

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."

The screenshot shows the NOAA Fisheries Service website. The top navigation bar includes links for NOAA HOME, WEATHER, OCEANS, FISHERIES, CHARTING, SATELLITES, CLIMATE, RESEARCH, COASTS, and CAREERS. The main header features the NOAA logo and the text "NOAA FISHERIES SERVICE" with "NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION" below it. A search bar is located below the header. The left sidebar contains links for "Online Services" (Permit Information, Search Issued Permits, Permit Applications, Track Application Status) and "Resources" (F.A.Q., Useful Links, Contact Information, Technical Support). The main content area is titled "Welcome to NOAA Fisheries Permits" and contains a welcome message, a "Terms of Use" section, and a "Register" button highlighted with a red arrow. The "Register" button is located in the "Account Login" section, which also includes fields for Username and Password, and a "Login" button. A red arrow points to the "Register" button.

- 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.)**

- 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.

- 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.”

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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Permit Application - New or Transfer

This process allows you to submit an online application for a new permit or submit a request to transfer an existing permit. To help locate the permit for which you want to initiate an online request, please select the region where the fisheries-related activity will be conducted and then click "Next".

Note: Not all of the NMFS regions are currently offering permits via the NOAA Fisheries Permits Web Site. Selecting a region that has no permits offered via this web site will take you to that region's current permit web site.

Click on a Region to Select

- ☒ International Trade - Import and Exports
- ☐ Alaska
- ☐ Pacific Islands
- ☐ Greater Atlantic Region Fisheries Office
- ☐ Southeast
- ☐ Western Region

Back Next

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- Click on "International Fisheries Trade Permit Application."

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Permit Application

Internal Affairs - Headquarters Online Forms

Below is a list of Internal Affairs - Headquarters permit application forms currently available online through this web site. Please click on a form for more information or to start an online application process.

If the permit you wish to apply for is not listed below, click the "Back" button and select a different region, or click [here](#) to check if a paper-based version of the permit application form is available for download.

Permit Forms Found: 1

Form: [INTERNATIONAL FISHERIES TRADE PERMIT APPLICATION - 2016](#)

Fee: Sum of fees for chosen permits

Permit: FISHERIES INTERNATIONAL TRADE PERMIT (New \$30 | Transfer \$0)

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- Select “New Permit,” and “Business Based in the United States,” then click “Continue.”

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Permit Application Options

INTERNATIONAL FISHERIES TRADE PERMIT APPLICATION - 2016

Following is the list of permits that can be applied for using the online version of the INTERNATIONAL FISHERIES TRADE PERMIT APPLICATION - 2016 (OMB Ref. 0648-0732 - exp. 08/31/2019).

Note that the ability to apply for a new permit or a transfer may not be available depending on related permit policy. The information you enter when completing the form (owner, vessel, address, etc.) will be applied to all permits you select.

Place a checkmark next to the application type for the permit(s) you are applying for

INTERNATIONAL FISHERIES TRADE PERMIT IFTP-1

I want to apply for a: ☒ New Permit [more](#)

Your answers to the question(s) below will adjust the application process so that sections of the form that are not required to be completed are not presented to you

1. Is the applicant a(n):

☒ Business based in the United States [more](#)

☐ Individual based in the United States

- 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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Permit Application Checklist

International Fisheries Trade Permit Application - 2016

To process this application you will need to have and/or know the following:

Required Information:

- > Owner Of Permit (Business)
- > Permit Extended Attributes
- > Applicant Of Permit
- > Business Extended Attributes
- > Names, Addresses, Phone Numbers, and Employer Identification Numbers (EIN) or Social Security Numbers (SSN) of Individuals and Businesses Associated with the Permit
- > When Applicable, Forms of Payment (Credit Card or Check)

Required Documents:

- > N/A

To view and print out forms available on this web site you will need Adobe Acrobat Reader loaded on your computer. Click [here](#) if you need a free copy of Adobe Acrobat Reader.

If you have all these materials, click the Continue button.

