How to obtain an International Fisheries Trade Permit (IFTP)

NOTE: These instructions are only for users applying for International Fisheries Trade Permits (IFTP) through the NOAA Fisheries Permits website [https://fisheriespermits.noaa.gov/npspub/pub_cmn_login/index_live.jsp].

These instructions will walk you through how to obtain an IFTP. This includes step by step instructions to:

- acquire a new user account for the NOAA Fisheries Permits site (page 1),
- obtain an International Fisheries Trade Permit for your business (page 3),
- navigate Pay.gov (page 10),
- renew an IFTP permit (page 13).

If you are a new NOAA Fisheries Permits website user, you will first need to create an account. If you already have an account, skip to Page 3.

Create an account in NOAA Fisheries Permits:

Click the button on the right side of the page that says "Register."

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Permits Home	NOAA Fisheries Permits	
Online Services Permit Information Search Issued Permits Permit Applications Track Application Status CRESOURCES FA.Q. Useful Links Contact Information Technical Support	Welcome to NOAA Fisheries Permits The NOAA Fisheries Permits web site provides a common front door to a large variety of commercial and recreational fishing permits issued by the National Marine Fisheries Services. Our ultimate goal is to provide a one-stop service portal for electronically available permits, as well as reference material to help you stay abreast of the latest laws, regulations, and requirements related to commercial and recreational fishing activities in federally managed waters. While we work on making more permits available through this web site, links are provided to help you find permiting resources on other NOAA Fisheries Sites.	Account Login: Username: Password: Accept Terms of Use Login Eapot Usename or Passaon
Experience of the second secon	Terms of Use This U.S. Government system is to be used by authorized users only. Information from this system funded by the Government. The data and documents on this system include Federal records that oprotected by various Federal statutes, including the Magnuson-Stevens Fishery Conservation and 1801 et seq. the Privacy Act, 5 U.S. (§ 552a. All access or use of this system constitutes user und these terms and constitutes unconditional consent to review and action by all authorized Governm personnel. Unauthorized user attempts or acts to (1) access or unauthorized user or (5) otherwise prohibited. Such attempts or acts are subject to action that may result in criminal, civil, or administic NPS Privacy Act Statement Some additional features you will find here: Automatic fill-in of data. This streamlines application forms for users Sidiance to help you find the permits that are offered by geographic region Customized account preferences, such as setting the NMFS Fisheries Region you interact w A way to track the status of your permit request applications	resides on computer systems contain sensitive information Management Act, 16 U.SC. Serstanding and acceptance of nent and law enforcement n on this system, (2) modify this emisuse this system are strictly rative penalties.

• On the "New User Registration" page, provide your name and email address. Click on the drop down for "user type" and select "Seafood Dealer or Processor." Then pick a region from the list and create a username. (For IFTP permits, choose the region that matches your business address.)

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	Username:	Commercial Captain, Operator or Fisherman Seafood Dealer or Processor Agent Recreational Vessel Owner Other	o log in lo line web site. Ind can only contain letters, numbers, underscores, dashes,
	E Lwould like to	receive emails from NOAA about fisheries permits.	

- After completing the registration page you will be e-mailed a temporary password. Return to the log-in screen by clicking the log-in button in the upper right hand corner of the screen.
- Log in with your username and the temporary password that you received in the email referenced above.. Make sure that you click on the "Accept Terms of Use" check box.

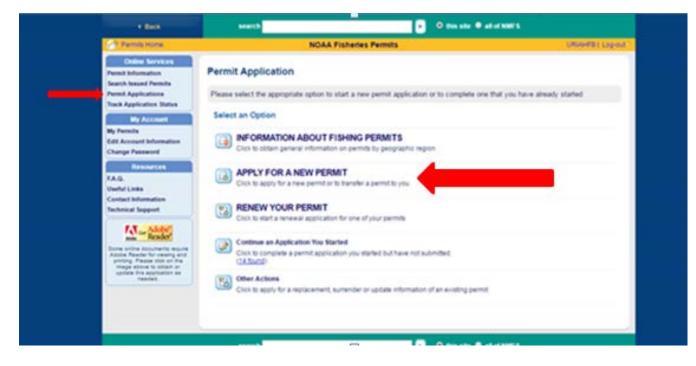
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	Terms of Use This U.S. Government system is to be used by authorized users only information from this system resides on computer systems funded by the Government. The data and documents on this system include Federal records that contain sensible information protected by various Federal statuses, including the Magnuson-Stevens Fahery Conservation and Management Act, 16 U.S. 180 et etse, the Phracy Act, EU Sci. 552c. All access or use of this system contables user understanding and acceptance of these terms and constitutes unconditional consents to review and action by all authorized Government and Taw enforcement personnel. Unantificate user advectory resources for unahorized use or (5) otherwise misuse this system are strictly prohibiled. Such attempts or acts to 11 access the intraversation intraminat, (vii) or deministrative penalities. <u>NEPS Privacy Act</u> , Statemett
	Some additional features you will find here:
	> Automatic fill-in of data. This streamlines application forms for users
	 Guidance to help you find the permits that are offered by geographic region
	Customized account preferences, such as setting the NMFS Fisheries Region you interact with the most
	A way to track the status of your permit request applications

• After logging in, you will be directed to change your password. Use the temporary password emailed to you for your "current password," then type in a new password and click "Submit."

