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].

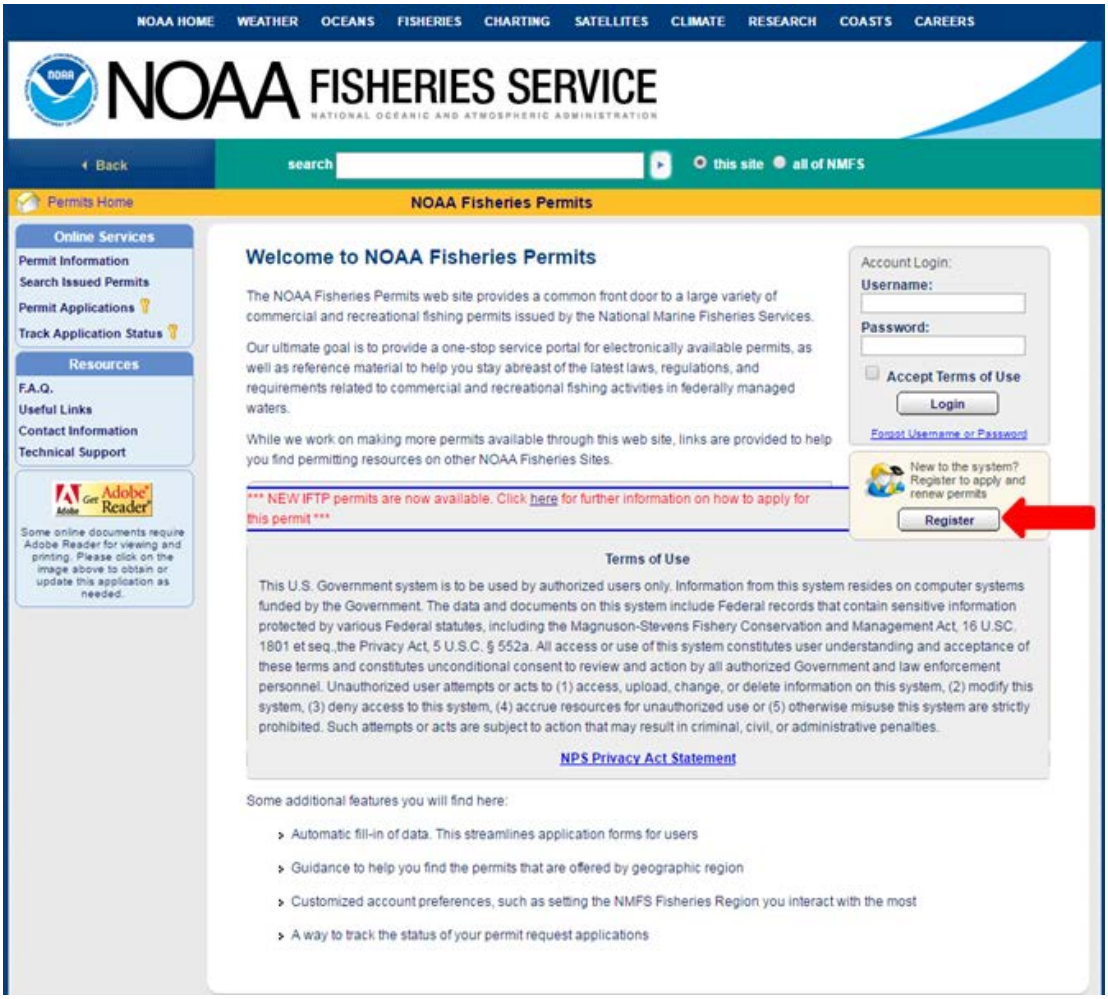
These instructions will walk you through how to obtain an IFTP. This includes step by step instructions to:

- 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).

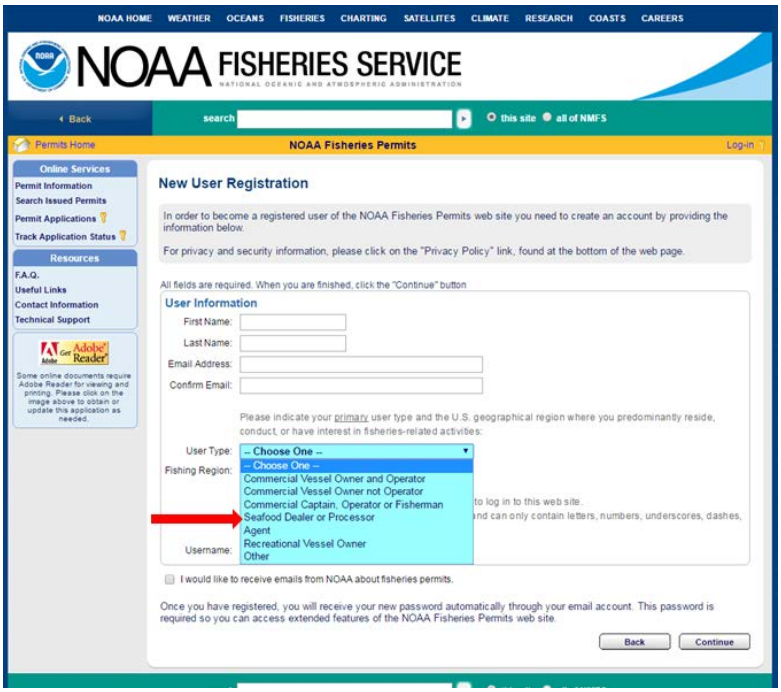
If you are a new NOAA Fisheries Permits website user, you will first need to create an account. If you already have an account, skip to Page 3.

Create an account in NOAA Fisheries Permits:

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

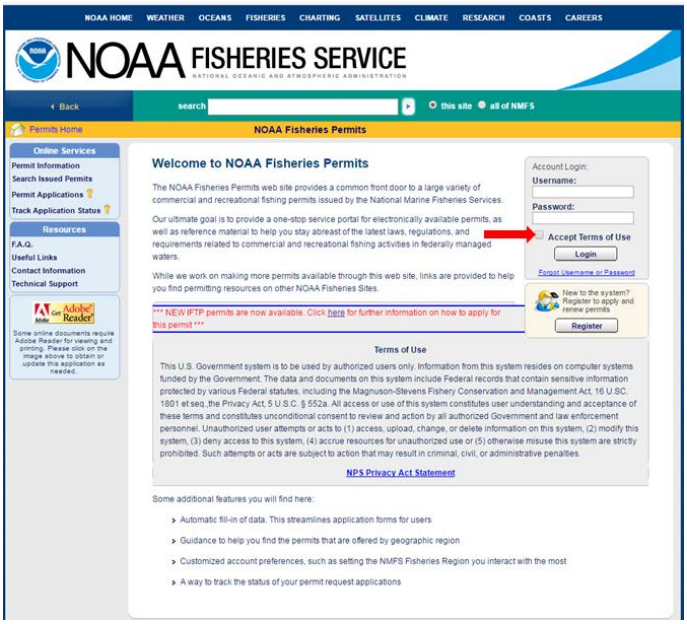


- On the "New User Registration" page, provide your name and email address. Click on the drop down for "user type" and select "Seafood Dealer or Processor." Then pick a region from the list and create a username. (**For IFTP permits, choose the region that matches your business address.)**