Back Continue

- Permit Application**

INTERNATIONAL FISHERIES TRADE PERMIT APPLICATION - 2016

Request ID: 19178

Form Sections To Be Completed

| | | |
|---|-------------------------------|-----------------------|
| 1 | Owner of permit (Business): | N/A |
| 2 | Business extended attributes: | Information collected |
| 3 | Permit extended attributes: | Incomplete |
| 4 | Applicant of permit: | Incomplete |

*Fields marked with a green asterisk are required.

UNITED STATES BASED BUSINESS INFORMATION

Enter the requested information.

* Business Name

* Date of Incorporation (mm/dd/yyyy)

* Employer Identification Number (no dashes)

* Business Organization Type

 - ☒ SOLE PROPRIETORSHIP
 - ☐ JOINT OWNERSHIP
 - ☐ PARTNERSHIP
 - ☐ CORPORATION

Address of Record

Note: automatic address standardization against the USPS occurs once the zip code has been entered.

* Address

Apt/Floor/Suite/etc.

* City

* State

* Zip Code

Phone of Record

* Area Code

* Phone Number

* E-mail of Record

* United States Importer Number (CBP Assigned)

* Contact Person Name

- 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.

★Fields marked with a green asterisk are required.

Tabular section of extended attributes for a business

PURCHASED/RECEIVED LOCATION
 Note: automatic address standardization against the USPS occurs once the zip code has been entered.

Address Apt/Floor/Suite/etc.

City State: Zip Code


PURCHASED/RECEIVED LOCATION NAME The business name where regulated species are purchased or received for commercial purposes.

PURCHASED/RECEIVED LOCATION TELEPHONE NUMBER

Area Code Phone Number

PURCHASED/RECEIVED LOCATION FAX NUMBER

Area Code Phone Number



- Select all programs for species you intend to trade, and then click “Continue.” Please be aware that you will be able to add or delete programs from your permit after it has been issued.

★Fields marked with a green asterisk are required.

TARGETED TRADE SPECIES

Select the program for your targeted trade species according to the following list:

Tuna Tracking and Verification Program (TTVP) (frozen and/or processed; not fresh)

- Albacore Tuna
- Bluefin Tuna (Atlantic/Pacific/Southern)
- Bigeye Tuna
- Blackfin Tuna
- Longtail Tuna
- Skipjack Tuna
- Yellowfin Tuna

Highly Migratory Species (HMS) Program

- Bluefin Tuna (Atlantic/Pacific/Southern)
- Bigeye Tuna
- Swordfish
- Shark Fins
- Other

Antarctic Marine Living Resources (AMLR) Program

- Toothfish (Dissostichus)
- Krill
- AMLR (Other)

Seafood Import Monitoring Program (SIMP)

- Atlantic Cod
- Blue Crab (Atlantic)
- Dolphinfish (Mahi Mahi)
- Grouper
- King Crab (red)
- Pacific Cod
- Red Snapper
- Sea Cucumber
- Sharks
- Swordfish
- Tunas: Albacore, Bigeye, Skipjack, Yellowfin, and Bluefin

★ **PROGRAM FOR TRADE SPECIES** ☐

☐ TUNA TRACKING AND VERIFICATION PROGRAM (FROZEN AND/OR PROCESSED; NOT FRESH)

☐ HIGHLY MIGRATORY SPECIES PROGRAM

☐ ANTARCTIC MARINE LIVING RESOURCES PROGRAM

☐ SEAFOOD IMPORT MONITORING PROGRAM

- Fill in the fields below, then click “Continue.”

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Adobe Reader
Some online documents require Adobe Reader for viewing and printing. Please click on the image above to obtain or update this application as needed.

Application Steps: FILL FORM SIGN FORM REVIEW PROCESSING FEE COMPLETED

Permit Application
INTERNATIONAL FISHERIES TRADE PERMIT APPLICATION - 2016

Form Sections To Be Completed Request ID: 18008

- 1 Owner of permit (Business): TEST IGNORE 1 (252523252)
- 2 Business extended attributes: Information collected
- 3 Permit extended attributes: Information collected
- 4 Applicant of permit: Information collected

*Fields marked with a green asterisk are required.

