



North Carolina Department of Environment and Natural Resources

Beverly Eaves Perdue, Governor
Dee Freeman, Secretary

Division of Marine Fisheries

Dr. Louis B. Daniel III, Director

Dear Applicant:

Enclosed are an application and the forms you will need to complete and submit to the NC Division of Marine Fisheries. In order to determine if you qualify to be placed in the license Eligibility Pool the application and all forms must be filled out completely and must be legible.

Forms: **Eligibility Application (3 pages)**
Eligibility Certification Form

Certification form must be signed in the presence of a notary and notarized.

You Must Provide: **A clear and legible copy of an official picture I.D., such as a driver's license, military ID or a picture ID issued by the N.C. Division of Motor Vehicles.**

A personal statement signed in the presence of a notary and notarized.

Please see the instructions for preparing verification statements on the instructions for verification and supporting documents page.

Verification statements requiring signatures and supporting documents must be signed in the presence of a notary and notarized. *Please see the instructions for preparing verification statements on the instructions for verification and supporting documents page.*

You Must Submit: **The original and (4) copies of application including the supporting documentation to the Eligibility Board for processing.**

Please use the enclosed pre-addressed envelope to submit your application package to the License Eligibility Pool Office, N.C. Division of Marine Fisheries, P.O. Box 769, Morehead City, NC 28557-0769.

If you have any questions on completing the Eligibility package, please contact Cristy Giddens, at the License Eligibility Pool Office, Division of Marine Fisheries, Wilmington, NC 1-800-248-4536 or 910-796-7267.

INSTRUCTIONS FOR VERIFICATION AND SUPPORTING DOCUMENTATION

In order to help you understand the process and procedures involved in the Eligibility Pool, we have also enclosed a copy of the Marine Fisheries Commission rule for the Standard Commercial License Eligibility, Rule 15A NCAC 30 .0400 and an instruction sheet explaining the verification and supporting documentation requirements

1. **When obtaining verifying statements, please include the following:**

NAME, ADDRESS, and TELEPHONE of Person Supplying Verifying Statements

WHEN: **Specific years** you fished
(either under your own license or another person's license, i.e. captain of vessel)

WHAT: **Types of fish** caught;

WHERE: Which **waters you fished**;

WHO: **To whom the catch was sold** (seafood dealer).

2. **Supporting documentation required:** (Make sure that the statements indicate YOUR RELATIONSHIP TO THE PERSON making the statement (e.g., family member, fish dealer, fellow commercial fisherman, crewmember, employer, etc.):

- a. A personal statement from you, detailing your commercial fishing history, include when, where, what, who and why.
- b. From your employer (e.g., captain of vessel you crewed on) or family member on whose history (for the last five years) you are basing your application, giving above details during the years you fished with him;
- c. From the Dealer who bought the catch, indicating specific years he bought, what he bought, and from whom he bought;
- d. Tax statements (e.g. Schedule C) or 1099's that indicate fishing proceeds during the years you are claiming;
- e. Any other information that would further document your commercial fishing history (e.g. another crewmember who fished with you).

3. All verifying statements must:

- a. **be signed in front of and notarized by a Notary Public** with a notary statement and seal;
- b. Include on statements/documentation, **either on letterhead or printed/typed clearly**, the verifying individual's:
 - i. Name
 - ii. Address and
 - iii. Phone Number

SUPPORTING DOCUMENTATION REQUIREMENTS

To apply under all criteria, A thru D:

1. **A notarized statement written by you** summarizing your and/or your family's commercial fishing history, whether it was under your own license or as a crewmember on another vessel. Include the details explained on the enclosed 'Instruction' sheet, such as specific years fished, waters fished, what was caught, and whom the catch was sold to.
2. **A notarized statement from the family member(s) or other adult(s)** with whom you fished for two years must provide summarizing his or her commercial fishing history and verify the specific years you fished with them.
3. **A notarized statement from the dealer(s)** who bought the catch, verifying that they bought the catch during the years that you are claiming that you were commercial fishing. If you were a crew member, provide a statement for the years you fished on that vessel.
4. Tax records (1099's, schedule C's, etc.) for at least three years (or more) showing income from commercial fishing.
5. Copies for trip tickets/landings during the years you are claiming commercial fishing history. If you fished from 1994 to the present and landed commercial catch in North Carolina, the Division will obtain trip ticket history from the Trip Ticket Office for you. If you landed in other states, you must provide documentation for landings.
6. Copy of license history. Any North Carolina commercial fishing history prior to 1994, you must provide proof of commercial fishing licenses through various documentations (e.g., copies of old licenses). Any North Carolina license history from 1994 to present, DMF will obtain that information from the license database. If applying with commercial fishing license history from other agencies (e.g., other states, the National Marine Fisheries Service, etc.), provide copies of that documentation.