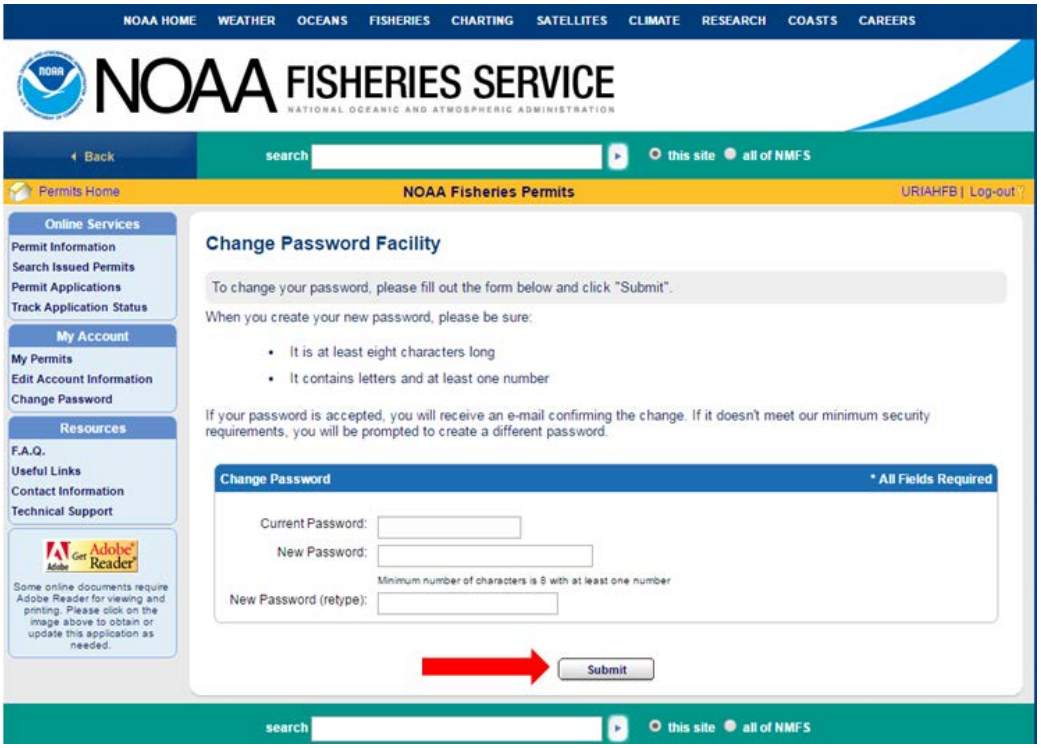


- After completing the registration page you will be e-mailed a temporary password. Return to the log-in screen by clicking the log-in button in the upper right hand corner of the screen.

- 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.

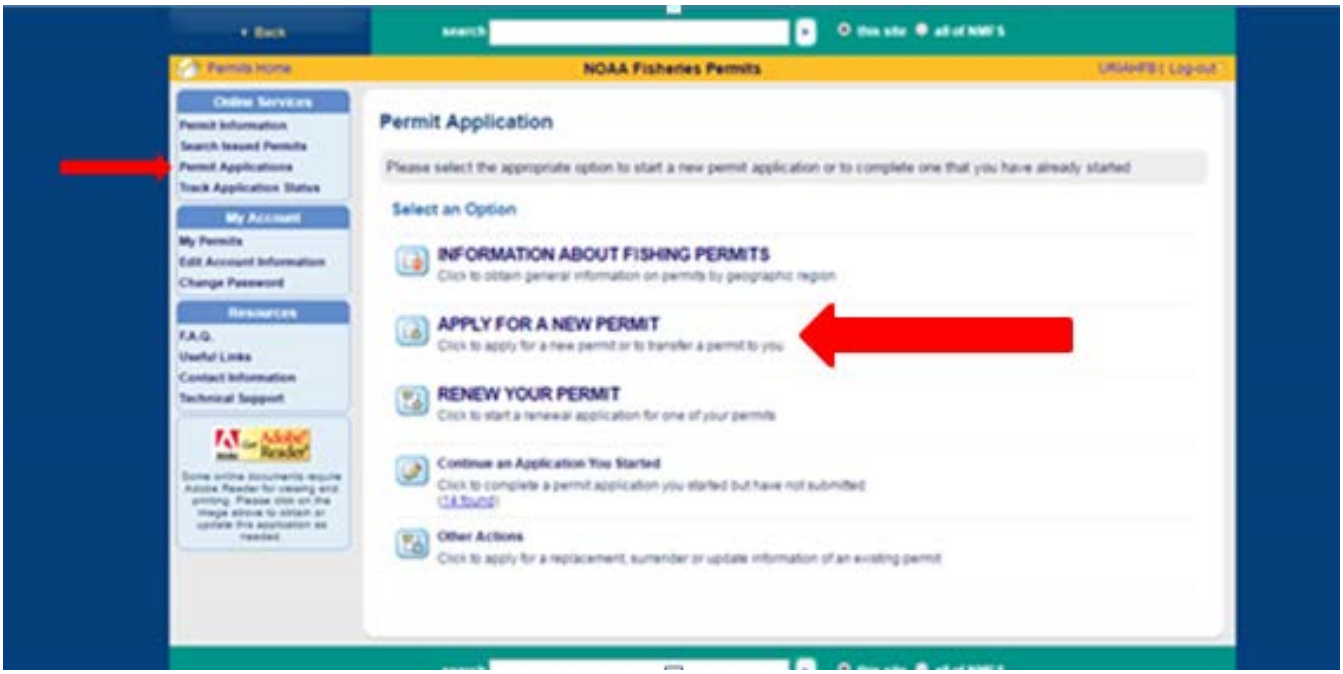


- After logging in, you will be directed to change your password. Use the temporary password emailed to you for your “current password,” then type in a new password and click “Submit.”



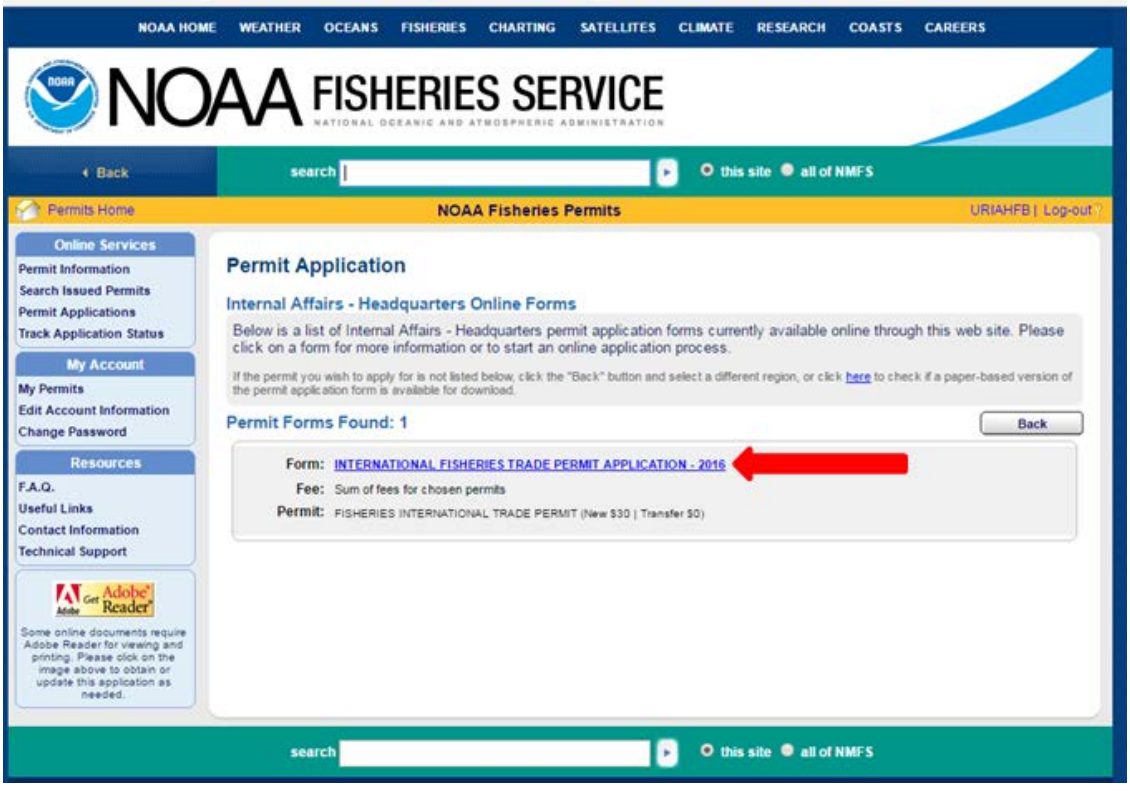
To apply for a new IFTP:

- 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.”