APPLICANT INFORMATION

Applicant Title: BUSINESS OFFICER

* Signator Name: TST2

* Application signature date: 08/09/2016 (mm/dd/yyyy)


Back Continue

- 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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Permit Application

INTERNATIONAL FISHERIES TRADE PERMIT APPLICATION - 2016

Electronic Signature

*** THIS IS NOT A PERMIT ***

The applicant of the permit is required to sign this application. Please verify the accuracy of the information you provided and sign the application by retyping your name in the space provided below.

Information You Provided On: 01/12/2017 at 10:04:19 AM EST

| Owner of Permit (Bus) | |
|---|-------------------------------------|
| General | |
| Business Name | TEST IGNORE 1 |
| Date of Incorporation | 09/01/2016 |
| Business Tax Identification Number (EIN) | 232323232 |
| BUSINESS ORGANIZATION TYPE | SOLE PROPRIETORSHIP |
| E-mail of Record | |
| US IMPORTER NUMBER | 111111111111 |
| Contact Person | TEST IGNORE 2 |
| Address of Record | |
| Address | 22 RIVER ST |
| Apt/Floor/Suite/etc. | |
| City | DUMFRIES |
| State | VA |
| Zip Code | 22191 |
| Phone of Record | |
| Area Code | 555 |
| Phone Number | 555-5555 |
| Business Extended Attributes | |
| PURCHASED/RECEIVED LOCATION | |
| Address | |
| Apt/Floor/Suite/etc. | |
| City | |
| State | |
| Zip Code | |
| General | |
| PURCHASED/RECEIVED LOCATION NAME | |
| PURCHASED/RECEIVED LOCATION TELEPHONE NUMBER | |
| Area Code | |
| Phone Number | |
| PURCHASED/RECEIVED LOCATION FAX NUMBER | |
| Area Code | |
| Phone Number | |
| PERMIT EXTENDED ATTRIBUTES | |
| General | |
| INTENDED TRADE SPECIES | ATLANTIC BLUEFIN TUNA AMUR OTHER |
| Applicant of Permit | |
| General | |
| Applicant Title | BUSINESS OFFICER |
| Signator Name | TST2 |
| Application signature date | 06/09/2016 |
| *** APPLICANT SIGNATURE *** | |
| TST2 | |
| By typing my name in the indicated field, I hereby certify that all of the information submitted in, and in support of, this application is true, accurate and complete. I am also agreeing to conduct business electronically with the National Oceanic and Atmospheric Administration in accordance with the Government Paperwork Elimination Act (GPEA) (P.L. 105-277, 44 U.S.C. 3504 note). I understand that transactions and/or signatures in records may not be denied legal effect solely because they are conducted, executed, or prepared in electronic form, and that if a law requires a record or signature to be in writing, an electronic record or signature satisfies that requirement. I further understand that false statements made knowingly and willfully on this application, including any documents submitted with or in support of this application, are punishable by fine and/or imprisonment under the provisions of 18 U.S.C. §1957 and 18 U.S.C. §1001. | |
| <input type="checkbox"/> I have read and understand the statement above. | |
| Originating IP Address: | 10.10.0.1 |
| Account Username: | |
| Account Password: | |
| Signature: | Type your name |
| Back | Continue |

- 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.”

The screenshot shows the NOAA Fisheries Service website with the "Permit Application" section. The application steps are: FILL FORM, SIGN FORM, REVIEW PROCESSING FEE, and COMPLETED. The current step is "SIGN FORM". The page title is "INTERNATIONAL FISHERIES TRADE PERMIT APPLICATION - 2016". The sub-header is "Electronic Signature Transaction Record". The text states: "Your signature has been accepted and you may download the PDF file below for your records." Below this text is a red arrow pointing to a link labeled "Electronic Signature File". Further down, it says: "We retain a copy of this file for future reference. Please open the file and verify that the information it contains is accurate. You have completed filling out the INTERNATIONAL FISHERIES TRADE PERMIT APPLICATION - 2016." Below this, it asks "What would you like to do next?" with two radio button options: "Apply for an additional permit" and "Continue to the next step". A red arrow points to the "Continue to the next step" option. At the bottom, there are "Back" and "Continue" buttons. A red arrow points to the "Continue" button.

