Seine	5 – 200	Yds.
☐ Purse Seine	100 – 1,000	Yds.
☐ Channel Net	10 - 40	Yds.

Check all that apply:	Min – Max Nets	Combined Headrope Length
☐ Butterfly Net	1 - 2	Ft.
☐ Skimmer Trawl	1 - 2	Ft.
☐ Crab Trawl	1 - 2	Ft.
☐ Flounder Trawl	1 - 2	Ft.
☐ Scallop Trawl	1 - 2	Ft.
☐ Shrimp Trawl	1 - 4	Ft.
☐ Clam Trawl Kicking	1	Ft.
☐ Flynet	1	Ft.

Check all that apply:	Min – Max Sets	Number Set
☐ Shrimp Pound	1 – 100	
☐ Fyke Net	1 – 100	

Check all that apply:	Min – Max Yds	Yards Fished
☐ Gill Net Set (float)	50 – 3,000	Yds.
☐ Gill Net (drift)	50 – 3,000	Yds.
☐ Gill Net (runaround)	50 – 3,000	Yds.
☐ Gill Net Set (sink)	50 – 3,000	Yds.

Check all that apply:	Min – Max Reels	No. of Reels used per trip
☐ Rod-n-Reel	1 - 10	

Check all that apply:	Min - Max Lines	No. of Lines pulled per trip
☐ Trolling	1 - 8	

Check all that apply:	Min - Max Hooks	Number of Hooks set
☐ Longline Surface	100 – 3,000	
☐ Longline Bottom	100 – 2,000	
☐ Longline Shark	100 – 2,000	
☐ Trotline	5 - 200	

Check all that apply:	Min - Max Hooks	Number of Hooks set
☐ Turtle Hooks	1 - 50	

Check all that apply:	Min - Max Pots	Number Fished
☐ Conch Pot	1 – 100	
☐ Fish Pot	1 - 200	
☐ Turtle Pot	1 – 100	
☐ Crab Pot	1 – 1,000	
☐ Peeler Pot	1 – 1,000	
☐ Eel Pot*	1 – 600	

*use of eel pots requires submission of monthly logbooks.

Economic Survey (must be completed by Responsible Party)

First Name	Middle Name	Last Name	At least 50% of income derived from commercial fishing?
			☐ YES ☐ NO

Signature:_____ _____

Applicant signature (**Must be signed to be valid**) Date

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North Carolina Division of Marine Fisheries
License or Permit Application Certification Statement Form

Certification Statement (This section must be completed by Applicant)

I, _____ certify that:

1. All the information provided on this application and any supporting documentation provided is true, accurate, and complete. And further, for renewals, any changes in information or supporting documents have been provided at the time of renewal.
2. I am a resident of the State of: _____

   If claiming resident status in North Carolina, I certify further that (check one):

   ☐ I have been a legal resident for more than six months, or

   ☐ If domiciled in North Carolina between 60 days and six months, I have completed and submitted with this application a notarized Certificate of Eligibility for North Carolina Residency.

3. If applying for a Standard or Retired Standard Commercial Fishing License as a North Carolina Resident, I also certify that: (initial the appropriate entry)

   _____ I filed a North Carolina State Income Tax Return for the previous calendar or tax year.

   _____ I was not required to file a North Carolina State Income Tax Return for the previous calendar or tax year.

4. For commercial fishing licenses, permits, endorsements or registrations:
   a) I currently have no marine fisheries licenses, permits, endorsements, or registrations under suspension or revocation and the privilege to hold such licenses, permits, endorsements, or registrations is not revoked or suspended.
   b) I have not been convicted of four or more violations in any jurisdiction related to state or federal law or regulations involving or related to marine or estuarine resources during the previous three years.
   c) I understand that as a condition of accepting a permit from the Division of Marine Fisheries, I agree to abide by all conditions of the permit and agree, that if specific conditions of the permit as identified for the permit are violated, or if false information was provided in the application for initial issuance, renewal or transfer, the permit may be suspended or revoked by the Fisheries Director.

5. NC General Statute §113-221 requires the NC Division of Marine Fisheries to provide a current copy of the rules governing activities authorized by the license you are purchasing. You have the right to request a current rulebook in hardbound or electronic format.

I understand if any question arises concerning the filing of a North Carolina State Income Tax Return, I may have to provide appropriate tax records, as requested by the Division of Marine Fisheries.

I understand that any false information or fraudulent disclosures may result in termination of appropriate licenses, permits and related documents, revocation or suspension of marine fisheries licensing and other privileges, and in possible criminal prosecution.

Date Signed: _____

Signature of Applicant _____

NOTARY **(Only NEW applications must be notarized)**

State: _____
County:_____

Sworn to and Subscribed before me this _____ day of _____, 20_____

Notary Public:_____My Commission expires:_____