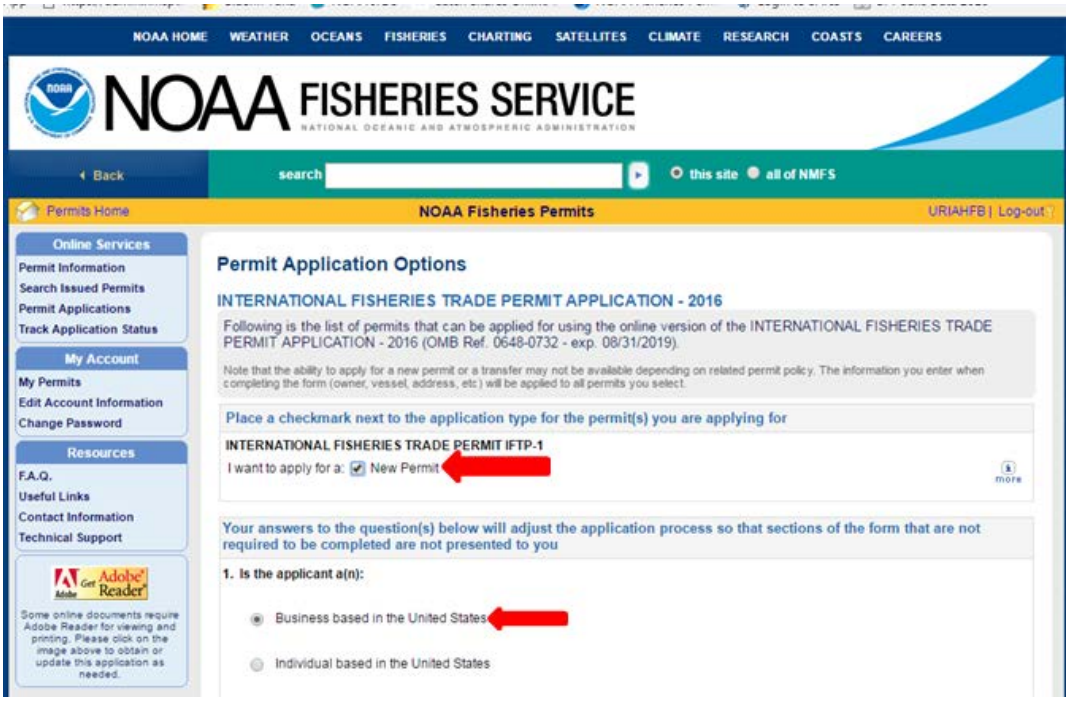


- Select "International Trade - Import and Exports," and then click "Next."

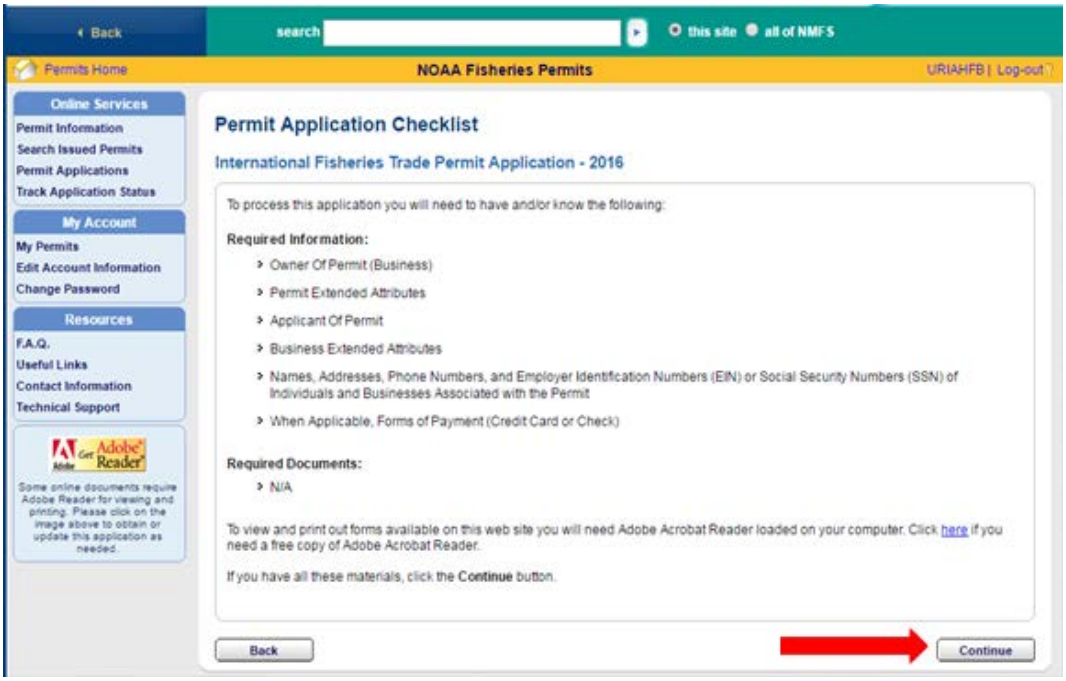
- Click on "International Fisheries Trade Permit Application."



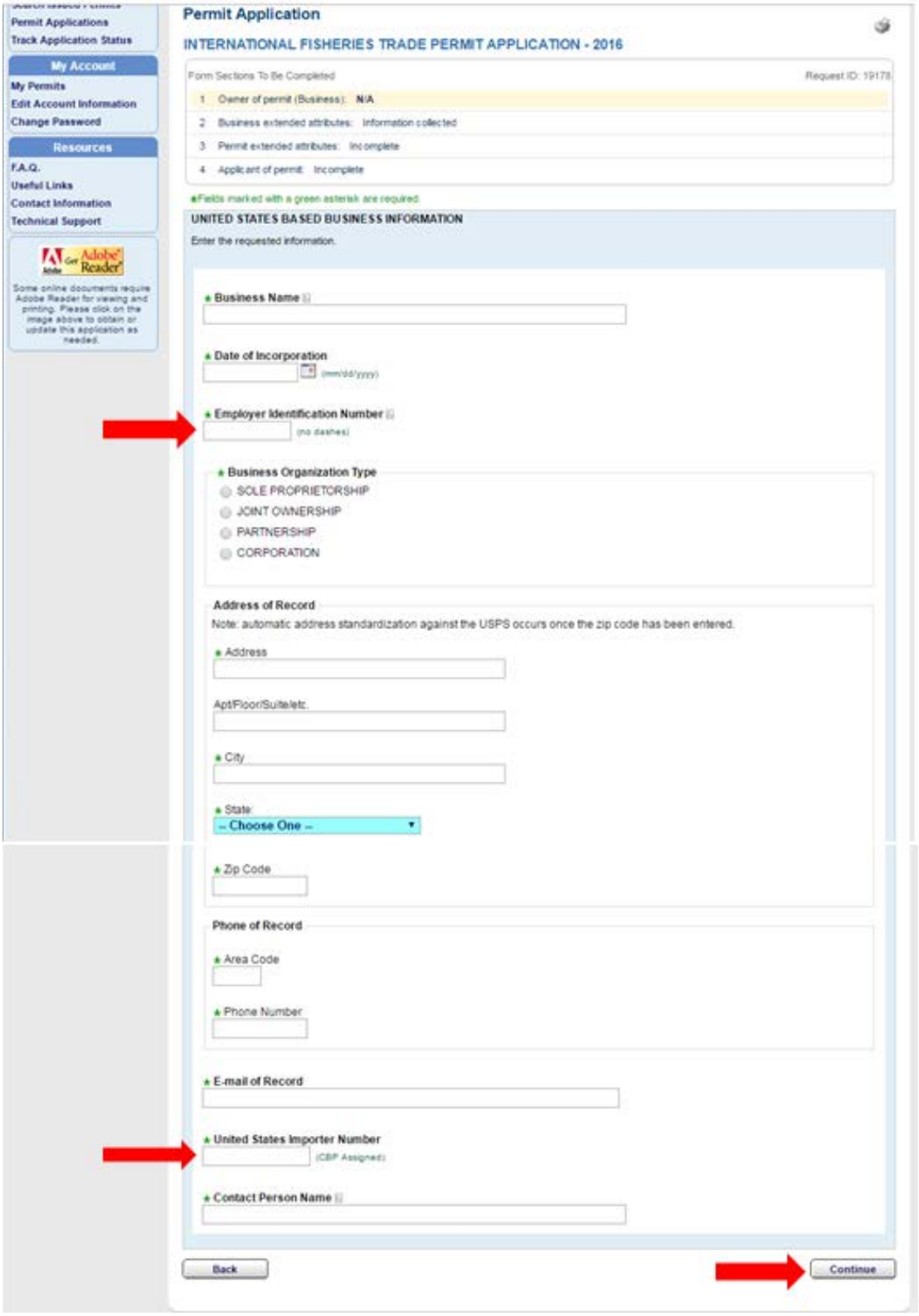
- Select “New Permit,” and “Business Based in the United States,” then click “Continue.”