DIVISION OF MARINE FISHERIES ELIGIBILITY PARTICIPATION APPLICATION PAGE 1

Check one: Individual (complete the Individual Participant Information) Business Agent (complete the Business Participant Information and Individual Participant Information)

I request the opportunity to apply for the Standard Commercial Fishing License (SCFL) through the eligibility pool process, pursuant to General Statute 113-168.2, 1998 Session Law 225, and 15A NCAC 30.0401 et seq

Individual or Business Agent Participant Information

Participant I.D. (if available)		First Name		Middle Name		Last Name		Suffix	
		Driver's License No.		Military I.D. No.		State I.D. No.		Passport No.	
		No.	Expire Date / /	No.	Expire Date / /	No.	Expire Date / /	No.	Expire Date / /
Resident Alien I.D. No.		Race		Gender		Height		Weight	
No.	Expire Date / /			<input type="checkbox"/> Male	<input type="checkbox"/> Female				
Date of Birth		State of Primary Residence		State of Secondary Residence		E-mail Address			
Physical Address:				Mailing Address: <input type="checkbox"/> Check if same as physical address					
Country:				Country:					
Address 1:				Address 1:					
Address 2:				Address 2:					
City:		State:		City:		State:			
Zip:		County:		Zip:		County:			
Home Phone:		Business Phone:		Fax:		Prior Name (if name change)			
()		() Ext.		()					
Type of Business Entity (Circle one) Corporation Written Agreement Partnership Sole Proprietorship LLC Academia									

Business Participant Information (This section must be completed for the application of a license for use by a business)

Participant I.D. (if available)		Business Name		Federal I.D. (TIN, EIN, SSN)		State of Incorporation		Charter State	
State of Primary Residence				State of Secondary Residence		E-mail Address			
Physical Address:				Mailing Address: <input type="checkbox"/> Check if same as physical address					
Country:				Country:					
Address 1:				Address 1:					
Address 2:				Address 2:					
City:		State:		City:					
Zip:		County:		Zip:					
Home Phone:		Business Phone:		Fax:		Prior Name (if name change)			
()		() Ext.		()					
Business Owner Name (F, M, L)		Business Owner Name (F, M, L)		Business Owner Name (F, M, L)		Business Owner Name (F, M, L)			

Applicant Signature: _____ Date _____
(Must be signed to be valid)

DIVISION OF MARINE FISHERIES

ELIGIBILITY APPLICATION

NAME:	
ADDRESS:	
CITY/ST/ZIP	

N C County		Date of Birth:	
Home Telephone:		Work/Cell Telephone:	

I request the opportunity to apply for the Standard Commercial Fishing License (SCFL) through the eligibility pool process, pursuant to General Statute 113-168.2, 1998 Session Law 225, and 15A NCAC 30.0401 et seq.

APPLICANT MUST:

1. Fill out this form and the attached forms and have them notarized in the required sections. Applicant must fill out in his/her given name or legal business name (**Do Not Use Nicknames, do not leave blanks if you have no information for a section put none**).
2. Submit adequate notarized documentation to meet the required criteria in 15A NCAC 30.0404 and .0405 (attached).
3. Attach a clear and legible copy of an **official picture I.D.**, such as a driver's license, military ID or a picture ID issued by the N.C. Division of Motor Vehicles.
4. Submit the original plus four (4) copies of the Application, forms and supporting documents, notarized as required.

If applicant has any questions, contact the License Eligibility Pool Office, Division of Marine Fisheries, Wilmington Office at 1-800-248-4536 or (910) 796-7267.