- Next you will see the processing fee for your permit. Select the method of payment and click “Next.” Please be aware that electronic checks can NOT be refunded.

The screenshot shows the NOAA Fisheries Service website with the "Review Processing Fee" section. The application steps are: FILL FORM, SIGN FORM, REVIEW PROCESSING FEE, and COMPLETED. The current step is "REVIEW PROCESSING FEE". The page title is "Review Processing Fee". The text states: "Listed below are the permit applications that have been completed and are ready for payment. If you no longer wish to apply for one of the applications, click [here](#) to delete it." Below this text is a table with the following data:

| Request | Created | Permit | Type | Fee |
|---------|------------|--------------------------------------|------|---------|
| 28143 | 11/29/2016 | INTERNATIONAL FISHERIES TRADE PERMIT | NEW | \$25.00 |

Below the table, there is a "Select Payment Method:" section with two radio button options: "Electronic Check" and "CreditDebit Card". A red arrow points to the "CreditDebit Card" option. To the right of these options, it says "Total: \$25.00". At the bottom, there are "Back" and "Next" buttons. A red arrow points to the "Next" button.

Paying for Your Permit & Navigating Pay.gov:

- Click "Continue to Pay.Gov Website."

The screenshot shows the NOAA Fisheries Service website with a navigation bar and a sidebar. The main content area displays a message about online payment collection. A red arrow points to the "Continue to Pay.gov Website" button at the bottom right of the main content area.

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Adobe Reader
Some online documents require Adobe Reader for viewing and printing. Please click on the image above to obtain or update this application as needed.

Application Steps: FILL FORM SIGN FORM REVIEW PROCESSING FEE COMPLETED

*** IMPORTANT - PLEASE READ ***

The online collection of permit fees is done through Pay.gov. Upon clicking the "Continue to Pay.gov Website" button below, the screens that follow are hosted by Pay.gov. Once the payment has been processed, Pay.gov will display a confirmation notice page. Pay.gov will request you to enter your email and will send you payment confirmation.

Online Payment Step 1: Continue Payment

Thank you! Your transaction has been successfully completed. It is recommended you print a copy for your records.

Pay.gov Tracking Information

Application Name: National Permit System Public Test
Pay.gov Tracking ID: 2012010101
Agency Tracking ID: 201201010101
Transaction Date and Time: 10/10/2012 17:01:00

Payment Summary

Account Information: Account Holder Name: [redacted] Billing Address: 12345 67890 City: [redacted] State: [redacted] Zip: [redacted] Country: USA

Card Type: Visa Card Number: [redacted]

Payment Information: Payment Amount: \$25.00 Transaction Date: 10/10/2012 17:01:00 and Time: 2012

To learn more about Pay.gov and their privacy policy, you may click on the following off-site link:
<http://pay.gov/pay.gov/privacyAndSecurityPolicy.html>

Note: If you encounter problems with Pay.gov, they recommend you use the latest version of Internet Explorer to access their system.

On the final Pay.gov collection page, click the link "Return to your agency website" to continue the submission of your permit application(s).

Back Continue to Pay.gov Website

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- Enter all payment information and click "Continue with Plastic Card Payment."

The screenshot shows the Pay.gov "Step 1: Enter Payment Information" form. It includes fields for Account Holder Name, Payment Amount (\$25.00), Billing Address, City, State/Province, Zip/Postal Code, and Country (United States). It also includes fields for Card Type (Visa, MasterCard, AMEX, Discover), Card Number, Security Code, and Expiration Date. A red arrow points to the "Continue with Plastic Card Payment" button at the bottom.

System Message

- The system has populated the Payment Date with the next available payment date.

