



## 2018 AQUACULTURE REGISTRATION RENEWAL NOTICE

### 2018 Aquaculture Registration Renewal Information

Your current registration will expire December 31, 2017. Please **allow 40 business days** for processing the renewal of your registration.

### No Cash Accepted At Department Offices

As of January 1, 2017, the California Department of Fish and Wildlife (Department) no longer accepts cash at its License and Revenue Branch and regional license sales offices. Checks, money orders, or any debit or credit cards with the Visa or Mastercard logo are accepted.

### Enclosed are the following:

- 2018 Aquaculture Registration Renewal Worksheet.
- Credit Card Authorization Form (DFW1443).

### Additional Aquaculture Locations

You must complete a renewal worksheet for each additional aquaculture location; however, you are not required to submit registration fees for additional aquaculture locations.

### Renew Your Registration Online

You can renew your Aquaculture Registration online by logging in to your Online License Sales and Service account (see “Renew Your Aquaculture Permit Online” for instructions). **Note:** Items purchased from the Online License Sales and Service system include a five percent (5%) nonrefundable license agent handling fee.

### Aquaculture Stock for Sale

If you have stock available for sale to the public, please check the box on the renewal worksheet if you want the name of your business posted on the Department’s website.

### Delinquent Fee

Section 235(c), Title 14, of the California Code of Regulations requires aquaculturists to renew their registration by March 1 of each year. Pursuant to Fish and Game Code Section 15104, any person engaging in the business of aquaculture without having paid for renewal of registration **on or before April 1 of each year**, must pay a **late fee of \$158.75**.

### Checklist for Renewing Your Aquaculture Registration

Please read the instructions before completing the worksheet. **Incomplete or inaccurate** renewal worksheets will be returned and may **delay** the issuance of your registration. Please remember to do the following:

- ✓ Review the preprinted information carefully, line through incorrect information, and legibly print corrections.
- ✓ Provide both the common and scientific names (genus and species) when you add additional species that are not preprinted on the renewal worksheet.
- ✓ Provide an owner’s name and business telephone number for contact purposes, not just the name of a company or facility.
- ✓ Provide annual water source information for every facility.
- ✓ Sign and date the Aquaculture Registration Renewal Worksheet.
- ✓ Enclose your check or money order.
- ✓ When paying by credit card, sign the enclosed form and include the expiration date of the credit card, CVC number, and your daytime telephone number.

### Forms, Laws and Regulations

Aquaculture forms, laws and regulations are available on the Department’s website at [www.wildlife.ca.gov/Licensing/Aquaculture](http://www.wildlife.ca.gov/Licensing/Aquaculture).

### Renew Your Aquaculture Permit Online

1. Visit [www.ca.wildlifelicense.com/InternetSales/](http://www.ca.wildlifelicense.com/InternetSales/).
2. Click on the “Customer Login/Register” tab. (For mobile devices, click the ☰ icon towards the top left and select “Customer Login/Register.”)
3. Enter the business owner’s Date of Birth and Last Name, and click “Next.”
4. Under “Select Official Document ID Type,” select an appropriate ID registered with the account from the drop down menu (i.e. GO ID, State ID, Passport, Green Card, Military ID, or Foreign Government ID),

enter the requested information, and click “Next.” If prompted, update your information and click “Save” to complete the update. Otherwise, click “Cancel Updates” to continue. **Note:** If there is not an active ID Type on file, you will be required to enter one before you can proceed with the permit renewal.

**Individual Profile Update:** If you would like to update the individual customer profile, click the “Edit Customer Profile” button, update the necessary information, and click “Save.” (For mobile devices, click on the ☰ icon towards the top left, click on “Edit Customer Profile,” update the necessary information, and click “Save.”)

5. Click the “Add Customer” tab and then click “Start” to retrieve the business profile. (For mobile devices, click the ☰ icon towards the top left and select “Add Customer,” then click “Start.”)
6. Select “Business” from the drop-down menu and click “Start.”
7. Enter the Business GO ID (found on the front of your Aquaculture Renewal Worksheet under the barcode). Enter the business mailing address Postal Code (zip code) and click “Next.” If prompted, update your information and click “Save” to complete the update. Otherwise, click “Cancel Updates” to continue.

**Business Profile Update:** If you would like to update the business customer profile, click the “Edit Customer Profile” button, update the necessary information, and click “Save.” (For mobile devices, click on the ☰ icon towards the top left, click on “Edit Customer Profile,” update the necessary information, and click “Save.”)

8. Click “View My Special Permits.” (For mobile devices, click the ☰ icon towards the top left and select “View My Special Permits.”)
9. Under “Permits on File,” locate your Aquaculture permit and click “View.”
10. Click on “New Application” to create an Aquaculture Permit Renewal Application. **Note:** If there is no “New Application” button, click “Edit” next to the appropriate Application Year.

11. Update all information on the renewal application page. If you have aquaculture stock available for sale to the public, please check the appropriate box if you want the name of your business posted on the Department’s website.

**Uploading a Report:** Click “Add” under “File Uploads” and then click “Browse.” Select the file on your computer/device that you wish to upload and click “Upload.”

12. Scroll down and check the box to certify under penalty of perjury that the application is true and correct.
13. Click “Submit And Finish” and then click “Continue.”
14. Confirm the selections in your Shopping Cart and click “Checkout.”
15. Confirm your shipping information and enter your payment information. **Note:** Only Visa and MasterCard are accepted.
16. To receive a purchase confirmation via email, check the box next to “Please Email Confirmation” and enter an email address.
17. Check the box certifying you are at least 18 years of age and authorized to make the selected purchase. **The transaction will not proceed if the box is not checked.**
18. Click “Complete Transaction.”
19. The “**Transaction Complete**” page will appear, confirming you have completed the purchase and have submitted your Aquaculture Permit Renewal Application. Click on “**Download Receipt/Licenses**” to print your receipt for your records. **Please allow 40 days for processing.**

For more information, contact the Department at (916) 928-5852 or [SPU@wildlife.ca.gov](mailto:SPU@wildlife.ca.gov).