



**United States Department of Commerce**  
National Oceanic and Atmospheric Administration  
National Marine Fisheries Service  
Northeast Region  
55 Great Republic Drive  
Gloucester, MA 01930

## Option to reduce your mail

Dear Federal Northeast Permit Holder:

### **Why are we writing to you?**

We have received requests from vessel owners asking us to eliminate the duplicate letters we send if they have more than one permitted vessel. With your response to this letter, you can help us reduce these redundant letters.

Currently, we send letters to every permitted vessel or dealer when we notify the fishing industry of management changes and other important information. The result is that you may receive multiple copies of the same letter at your address for each boat you own.

### **How will this change the letters I receive?**

This change applies only to our letters that announce news of general interest to vessel owners as a group. It does not change how we generate and mail information specific to you, such as permit applications, individual fishing quotas, and landings information. If you choose to receive a single letter at your address for our general mailings, it will not affect your notices that contain information specific to your vessel.

We will not change your current mailing options unless you submit the enclosed form. Therefore, if you want to continue to receive a letter for each of your permitted vessels, you do not need to respond to this letter.

### **How do I sign up to reduce my mail?**

We have enclosed a form that lists the currently permitted vessels from our database with the address listed above. **If you wish to change your mailing options and receive a single letter for these vessels, please follow these steps:**

- Complete the enclosed form
- Make a copy for yourself
- Mail or fax the form to the Permit Office

We plan to implement this change on xx/xx/ 2012, so there will be no change until that date. We will send you a confirmation notice that your request has been processed and the changes to your mailing options have been made. Once your mailing option has changed to the single letter option, you may, at any time, request in writing to have it changed back to multiple letters.

If you have any questions, please contact the Northeast Permit Office at (978) 282-8438.

Sincerely,

Ted Hawes  
Operations Manager  
Northeast Region Permit Office



National Marine Fisheries Service  
Northeast Regional Office



**Mailing Option Change Request Form**

OWNER  
STRT1  
STRT2  
CITY, ST, ZIP

If you would like to receive a single letter for our general Permit Holder Letter mailings, please complete this form and fax or mail it to:

National Marine Fisheries Service                      Fax: (978) 281-9161  
Northeast Region Permit Office                      Phone: (978) 282-8438  
55 Great Republic Drive  
Gloucester, MA 01930

This table contains the currently permitted vessels from our database that have the same mailing address. If you choose the single letter mailing option below, you will only receive one general permit holder letter for all of these vessels.

	Vessel Name	Permit Number	Documentation / State Registration Number
1	VES_NAME	VP_NUM	HULL_ID
2	VES_NAME	VP_NUM	HULL_ID
3	VES_NAME	VP_NUM	HULL_ID
4	VES_NAME	VP_NUM	HULL_ID

By checking this box, I am electing to receive only one copy of the National Marine Fisheries Service’s general Permit Holder Letters for the vessels and address listed above. I also understand that any fishing vessel that is added to this address in the future will be grouped with these vessels to receive a single letter.

Please note that this does not change how we generate and mail permit information specific to you, such as permit applications, individual fishing quotas, and landings information for each of your vessels.

<b>Applicant’s Name and Signature</b>
<p>I, the undersigned, am the owner or legally authorized agent of the owner of the vessels named above. I affirm, subject to the penalties provided in 18 USC 1001, that all information that I have given in obtaining this permit is true and correct.</p> <p>Print Name: _____</p> <p>Signature: _____ Date: _____</p>