OFFICE USE ONLY:			
Requires signature of Chairperson or Acting Chairperson:			
Approved:		Date:	/ /
Denied:		Date:	/ /

Applicant's Name _____

Date of Birth _____

ELIGIBILITY APPLICATION - PAGE 2

1. ELIGIBILITY CRITERIA:

In order for the SCFL Eligibility Board to determine if you are qualified to be placed in the License Eligibility Pool, please select one or more of the criteria listed below that describes your involvement in commercial fishing. *PROVIDE SUPPORTING DOCUMENTATION FOR EACH OF THE CRITERIA SELECTED.* All supporting documentation must be signed by the provider and notarized.

- A. _____ Significant involvement in the commercial fishing industry three of the last five years; or
- B. _____ Significant involvement in commercial fishing or in the commercial fishing industry prior to the last five years; or
- C. _____ In the case on an applicant who is under 16 years of age, significant involvement in commercial fishing for two out of the last five years with a parent, legal guardian, grandparent or other adult; or
- D. _____ Significant Involvement of the applicant's family in commercial fishing. For the purpose of this Sub-item, family shall include mother, father, brother, sister, spouse, children, grandparents, or legal guardian.

2. COMPLIANCE WITH LAWS AND REGULATIONS

- A. List all federal and state fishing law, regulation, or rule violations, convictions, or warnings and any suspensions or revocations of fishing licenses. Likewise, list any and all environmental and natural resource violations, convictions, or warnings issued by any federal or state agency. If there is no violation put "NONE", do not leave blank.

STATE AND FEDERAL VIOLATIONS, CONVICTIONS, WARNINGS, SUSPENSIONS, REVOCATIONS			
STATE/FEDERAL AGENCY	LICENSE NO.	TYPE OF OFFENSE	DESCRIPTION

- B. Has applicant had:

YES NO
 _____ _____

Four (4) fishing law, regulation, or rule convictions within the three (3) years preceding the date of application?

_____ _____

Eight (8) or more fishing law, regulation, or rule convictions in the last ten (10) years?

_____ _____

Four (4) or more violations involving the environment or natural resources during previous three (3) years?

PAGE 3**3. VERIFICATION/SUPPORTING DOCUMENTS**

- A. Attach documents from individuals verifying the applicant's involvement. The attached documents must contain the individual's full name, mailing and physical address, telephone number, and must be notarized.**
- B. List below the income you received from commercial fishing for the last five (5) years. Please submit tax records (1099, W2, Schedule C, tax return, etc.) as proof of this income.**

YEAR	FISHING INCOME	PERCENT OF TOTAL ANNUAL INCOME

- C. Signatures on all documents from individuals or corporations must be notarized.**

4. PARTICIPANT APPLICATION AND CERTIFICATION STATEMENT FORM.

- A. Complete the Application for Participation with the Division of Marine Fisheries Program.**
- B. Review, complete and have notarized the Certification Statement Form.**



North Carolina Division of Marine Fisheries

Certification Statement Form For SCFL Eligibility Pool

Certification Statement (This section must be completed by Applicant)

I, _____ certify that:

1. All the information provided on this application and any supporting documentation provided is true, accurate, and complete. And further, for renewals, any changes in information or supporting documents have been provided at the time of renewal.
2. I currently have no marine fisheries licenses, permits, endorsements, or registrations under suspension or revocation and the privilege to hold such licenses, permits, endorsements, or registrations is not revoked or suspended.
3. I have not been convicted of four or more violations in any jurisdiction related to state or federal law or regulations involving or related to marine or estuarine resources.
4. I am a resident of the State of: _____

If claiming resident status in North Carolina, I certify further that (check one):

- I have been a legal resident for more than six months, or
- If domiciled in North Carolina between 60 days and six months, I have completed and submitted with this application a notarized Certificate of Eligibility for North Carolina Residency.

5. If applying for a Standard or Retired Standard Commercial Fishing License as a North Carolina Resident, I also certify that: **(INITIAL** the appropriate entry)

_____ I filed a North Carolina State Income Tax Return for the previous calendar or tax year.

_____ I was not required to file a North Carolina State Income Tax Return for the previous calendar or tax year.

I understand if any question arises concerning the filing of a North Carolina State Income Tax Return, I may have to provide appropriate tax records, as requested by the Division of Marine Fisheries.