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To apply for a new IFTP:

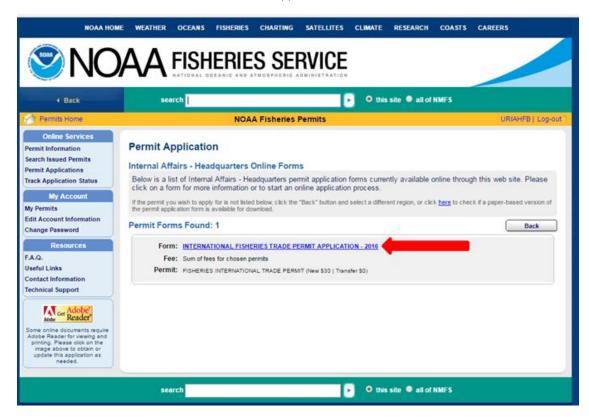
 Once you are logged in, this is the screen you will see. Select "APPLY FOR A NEW PERMIT." You can navigate to this screen by clicking "Permit Applications" on the left hand side. Then click "APPLY FOR A NEW PERMIT."



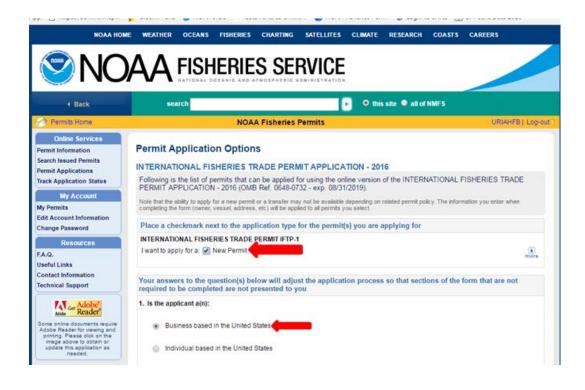
• Select "International Trade - Import and Exports," and then click "Next."

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Resources FA.Q. Useful Links Contact Information Technical Support	 International Trade - Import and Exports Alaska Pacific Islands Greater Atlantic Region Fisheries Office Southeast Western Region 	Alasta Southwest Pacific Islands Southwest

Click on "International Fisheries Trade Permit Application."



• Select "New Permit," and "Business Based in the United States," then click "Continue."



• Review and make sure you have all of the required information available to complete the permit application, and then click "Continue."

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Resources FAQ. Useful Links Contact Information Technical Support	 Applicant Of Permit Business Extended Attributes Names, Addresses, Phone Numbers, and E Individuals and Businesses Associated with When Applicable, Forms of Payment (Credit Required Documents: 		
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• Fill in all fields (Note, the "Employer Identification Number" and the "United States Importer Number" fields are asking for your EIN Tax ID number. Both fields should be the same), then click "Continue."

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• Fill in all fields and then click "Continue". The "Purchase/Received Location" is where you will be handling, receiving, and/or shipping fish or fish product. If this differs from your business address, provide the address and information for this location. If this is the same as your business address, enter your business address and information again.

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Select all species you intend to trade, and then click "Continue." If you would like to add or delete species from this list, after you have received your permit, please contact your region's permit office. This contact information is provided on page 16.

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• Review all of your information, and go back to correct any mistakes using the "Back" button. If all the information is accurate, select "I have read and understand the statement above." Then, type your password for the site in the "Account Password" field, and your name in the "Signature" field. Click "Continue."

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• Here you can download and print a PDF of your electronic signature for your records by clicking on the "Electronic Signature File." Afterwards select "Continue to next step" and click "Continue."

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• Next you will see the processing fee for your permit. Select the method of payment and click "Next."

