

Version

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NORTH CAROLINA DIVISION OF MARINE FISHERIES

Trip Ticket Program



Trip Ticket User Manual

A Guide to Completing Trip Tickets in Accordance with the North Carolina Trip Ticket Program

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The Trip Ticket Program

The North Carolina Trip Ticket Program is one of the leading fisheries data collection programs in the country.

Fish dealers began reporting commercial fisheries landings using trip tickets in January 1994. Prior to 1994, commercial fisheries statistics were collected on a voluntary basis. With the growing need for more accurate, detailed, and timely harvest statistics, a bill was drafted by the Joint Legislative Commission on Seafood and Aquaculture and passed by the state General Assembly which mandated trip level reporting of seafood landings by all licensed fish dealers.

Since then, the Trip Ticket Program has enhanced the quality and quantity of commercial fisheries statistics collected by the Division of Marine Fisheries (DMF). Data collected through the Trip Ticket Program is used by various sectors of the public, including fishermen, dealers, citizens groups, the media, educators and researchers.

Fisheries biologists and managers routinely use trip ticket data for stock assessments and fisheries management plans. Trip ticket data can also play a vital role during hurricane relief efforts in assisting fishermen and dealers qualifying for disaster relief.

Summarized trip ticket data can be viewed on the Division's website at www.ncdmf.net under "Commercial Fishing Statistics".

Trip Ticket Staff welcomes you as a participant in the Trip Ticket Program. Please read through the manual to find out more about the program and to help answer any questions you may have.

OUR GOAL

The Division of Marine Fisheries' goal is to make reporting as simple as possible. The data gathered from trip tickets help fisheries managers and the commercial fishing industry ensure that North Carolina's marine resources remain well managed and abundant. Your support and assistance is critical to the success of the program. We welcome any and all suggestions for improvements.

Legal Requirements

The legal requirements of the Trip Ticket Program are as follows:

PURCHASING FISH: The term “fish” includes finfish, crabs, shrimp, and shellfish (including bait). Fish dealers can only purchase fish from fishermen who present a current and valid license to sell the type of fish being offered at the time of each transaction. The vessel that was used to take the fish being offered must have a current and valid Commercial Fishing Vessel Registration. All commercial fishing licenses expire June 30th of each year. [G.S. 113-169.3 (i), (1) and (2)]

RECORDING CATCH: The dealer is required to complete a trip ticket for each transaction at the time and place of landing (one trip ticket per trip). A transaction is the transfer of seafood at the time of landing between the fisherman and dealer. Every dealer is required to accurately and legibly complete all mandatory items on the trip ticket for each transaction. The person who records the transaction shall provide a completed copy of the transaction form (trip ticket) to the Division and to the other party of the transaction. If the fisherman and the dealer are the same individual, the trip ticket must be completed at the point of landing. [G.S. 113-168.2 (i)]

REPORTING: Every dealer is required to submit their completed DMF copies of the trip tickets and a submittal/transaction form, which are due at the Division’s Morehead City Office by the 10th of the following month. If a partial shipment was mailed for part of the month, a final shipment to complete the month is still required by the 10th of the following month. A submittal/transaction form is required from every dealer each month, even if no landings occurred for that month. Dealers who are “*seasonally closed*” for specified months of the license year may submit one (1) submittal/transaction form in advance. The dealer must retain his/her copies of the trip tickets for a period of not less than three (3) years. [MFC Rule 3I.0114 (a), (1) (2) and (3)]

FISHERMAN REQUIREMENTS: The fisherman (seller) must provide the dealer at the time of the transaction a current and valid license to sell the type of fish being offered, and if a vessel is used, a valid Commercial Fishing Vessel Registration number. The fisherman must also provide complete and accurate information on harvest method, area of catch and other information required by the Division. A fisherman can only sell to licensed fish dealers. [MFC Rule 3I.0114 (b)]

Laws and Rules governing the requirements of the Trip Ticket Program are printed in the *North Carolina Fisheries Rules for Coastal Waters* and include:

G.S. 113-169.3	Licenses for fish dealers.
G.S. 113-168.2 (i)	Record-keeping Requirements.
G.S. 113-170.3	Record-keeping Requirements.
MFC Rule 3I.0101	#22 and #23 definitions.
MFC Rule 3I.0114	Record-keeping Requirements.
G.S. 113-136	Enforcement Authority of Inspectors.