I understand that any false information or fraudulent disclosures may result in termination of appropriate licenses and related documents, revocation or suspension of marine fisheries licensing and other privileges, and in possible criminal prosecution.

Date Signed: _____

Signature of Applicant _____

NOTARY (must be notarized to be valid)

State: _____

County: _____

Sworn to and Subscribed before me this ____ day of _____, _____

Notary Public: _____ My Commission expires: _____

SECTION .0400 - STANDARD COMMERCIAL LICENSE ELIGIBILITY

15A NCAC 030 .0401 ELIGIBILITY BOARD

(a) The Chairman of the Marine Fisheries Commission, the Secretary of the Department of Environment and Natural Resources, and the Director of the Division of Marine Fisheries may each name a designee and an alternate designee to serve on the Eligibility Board as their representative in their absence.

(b) The Eligibility Board shall not review an application for eligibility without a quorum of the Eligibility Board members or designees being present. Two or more members of the Eligibility Board or their designees constitute a quorum.

*History Note: Authority G.S. 113-134; 143B-289.52; S.L. 1998-225, s. 4.24;
Temporary Adoption Eff. April 1, 1999;
Eff. August 1, 2000*

15A NCAC 030 .0402 APPLICATION PROCESS

(a) Application forms for determination of eligibility for the Standard Commercial Fishing Licenses Eligibility Pool shall be available at all offices of the Division of Marine Fisheries and must be submitted to the Morehead City Office of the Division of Marine Fisheries for processing.

(b) Only one application per individual for determination of eligibility for the Standard Commercial Fishing Licenses Eligibility Pool shall be accepted or may be pending at any one time. An applicant may have only one entry in the eligibility pool at any one time.

(c) Individuals who currently hold or are eligible to purchase a Standard or Retired Standard Commercial Fishing License shall not be eligible to apply for additional Standard Commercial Fishing Licenses through the Standard Commercial Fishing Licenses Eligibility Pool.

(d) If an applicant has died or becomes ineligible and is subsequently selected from the eligibility pool, that license eligibility shall automatically revert to the eligibility pool.

(e) Persons claiming retirement from commercial fishing or transferring their Standard Commercial Fishing License may not apply for pool eligibility for two years from the date of the last transfer except as provided in 15A NCAC 030 .0404(3).

(f) Applicants shall notify the Division of Marine Fisheries within 30 days of a change of address.

*History Note: Authority G.S. 113-134; 143B-289.52; S.L. 1998-225, s. 4:24;
Temporary Adoption Eff. April 1, 1999;
Eff. August 1, 2000;
Amended Eff. October 1, 2008; February 1, 2008.*

15A NCAC 030 .0403 ELIGIBILITY BOARD REVIEW

(a) After determination by the Eligibility Board, applicants will be notified in writing as to the applicant's meeting or not meeting required eligibility criteria for the Standard Commercial Fishing License Eligibility Pool.

(b) The Marine Fisheries Commission shall determine the number of licenses available from the pool at their first scheduled meeting following July 1 of each year.

(c) The Eligibility Board shall meet to review applications as often as deemed necessary by the Chairman of the Eligibility Board.

*History Note: Authority G.S. 113-134; 143B-289.52; S.L. 1998-225, s. 4:24;
Temporary Adoption Eff. April 1, 1999;
Eff. August 1, 2000;
Amended Eff. February 1, 2008.*

15A NCAC 030 .0404**ELIGIBILITY CRITERIA**

In determining eligibility of an application for the Standard Commercial Fishing License Eligibility Pool, the Eligibility Board shall apply the following criteria:

- (1) Involvement in Commercial Fishing:
 - (a) Significant involvement in the commercial fishing industry for three of the last five years; or
 - (b) Significant involvement in commercial fishing or in the commercial fishing industry prior to the last five years; or
 - (c) In the case of an applicant who is under 16 years of age, significant involvement in commercial fishing for two out of the last five years with a parent, legal guardian, grandparent or other adult; or
 - (d) Significant involvement of the applicant's family in commercial fishing. For the purpose of this Sub-item, family shall include mother, father, brother, sister, spouse, children, grandparents or legal guardian. For the purposes of this Rule, significant involvement means persons or corporations who are engaged in the actual taking of fish for sale, from the waters of the State, or other states, jurisdictions, or federal waters, or any licensed dealer or the dealer's employees who purchases fish at the point of landing. Significant involvement does not include activities such as those who transport fish from the point of landing; those who sell or make commercial or recreational fishing gear; those who operate bait and tackle shops unless they are engaged in the actual taking of bait for sale; or those who work in fish markets or crab picking operations.
- (2) Compliance with Applicable Laws and Regulations:
 - (a) The applicant shall not have any licenses, endorsements or commercial fishing vessel registrations issued by the Division of Marine Fisheries or the right to hold such under suspension or revocation at the time of application or during the eligibility review; or
 - (b) If selected for the Standard Commercial Fishing License Eligibility Pool, the applicant shall become ineligible for the Standard Commercial Fishing License Eligibility Pool if any licenses, endorsements or registrations or the right to hold such issued by the Division of Marine Fisheries are suspended or revoked; or
 - (c) Four convictions within the last three years or the number of convictions which would cause suspension or revocation of license, endorsement, or registration within the last three years shall result in the application being denied; or
 - (d) A record of habitual violations evidenced by eight or more convictions in the last 10 years shall result in the application being denied.

For purposes of eligibility for the Standard Commercial Fishing License General Statutes and any rule implementing or authorized by such statutes; any conviction of resist, obstruct, or delay involving a Marine Patrol Officer or Wildlife Officer under G.S. 14-223; and any conviction involving assaultive behavior toward a Marine Patrol Officer or other governmental official of the Department of Environment and Natural Resources or the Wildlife Commission. Applicants for the Standard Commercial Fishing License Eligibility Pool must provide certification that the applicant does not have four or more marine or estuarine resource violations during the previous three years.
- (3) The responsible party shall not have transferred a Standard Commercial Fishing License granted by the Eligibility Board.
- (4) All applicants for the Standard Commercial Fishing License Eligibility Pool must meet all other statutory eligibility requirements for the Standard Commercial Fishing License.

History Note: Authority G.S. 113-134; 113-168.1; 113-168.2; 143B-289.52; S.L. 1998-225, s. 4.24;
Temporary Adoption Eff. April 1, 1999;
Eff. August 1, 2000;
Amended Eff. October 1, 2008; February 1, 2008.

15A NCAC 030 .0405**APPLICATION DOCUMENTATION**

Documentation for applications:

- (1) Statements from individuals verifying the applicant's involvement must contain the individual's name, address and telephone number and must be notarized.
- (2) Proof of income derived from commercial fishing or the commercial fishing industry. Proof of this income shall be tax records.
- (3) The extent to which the applicant has complied with federal and state laws, regulations, and rules relating to coastal fishing and protection of the environment. Federal compliance will be verified by a notarized statement from the applicant that he has complied with federal laws.
- (4) All documents required by this Rule must be notarized.
- (5) Applications shall be legible and complete or they will be returned.
- (6) It is unlawful to submit false statements on applications or supporting documents. If eligibility is based on false information provided by the applicant, this eligibility is automatically revoked.

History Note: Authority G.S. 113-134; 143B-289.52; S.L. 1998-225, s. 4.24;
Temporary Adoption Eff. April 1, 1999;
Eff. August 1, 2000.

15A NCAC 030 .0406**STANDARD COMMERCIAL FISHING LICENSE
ELIGIBILITY POOL CERTIFICATION**

Annual certification to maintain an eligible application in the Standard Commercial Fishing License Eligibility Pool shall be as follows:

- (1) The applicant shall certify that the information on his original application is correct and that he desires to remain in the Standard Commercial Fishing License Eligibility Pool.
- (2) A certification form shall be provided and mailed to the applicant at the last known address by the Division.
- (3) This certification, with any changes such as address, phone number, or updated fisheries involvement information since the last application or certification must be notarized and submitted to the Division within 12 months of the initial application and annually thereafter.
- (4) Failure to return certification that application is correct or with changes within 30 days shall result in the application being deleted from the Standard Commercial Fishing License Eligibility Pool.
- (5) An applicant that has been deleted from the Standard Commercial Fishing License Eligibility Pool shall receive a notice from the Division.

History Note: Authority G.S. 113-134; 143B-289.52; S.L. 1998-225, s. 4.24;
Temporary Adoption Eff. April 1, 1999;
Eff. August 1, 2000.