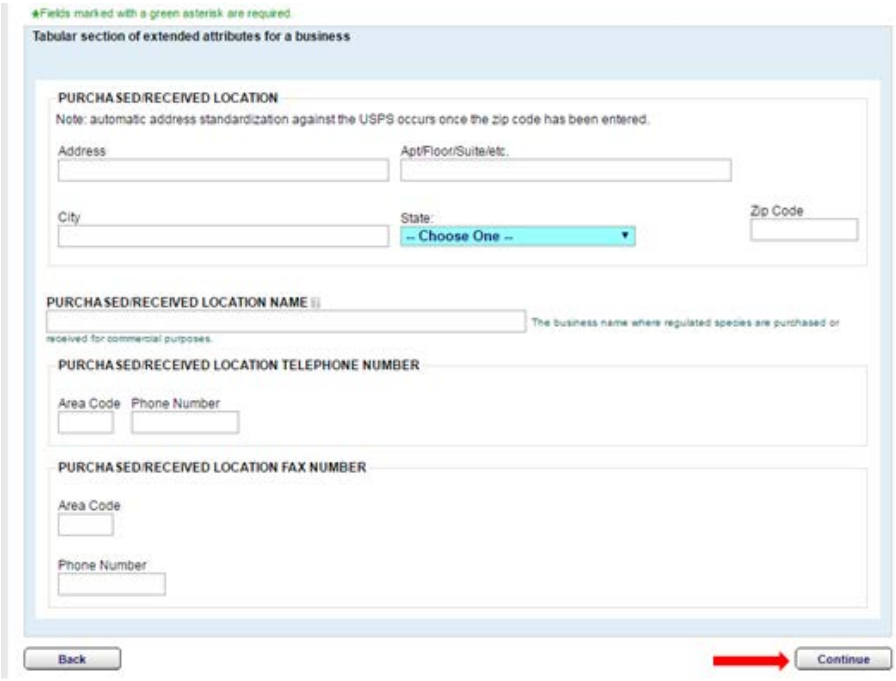
- Review and make sure you have all of the required information available to complete the permit application, and then click “Continue.”



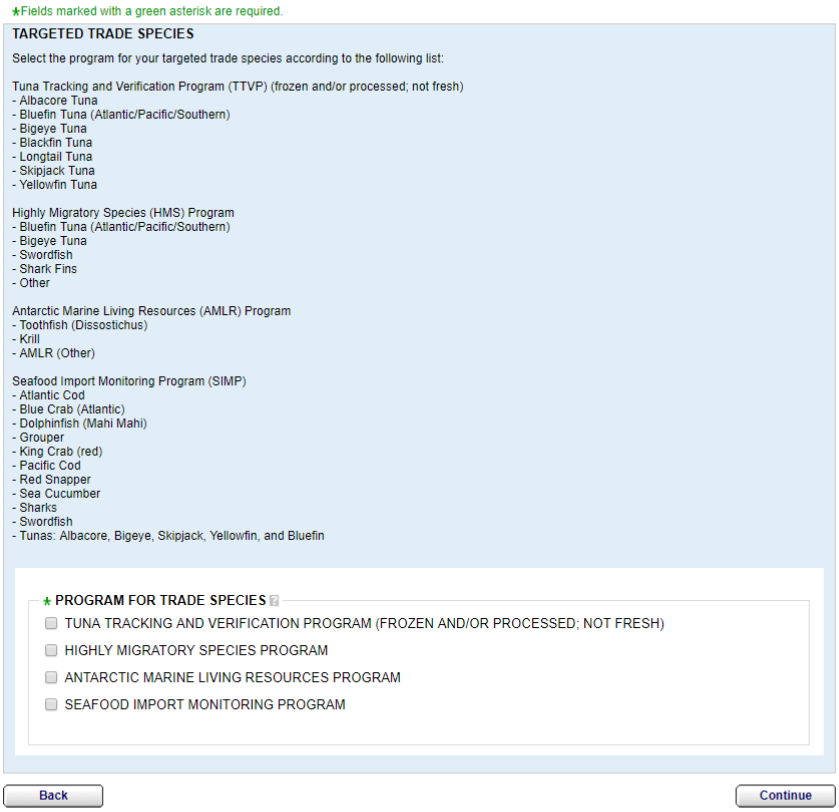
- Fill in all fields (Note, the “Employer Identification Number” and the “United States Importer Number” fields are asking for your EIN Tax ID number. Both fields should be the same), then click “Continue.”



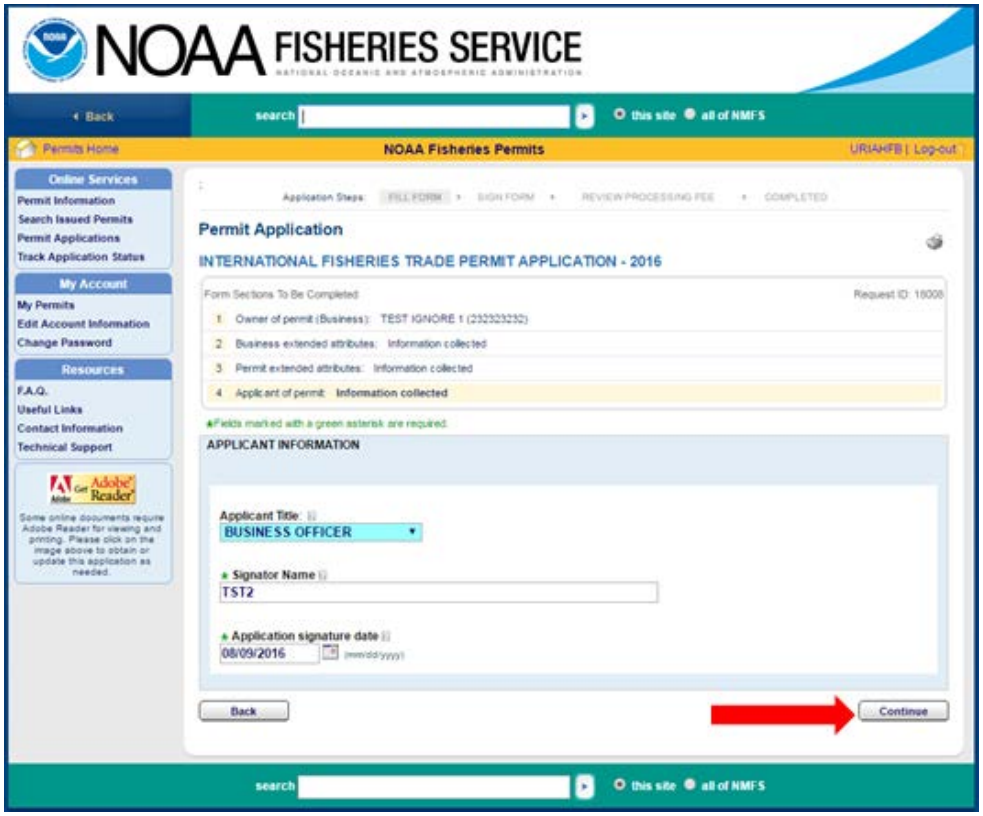
- Fill in all fields and then click “Continue”. The “Purchase/Received Location” is where you will be handling, receiving, and/or shipping fish or fish product. If this differs from your business address, provide the address and information for this location. If this is the same as your business address,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