PURCHASING FISH

Fishermen must provide the dealer with a current and valid license to sell the type of fish being offered, and a valid Commercial Fishing Vessel Registration of the vessel (P-number) used to take the fish being offered. If no vessel was used in harvesting, the “*CHECK IF NO VESSEL USED*” box must be checked .

The dealer must also obtain information from the fishermen on the gear used, where the fish were caught (what water body), the number of crew on board, dates of the trip, pounds/units, and any other mandatory information on the trip ticket. Fishermen are required to supply this information.

Licenses expire on June 30th of each year. Types of licenses that fishermen can use to sell seafood are listed on pages 17- 21 of this manual.

RECORDING CATCH

Dealers are supplied with paper trip tickets by DMF at no cost. **Complete one trip ticket per fishing trip¹**. Landings from multiple trips are NOT to be combined and recorded all on one trip ticket. See “Steps For Completing Trip Tickets” on pages 22 - 33 for information on how to complete a trip ticket.

In the event *a fisherman is also a licensed NC Fish Dealer*, all transactions (trip tickets) shall be recorded at the point of landing. If the “fisherman/dealer” sells a catch to another fish dealer, a trip ticket should already have been completed and the “second” dealer is only required to show a receipt or bill of purchase to verify the purchase of said fish. The “second” dealer does not complete the trip ticket.

Please review your trip tickets before mailing them for any missing information such as a gear or water body not circled, missing or inaccurate license numbers, or missing dates. Please ensure that all information on each trip ticket is complete. Use a ball point pen (no pencils or felt tip pens) and press firmly when writing to ensure the information being recorded goes through all four copies of the trip ticket.

Voided Tickets:

Do not throw tickets away that are soiled or have errors. Please write “VOID” across them and submit them with other completed tickets. The DMF tracks and monitors ticket use.

¹ A **trip** is defined as the time period beginning when a vessel or fisherman leaves port to conduct fishing activities and ends when that vessel or fisherman returns to land the catch. The duration of a trip can vary from a few hours, as in hand clamming, to several days, as in ocean flounder trawling. An assessment of the number of trips gives an indication of the amount of effort conducted by commercial fishermen within that fishery.

REPORTING TO DMF

The DMF copies (pink and yellow copies) of completed trip tickets, and a completed green submittal/transaction form for any given month must be received by DMF **on or before the 10th of the following month**. For example, tickets recorded from January 1st - January 31st are due at DMF by February 10th, and so on, monthly. Please make sure your trip tickets reach the Morehead City office by this due date. Trip ticket data submitted electronically must also be received by DMF on or before the 10th of the following month. Dealers failing to report by the 10th of the following month will be turned over to the Division's Marine Patrol for violation of reporting requirements (see Legal Requirements on page 2).

The DMF supplies postage-paid envelopes to mail in your trip tickets. There are three sizes of envelopes available – regular business-sized envelopes, for mailing submittal forms in (have no trip tickets to send) or have only a few trip tickets to send, and small and large white tyvek envelopes, for when you have a higher volume of paperwork to submit.

THE SUBMITTAL / TRANSACTION FORM (the green form)

(For explanation purposes, the Submittal/Transaction Form will be simply referred to as the “*submittal form*”). An example of this form can be found on page 6.

A submittal form must be completed and sent with EACH SHIPMENT of trip tickets.

Steps for completing a submittal form are as follows:

1. **AFFIX A PRE-PRINTED LABEL** in the block at the top of the form where *Dealer #, Dealer name, and County* is specified. The Trip Ticket Program will send you address labels to use on submittal forms.
2. Complete the **MONTH AND YEAR** of trip tickets being sent.
 - a. If you are sending in tickets from more than one month, PLEASE COMPLETE A SEPARATE FORM FOR EACH MONTH BEING SUBMITTED. DO NOT COMBINE MULTIPLE MONTHS ON ONE SUBMITTAL FORM.
3. **IS THIS A COMPLETE MONTH?** (Are you sending only a partial month's worth of tickets or a complete month's worth?) Check the appropriate box.
 - a. If you check “NO”, indicate whether the submittal is the final shipment. If a partial shipment is mailed for any given month, a final shipment to complete the month is still required on or before the 10th of the following month.