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2 | 3

Pay Via Plastic Card (PC) (ex: American Express, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: [redacted] *

Payment Amount: \$25.00

Billing Address: [redacted] *

Billing Address 2: [redacted]

City: [redacted]

State / Province: [redacted]

Zip / Postal Code: [redacted]

Country: United States

Card Type: [redacted] *

Card Number: [redacted] * (Card number value should not contain spaces or dashes)

Security Code: [redacted] * [Help finding your security code](#)

Expiration Date: [redacted] * / [redacted] *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

Continue with Plastic Card Payment Cancel

Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

- Provide an email address, for confirmation of your payment, and then click “Submit Payment.”

Online Payment [Return to your originating application](#) 1 | 2 | 3

Step 2: Authorize Payment

Payment Summary [Edit this information](#)

| Address Information | Account Information | Payment Information |
|---|---|--|
| Account Holder Name: Jim Tuna 1315 East-West Billing Address: Highway Billing Address 2: City: SILVER SPRING State / Province: MD Zip / Postal Code: 20910 Country: USA | Card Type: American Express Card Number: *****0005 | Payment Amount: \$25.00 Transaction Date 11/29/2016 11:53 and Time: EST |

Email Confirmation Receipt
 To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Confirm Email Address:

CC: Separate multiple email addresses with a comma

Authorization and Disclosure
 Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. ☐ *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.


Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

- Review your payment information, and then click “Return to your agency website.”

Online Payment 1 | 2 | 3

Step 3: Confirm Payment

Thank you.
 Your transaction has been successfully completed.
 It is recommended you [print a copy](#) for your records.

 [Print this window](#)

Pay.gov Tracking Information
Application Name: National Permit System Public
Pay.gov Tracking ID: 3FP67T8F
Agency Tracking ID: 3112916115020706
Transaction Date and Time: 11/29/2016 11:53 EST

Payment Summary

| Address Information | Account Information | Payment Information |
|---|---|--|
| Account Holder Name: Jim Tuna 1315 East-West Billing Address: Highway Billing Address 2: City: SILVER SPRING State / Province: MD Zip / Postal Code: 20910 Country: USA | Card Type: American Express Card Number: *****0005 | Payment Amount: \$25.00 Transaction Date 11/29/2016 11:53 and Time: EST |

[Return to your agency website](#)

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

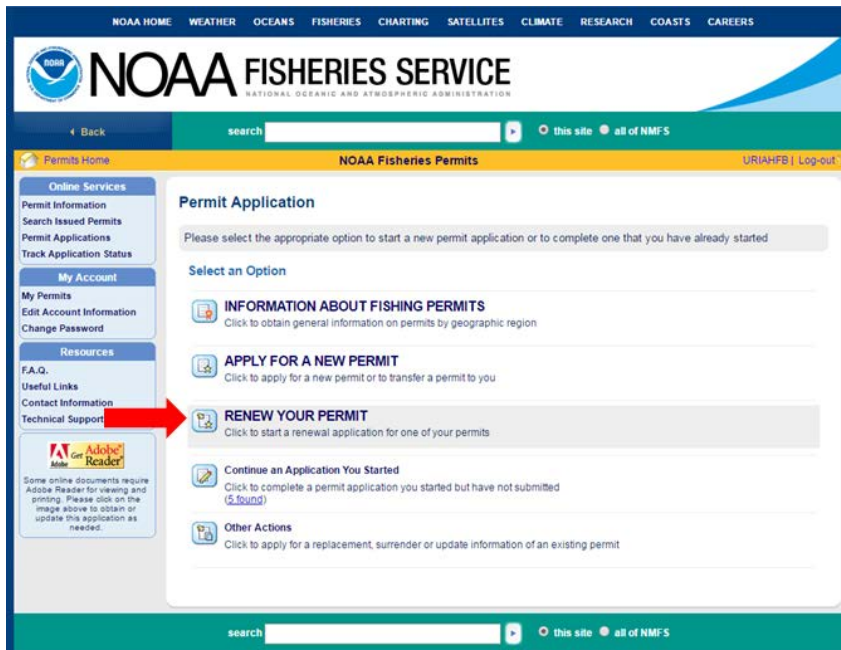
The screenshot shows the NOAA Fisheries Service website. The header includes the NOAA logo and the text "NOAA FISHERIES SERVICE NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION". Below the header is a navigation bar with a "Back" button, a search bar, and links for "this site" and "all of NMF's". The main content area is titled "NOAA Fisheries Permits" and shows a "Thank You For Your Application" message. The application steps are listed as: FILL FORM, SIGN FORM, REVIEW PROCESSING FEE, and COMPLETED. The application details are as follows:

| | |
|-------------------------|---|
| Permit: | FISHERIES INTERNATIONAL TRADE PERMIT (P0000000044186).pdf |
| Permit Number: | P0000000044186 |
| Request ID: | 28076 |
| Date: | Tue Nov 29 11:55:04 EST 2016 |
| Issuing Office: | Office of International Affairs |
| Required Documents: | None |
| Additional Information: | For inquiries into the status of your request please contact the issuing permit office. |

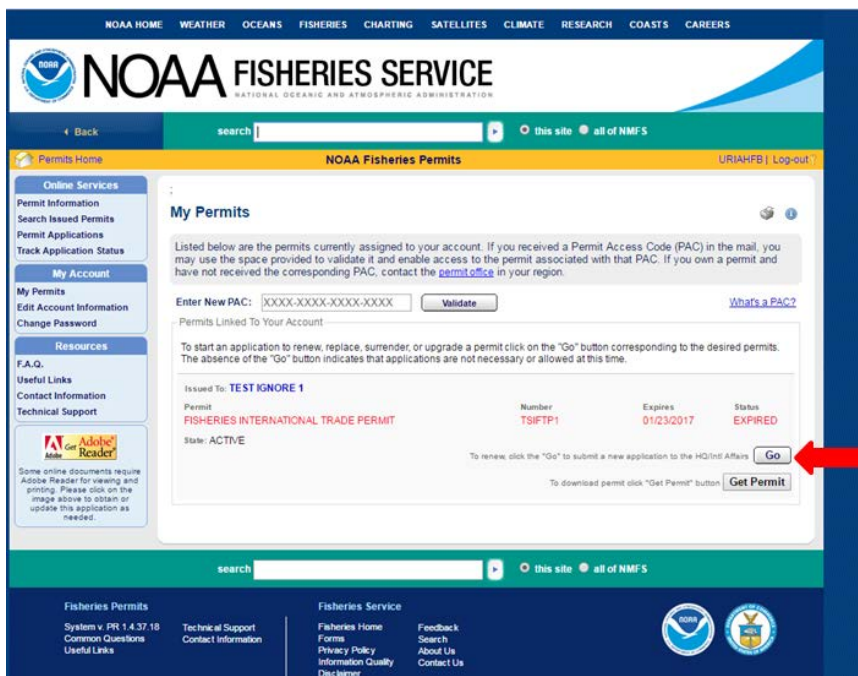
A red arrow points to the permit link in the first row. The left sidebar contains links for "Online Services", "My Account", and "Resources". The bottom of the page features a search bar and links for "this site" and "all of NMF's".

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."



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



- Select “Renew” and “Business based in the United States,” and click “Continue.”

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Get Adobe Reader
 Some online documents require Adobe Reader for viewing and printing. Please click on the image above to obtain or update this application as needed.

Permit Application Options
INTERNATIONAL FISHERIES TRADE PERMIT APPLICATION - 2016
 Permit Issued To: TEST IGNORE 1

Place a checkmark next to the application type for the permit(s) you are applying for

INTERNATIONAL FISHERIES TRADE PERMIT IFTP-1
 TSIFTP1 (EX) 01/23/17

☒ Renew

Your answers to the question(s) below will adjust the application process so that sections of the form that are not required to be completed are not presented to you

1. Is the applicant a(n):

☒ Business based in the United States
☐ Individual based in the United States

Place holder

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- Refer back to page 5.
- 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.