



## 2022 COMMERCIAL FISH BUSINESS LICENSE RENEWAL NOTICE

### IMPORTANT INFORMATION: SUBMITTING YOUR 2022 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 asking all customers who are not renewing their licenses online to please mail their renewal worksheets and any additional required documents directly to the address below to streamline the issuance of the 2022 Commercial Fish Business Licenses.

**California Department of Fish Wildlife**  
**Attention: License and Revenue Branch**  
**PO Box 944209**  
**Sacramento, CA 94244-2090**

Your current Commercial Fish Business License will expire December 31, 2021. Please allow 20 business days to process the renewal of your license.

### 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, sign, and date 2022 renewal worksheet and the enclosed “Declaration of Additional Commercial Fish Business Plant Locations” if you are adding plant locations to your license.
5. Enclose your check, money order, or completed credit card authorization form (enclosed).
6. Send your completed worksheet, payment, and Declaration of Additional Commercial Fish Business Plant Locations (if required) to the License and Revenue Branch.

### 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 office:

<https://wildlife.ca.gov/Explore/Organization/LRB>.

### RENEWING YOUR LICENSE ONLINE

You can renew your Commercial Fish Business License online by logging onto the CDFW’s Online License Sales and Service at

[www.ca.wildlifelicense.com/InternetSales/](http://www.ca.wildlifelicense.com/InternetSales/), and follow the instructions at [Steps to Renew Your License Online](#).

### 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). Please ensure your E-Tix account is set up under your active licensed Dealer ID. Businesses that have changed their names will require a new E-Tix account from 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, need to create a new account following a business name change, 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 requirements of commercial landings, please contact CDFW'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>.