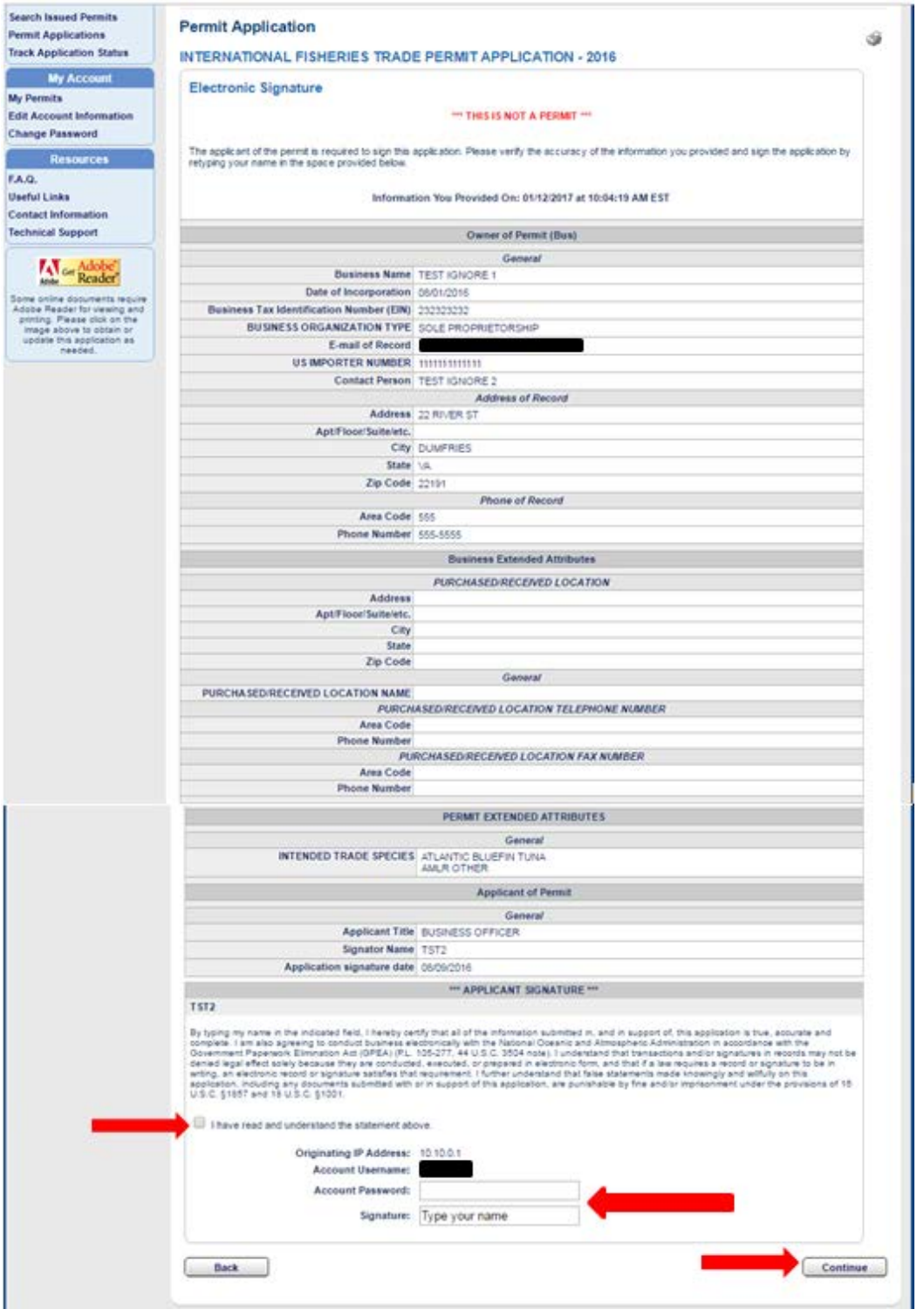
- Select all programs for species you intend to trade, and then click “Continue.” Please be aware that you will be able to add or delete programs from your permit after it has been issued.



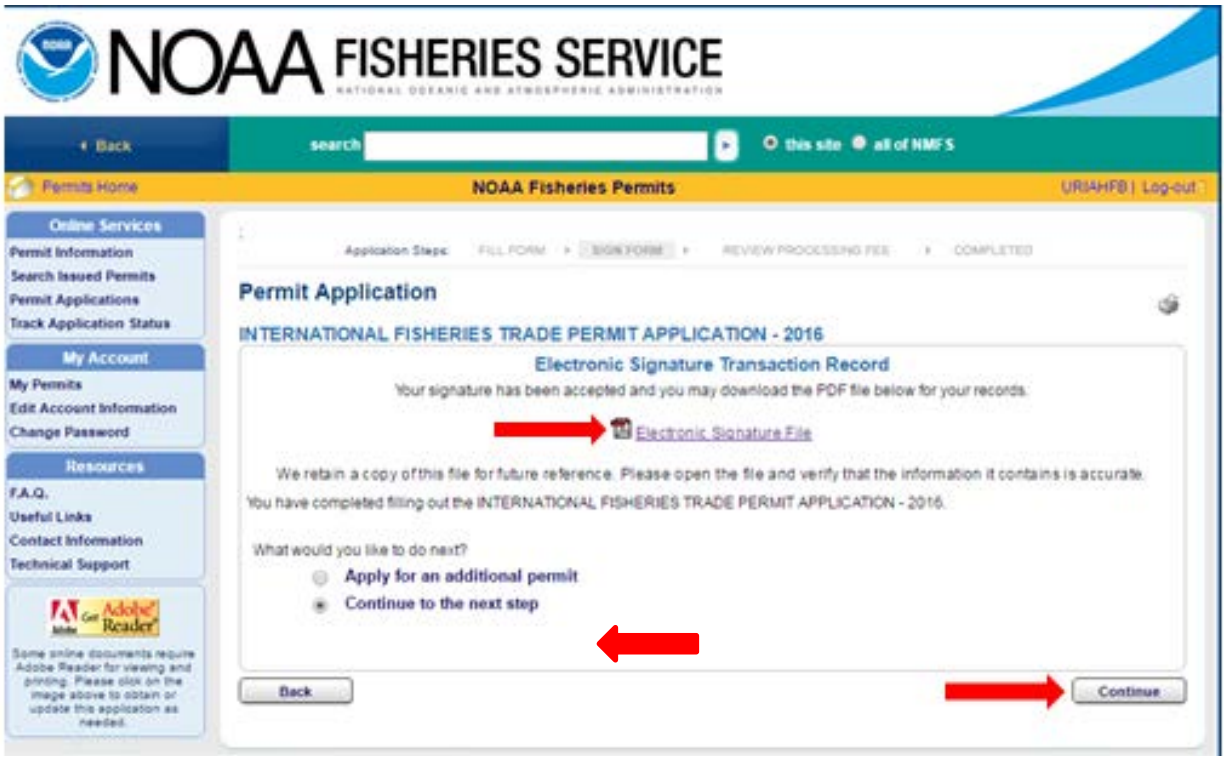
- Fill in the fields below, then click “Continue.”