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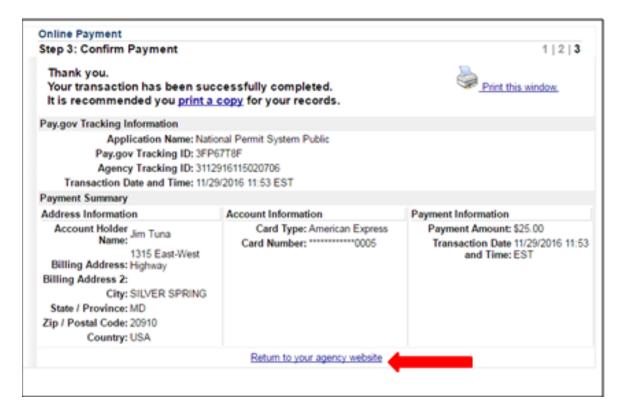
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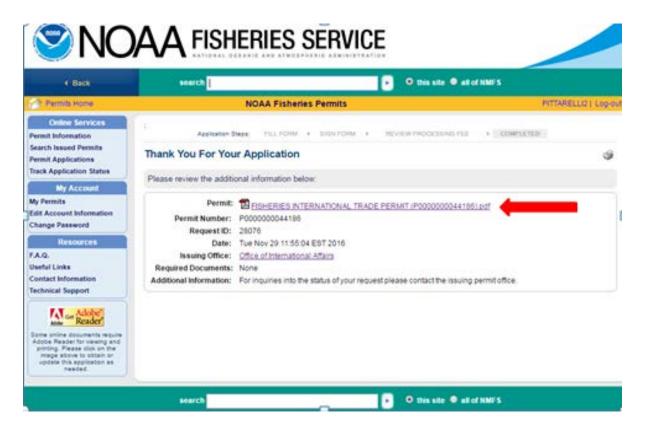
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Review your payment information, and then click "Return to your agency website."



You will then be directed back to <u>https://fisheriespermits.noaa.gov</u>, where you can download and print a PDF of your
permit by clicking the link next to "Permit."



How to renew IFTP permit:

 Once you are logged in, this is the screen you will see. Select "RENEW PERMIT." You can navigate to this screen by clicking "Permit Applications" on the left hand side. Then click "RENEW PERMIT."

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• This screen will show your expired permit, click "Go."

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Fisheries Permits System v. PR 1.4.37.18 Common Questions Useful Links	Technical Support Contact Information	Fisheries Service Fisheries Home Forms Privacy Policy Information Quality Disclaimer	Feedback Search About Us Contact Us		\bigcirc) 資

Select "Renew" and "Business based in the United States," and click "Continue."

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• Refer back to page 5.

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• From here you will go through the same process of obtaining an IFTP for the first time. All of your information from your previous IFTP will be filled in already. Make sure that this is the most current and up to date information for your business, and follow the steps from page 5 onward.

If you need any further assistance contact the most applicable program's point of contact from the table on the following page.

Contact Information

Program	Link	POC	Email	Phone Number
International Fisheries Trade Permit (IFTP) application process East Coast and Gulf of Mexico	https://fisheriespermits.no aa.gov	Uriah Forest- Bulley Melissa Jones	<u>Uriah.forest-bulley@noaa.gov</u> Melissa.Jones@noaa.gov	978-675-2154 228-549-1712
International Fisheries Trade Permit (IFTP) application process West Coast and Pacific Islands	<u>https://fisheriespermits.no</u> aa.gov	Daniel Studt	Daniel.studt@noaa.gov	562-980-4073
Automated Customs Environment (ACE) system	https://www.cbp.gov/trad e/automated/ace-support	Dale Jones ACE Help Desk	Dale.Jones@noaa.gov ACE.Support@CBP.dhs.gov	301-427-8143 <u>866-530-4172</u>
Automated Export System(ASE)	https://www.census.gov/f oreign- trade/aes/index.html	AES help desk	AskAES@census.gov	<u>800-549-0595</u>
Antarctic Marine Living Resources (AMLR)	http://www.nmfs.noaa.go v/ia/permits/amlr.html	Kim Dawson Lori Robinson Mi Ae Kim	<u>Kim.Dawson@noaa.gov</u> Lori.Robinson@noaa.gov Mi Ae Kim@noaa,gov	228-549-1715 228-549-1732 301-427-8365
HMS International Trade Program	http://www.fisheries.noaa. gov/sfa/hms/compliance/i tp/index.html	Kim Dawson Dianne Stephan	Kim.Dawson.@noaa.gov Dianne.stephan@noaa.gov	228-549-1715 978-281-9397
Dolphin Safe Tuna (TTVP/NOAA Form 370)	http://www.nmfs.noaa.go v/pr/dolphinsafe/noaa370 .htm	Bill Jacobson Daniel Studt Amanda Rosenblu m	Bill.jacobson@noaa.gov <u>Daniel.studt@noaa.gov</u> <u>Amanda.rosemblum@noaa.gov</u>	562-980-4035 562-980-4073 <u>562-980-4088</u>
ITDS Rulemaking - General	http://www.nmfs.noaa.go v/ia/slider_stories/2016/0	Chris Rogers	Christopher.Rogers@noaa.gov	301-427-8375

	7/08022016 itds final rul e.html			
ICCAT Electronic Bluefin Catch Documentation (eBCD) system	https://etuna.iccat.int/Acc ount/Login.aspx?ReturnU rl=%2f	Customer Service	NMFS.ebcd@noaa.gov	301-427-8589