



## 2021 COMMERCIAL FISH BUSINESS LICENSE RENEWAL NOTICE

### IMPORTANT INFORMATION: SUBMITTING YOUR 2021 COMMERCIAL FISH BUSINESS RENEWAL WORKSHEET

Due to the temporary closure of license sales offices to the public, the California Department of Fish and Wildlife (CDFW) is online to please mail their renewal worksheets and any additional required documents directly to the address below to streamline the issuance of 2021 Commercial Fish Business Licenses. asking all customers who are not renewing their licenses

**CDFW License and Revenue Branch  
1740 N. Market Blvd.  
Sacramento, CA 95834**

Your current Commercial Fish Business License will expire December 31, 2020. Please allow 15 business days to process the renewal of your license.

### RENEWING YOUR LICENSE ONLINE

Renewing your license online allows you to pay the renewal fee with a Visa or Mastercard and download and print your license at the end of the transaction. If you are interested in renewing online, please review the instructions listed on the enclosed “Steps to Renew Your License Online” document. Online renewals and additional item purchases are subject to a five percent (5%) nonrefundable license agent handling fee.

**NOTE:** If your renewal requires you to provide additional documentation for your business (see numbers 2, 3, and 4 on this page), CDFW staff can obtain the documentation from you electronically by emailing you a secure upload link using our secure File Transfer Protocol (FTP) website. Once we receive and add the documentation to your customer record, you can complete your renewal online.

To request a secure FTP upload link, email us at [LRBCOMM@wildlife.ca.gov](mailto:LRBCOMM@wildlife.ca.gov) and provide your GO ID and a description of the documentation you want to send us. **DO NOT** attach your documents to your email.

### RENEWING YOUR LICENSE BY MAIL

Please read the instructions before completing the enclosed renewal worksheet. Incomplete or inaccurate renewal worksheets may be returned and will delay the issuance of your license.

1. Review the preprinted worksheet information, line through incorrect information, and legibly print corrections.
2. Complete the enclosed “Declaration of Additional Owners, Partners, or Officers” if your business has experienced changes in ownership or officers.
3. If your business name or ownership has changed, you must provide documentation showing the changes. Acceptable forms of documentation include the following:
  - Articles of Incorporation
  - Articles of Organization
  - Certificate of Limited Partnership
  - Statement of Partnership Authority
4. Complete the enclosed “Declaration of Additional Commercial Fish Business Plant Locations” if you are adding plant locations to your license.
5. Send your completed renewal worksheet and additional documentation (if required) to the License and Revenue Branch for processing.
6. Enclose your check, money order, or completed credit card authorization form (enclosed).

## **TEMPORARY CLOSURE OF CDFW LICENSE SALES OFFICES DUE TO COVID-19**

CDFW has temporarily closed public access to its high public use offices, including license sales counters, to help slow the spread of COVID-19. Please contact your local office to determine if it has reopened to the public prior to planning a visit. Visit the following web page to obtain a list CDFW license sales offices:  
<https://wildlife.ca.gov/Explore/Organization/LRB>.

## **COMMERCIAL FISHERIES REPORTING**

Effective July 1, 2019, fish businesses that possess one or more of the licenses below must report landings electronically:

- Multifunction license (for fish businesses that report the sale or delivery of commercial fish landings)
- Fisherman's retail license
- Fish receiver's license

The landings are required to be submitted as electronic fish tickets in the E-Tix web-based application managed by the Pacific States Marine Fisheries Commission (PSMFC).

The electronic fish tickets must be submitted within three business days of the landing, unless the landing includes sablefish, groundfish trawl or bluefin tuna which must be submitted within 24 hours. **Paper landing receipts are no longer being accepted.**

If you have not yet created an E-Tix account and would like to request a free one-on-one training, or have E-Tix questions, please contact Dave Colpo with PSMFC at (503) 595-3100.

For questions regarding the electronic reporting of commercial landings, please contact California Department of Fish and Wildlife's Marine Fisheries Statistical Unit at (562) 342-7130 or [ElectronicFishTicket@wildlife.ca.gov](mailto:ElectronicFishTicket@wildlife.ca.gov).

Additional resources can be found at <https://www.wildlife.ca.gov/Fishing/Commercial/Landing-Resources>.