



2019 COMMERCIAL FISH BUSINESS LICENSE RENEWAL NOTICE

2019 Commercial Fish Business License Information

Your current Commercial Fish Business License will expire December 31, 2018.

Enclosed are the following:

- 2019 Commercial Fish Business License Worksheet
- 2019 Declaration of Additional Owners, Partners, or Officers
- 2019 Declaration of Additional Commercial Fish Business Plant Locations
- Steps to Renew Your License Online
- Credit Card Authorization Form

Checklist for Renewing Your Commercial Fish Business License

- ✓ Review the preprinted information, line through incorrect information, and legibly print corrections.
- ✓ Enclose your check or money order.
- ✓ When paying by credit card, complete and sign the enclosed credit card authorization form.
- ✓ Please allow 15 business days for your worksheet to be processed.

Business Documentation

All applicants applying as a business must provide documentation showing the business entity. Acceptable forms include the following:

- Articles of Incorporation
- Articles of Organization
- Certificate of Limited Partnership
- Statement of Partnership Authority

Renew Your License Online

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

Note: Please see insert for steps to renew your license online.

First Commercial Fish Business License

If applying for a Commercial Fish Business License for the first time, you must contact the License and Revenue Branch at (916) 928-5822 or LRBCOMM@wildlife.ca.gov to set up your initial customer profile at (916) 928-5822.

Electronic Landing Receipts

Since **July 1, 2018**, all Fish Receivers and Fisherman's Retail License holders have been able to use the federal, web-based E-Tix system to submit any state-required landings data. Beginning July 1, 2019 all landings must be submitted electronically through the E-Tix system, and paper landing receipts will no longer be accepted. The Department will mail out a final reminder to all Fish Receivers and Fisherman's Retail License holders regarding the required use of E-Tix in June 2019.

New legislation (SB 269) mandates that starting **January 1, 2019**, all E-Tix landing receipt records must be submitted within three business days of the landing. Existing submission requirements (on or before the 16th or the last day of the month following the landing) are still in effect for paper landing receipts only through June 30, 2019.

Federal regulations require the use of the E-Tix system for all landings with sablefish and trawl individual quota species. These landings must be reported via E-Tix within 24 hours, not three business days. Paper landing receipts for these landings are no longer accepted by the Department.

The E-Tix system is maintained by the Pacific States Marine Fisheries Commission. If you have not yet created an E-Tix account or would like to request free one-on-one training, please contact Dave Colpo at (503) 595-3100.

For questions regarding electronic Department receipts, please contact Joann Eres at (562) 342-7135 or Joann.Eres@wildlife.ca.gov. Additional resources can be found at <https://www.wildlife.ca.gov/Fishing/Commercial/Landing-Resources>.