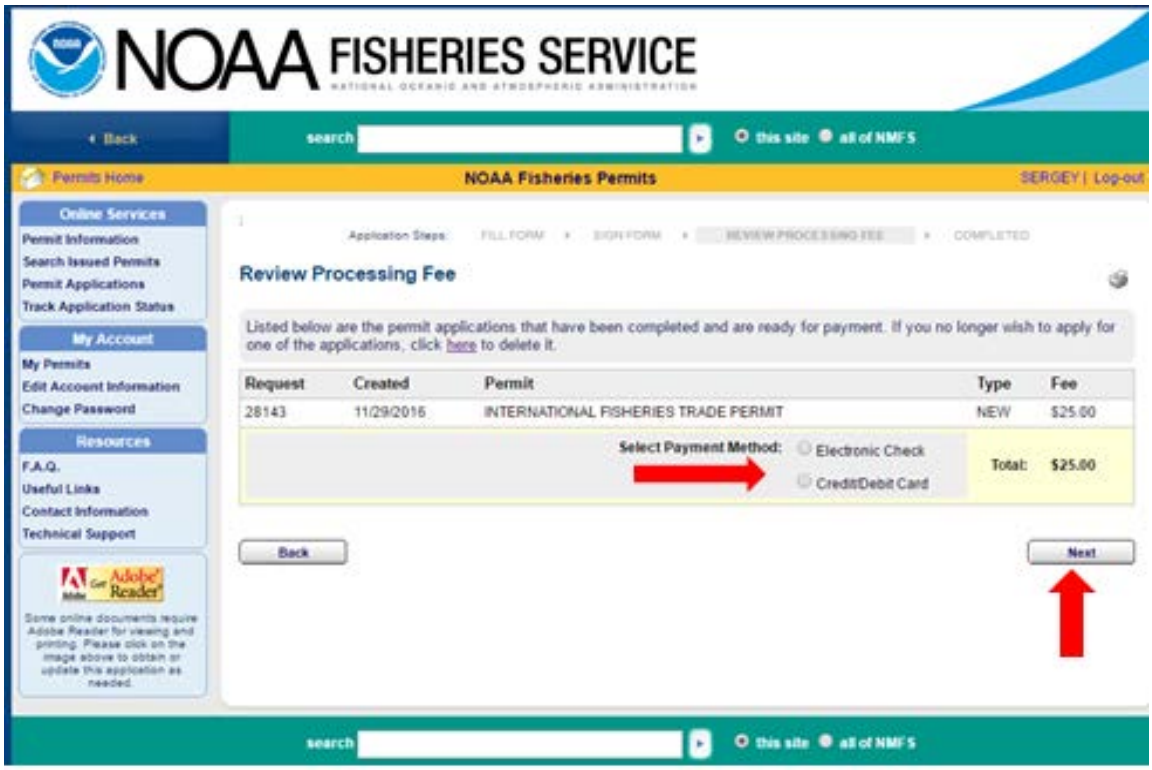
- Review all of your information, and go back to correct any mistakes using the “Back” button.
  If all the information is accurate, select “I have read and understand the statement above.” Then, type your password for the site in the “Account Password” field, and your name in the “Signature” field.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



- 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.”

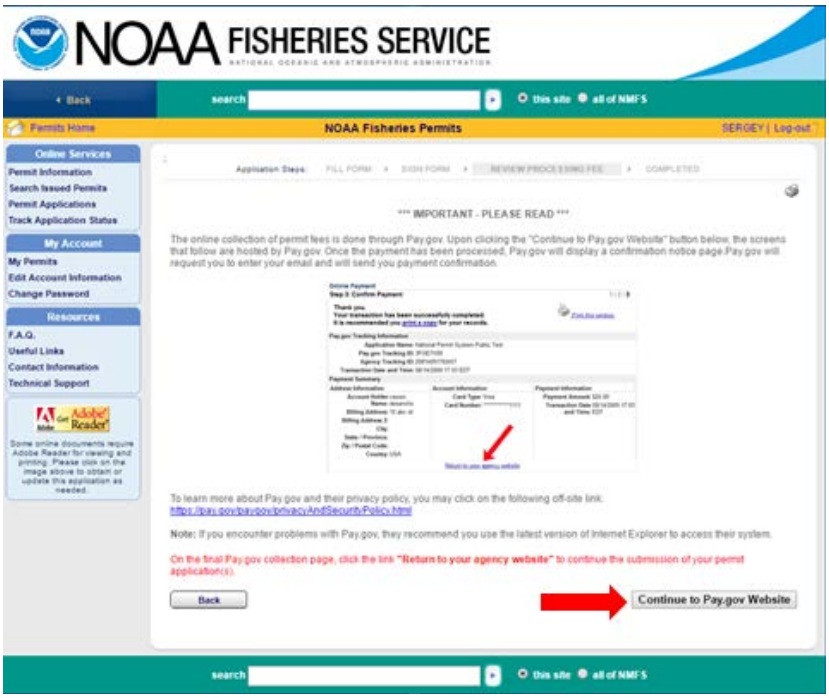


- Next you will see the processing fee for your permit. Select the method of payment and click “Next.” Please be aware that electronic checks can NOT be refunded.

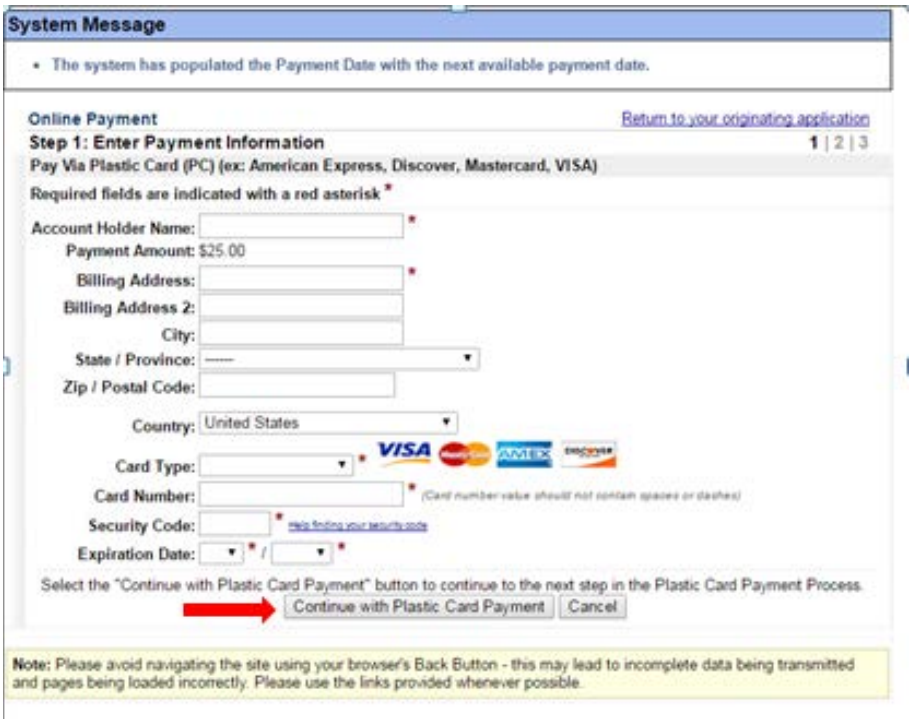


Paying for Your Permit & Navigating Pay.gov:

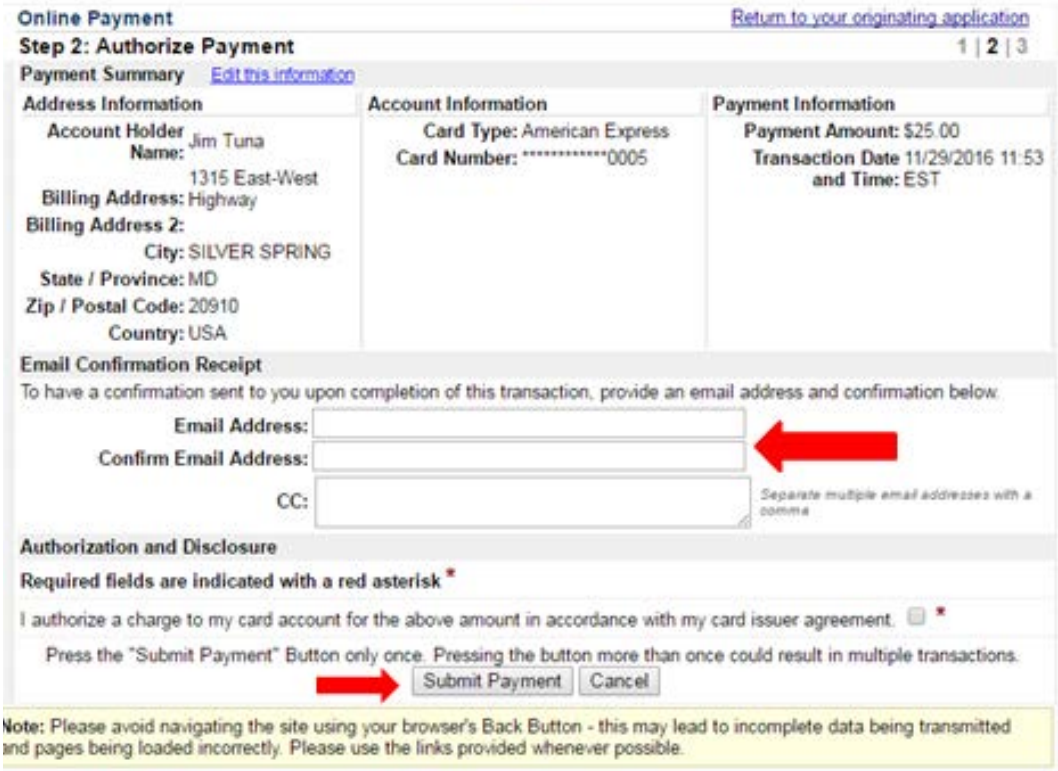
- Click “Continue to Pay.Gov Website.”



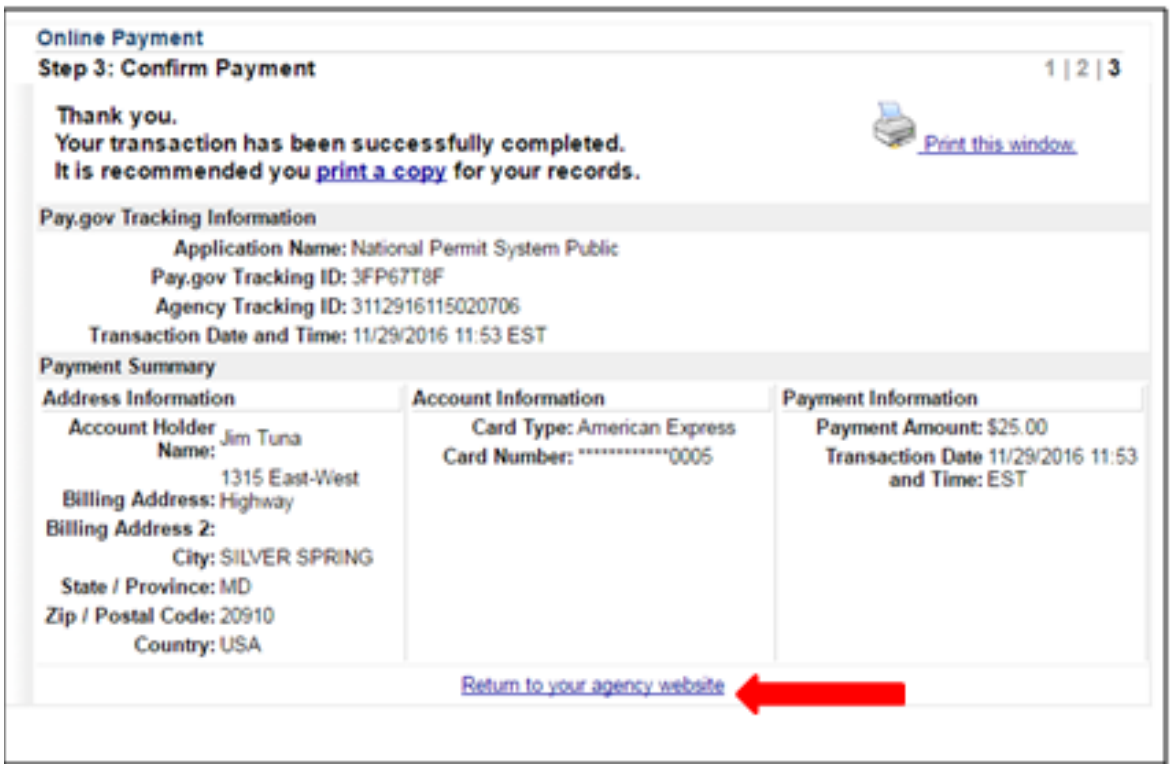
- Enter all payment information and click “Continue with Plastic Card Payment.”



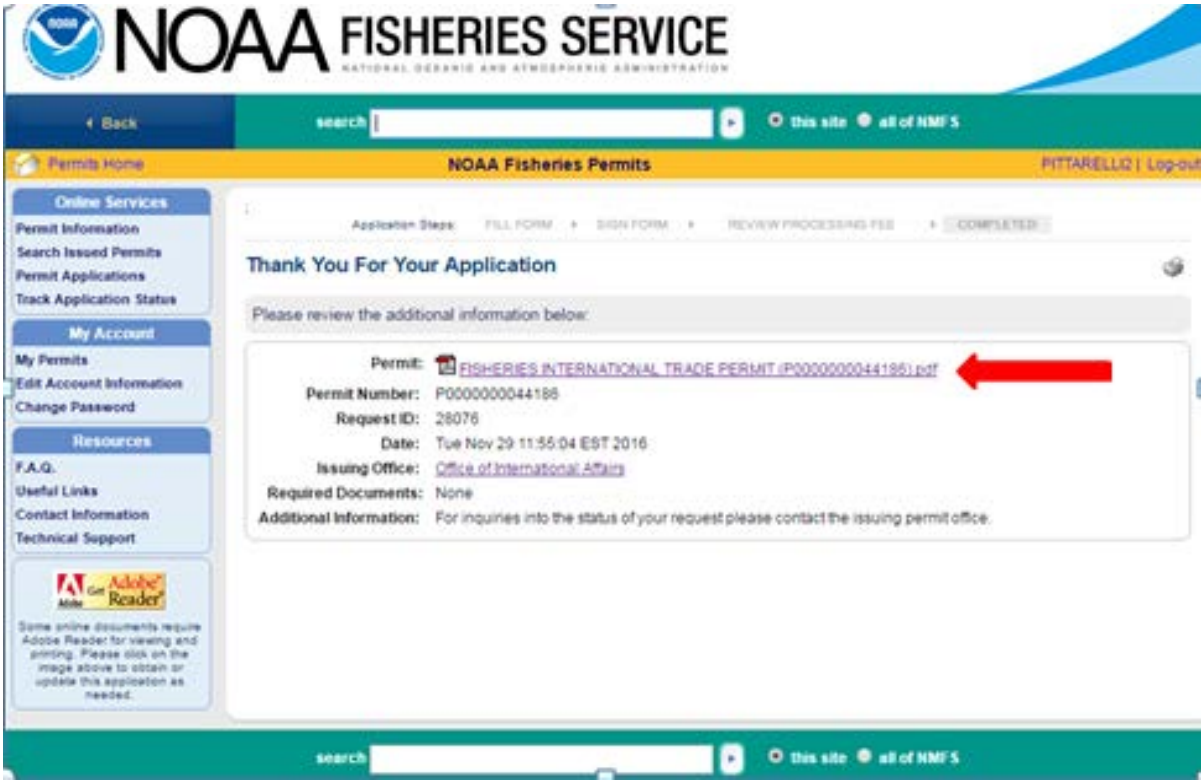
- Provide an email address, for confirmation of your payment, and then click “Submit Payment.”



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

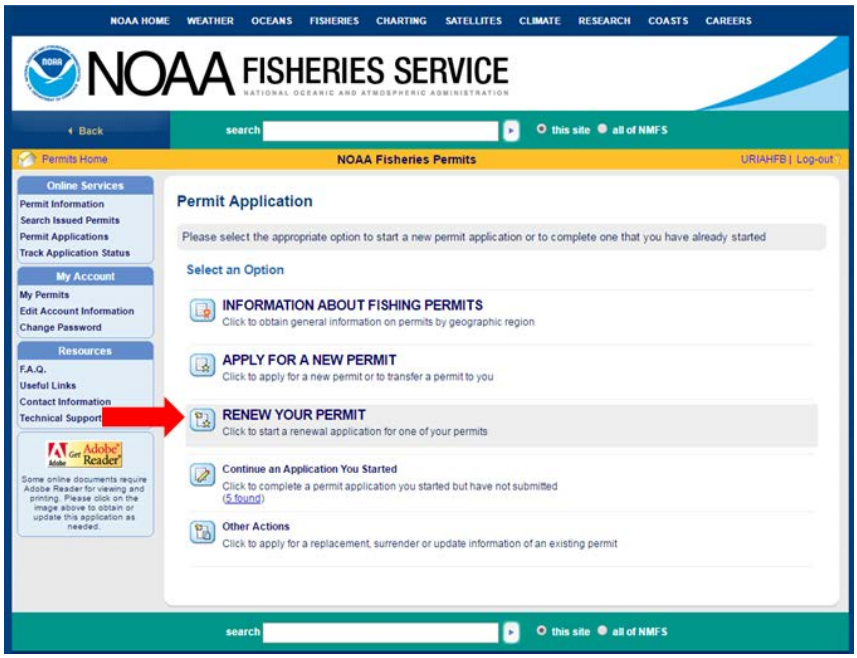


- You will then be directed back to https://fisheriespermits.noaa.gov, where you can download and print a PDF of your permit by clicking the link next to “Permit.”

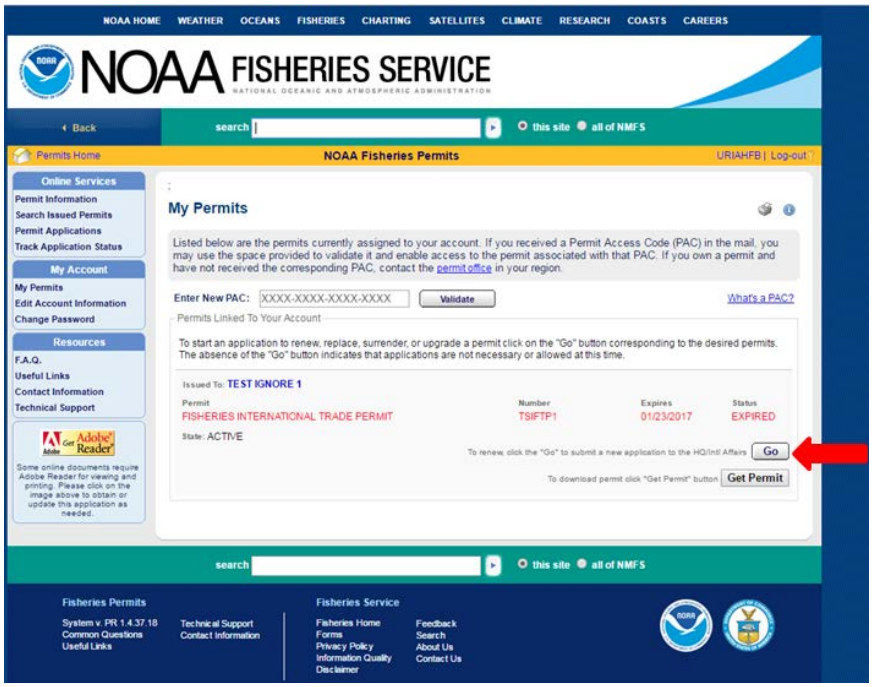


How to renew IFTP permit:

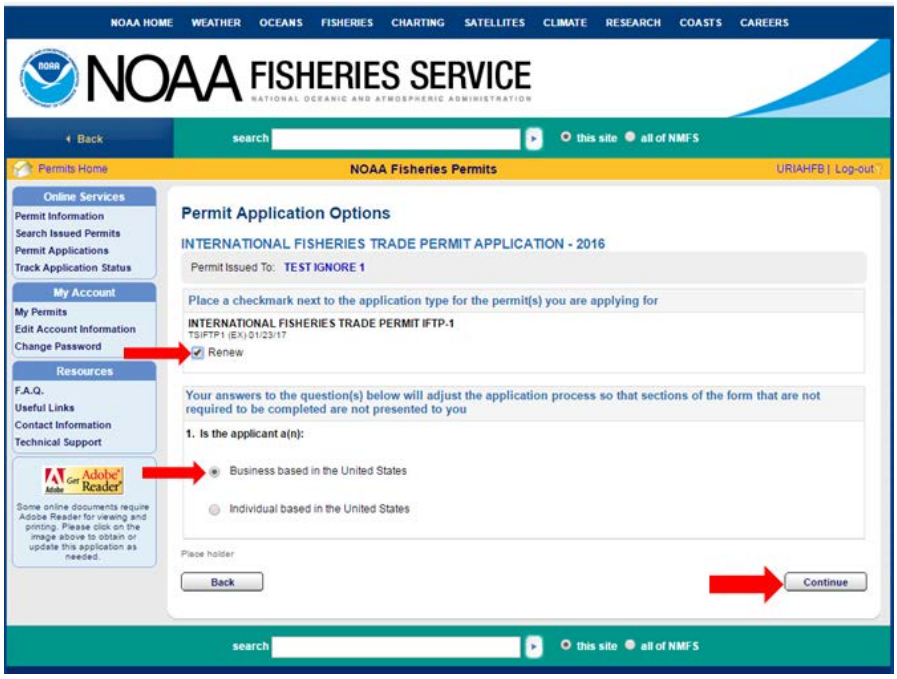
- Once you are logged in, this is the screen you will see. Select “RENEW PERMIT.” You can navigate to this screen by clicking “Permit Applications” on the left hand side.
  Then click “RENEW PERMIT.”



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



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



- **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.