4. Fill in the **NUMBER OF TRIP TICKETS ENCLOSED**, including the **NUMBER OF VOIDS** included, if applicable
5. If **NO TICKETS ARE BEING SUBMITTED**, please indicate why (no transactions/did not purchase seafood from fishermen that month, vessel broken down, etc.).
 - a. **“0” Submittals:** If no trip tickets are completed in a given month (no transactions took place), a submittal form indicating “0” trip tickets must still be reported to the DMF on or before the 10th of the following month.
6. Indicate **SEASONALLY CLOSED MONTHS** by circling the months you will be closed, if applicable.
 - a. Dealers who know ahead of time they are not going to be purchasing seafood from fishermen during certain months of the year, can alert the DMF to that fact by circling the intended months in the “Seasonally Closed” portion of the submittal form. During the months a dealer indicates as closed, no reporting to DMF is necessary.
 - b. If a dealer purchases seafood during his/her seasonally closed month(s), trip tickets must be completed on whatever is bought and mailed in by the due date. Reporting automatically cancels the “seasonally closed” status and the dealer must return to monthly reporting until seasonally closed months are indicated on the submittal form again.
 - c. **If you do not indicate you are seasonally closed on a prior submittal form, a submittal form is required every month by the due date regardless of whether any transactions took place.**
7. Fill in the **NAME AND SIGNATURE** of the person filling out the submittal and the **DATE**.
8. Mail the submittal form in the same envelope with the pink and yellow copies of the trip tickets in time to be received by DMF on or before the 10th of the following month.

Supplies:

Additional supplies (trip tickets, submittal forms, envelopes, labels, etc.) may be ordered on the bottom of the submittal form. Please indicate the amount of tickets, or other supplies needed, for example: 10 books of Type 1 Finfish.

Trip tickets and supplies can also be ordered by phone by calling **(800) 682-2632**, or contacting the Commercial Port Agent for your area. A list of agent contact names and numbers is listed at the end of this manual.

TRIP TICKET SUBMITTAL / TRANSACTION FORM

TRIP TICKETS AND SUBMITTAL FORM ARE DUE IN THE TRIP TICKET OFFICE BY THE 10TH OF THE FOLLOWING MONTH.

DMF USE ONLY	
DATE RECEIVED:	_____
BATCH DATE:	_____
PORT AGENT	
Initials:	_____
Date:	_____

USE PRE-PRINTED SUBMITTAL FORM LABEL:

DEALER #: _____

DEALER NAME: _____

COUNTY: _____

PLEASE COMPLETE THE FOLLOWING:

1. MONTH/YEAR SUBMITTED: _____

*Please use ONE FORM for each month submitted.
Do not record multiple months on one submittal form.*

2. IS THIS A COMPLETE MONTH? CHECK ONE: YES _____ NO _____

IF NO, IS THIS THE MONTH'S FINAL SHIPMENT? YES _____ NO _____

3. NUMBER OF TRIP TICKETS ENCLOSED, INCLUDING VOIDED* TICKETS _____

*NUMBER OF VOIDS INCLUDED IN TOTAL ABOVE _____

4. IF NO TICKETS SUBMITTED, WHY? _____

SEASONALLY CLOSED MONTHS Indicate months "seasonally closed" by circling appropriate month(s):

JUL AUG SEPT OCT NOV DEC JAN FEB MAR APR MAY JUN

A dealer's license remains active even while "seasonally closed". If seafood is purchased during a closed month, please complete tickets and send them in. Your closed status will be cancelled and you must return to regular reporting until you indicate months closed again.

FORM COMPLETED BY (PRINT NAME): _____

SIGNATURE: _____ DATE: _____

I verify that the above information is correct and that I am fully aware of the mandatory reporting requirements associated with being a licensed Fish Dealer in North Carolina. (G.S. 113-168.2, G.S. 113-170.3, 113-169.3 and MFC Rule 31.0114)

REQUEST FOR SUPPLIES Indicate the number of ticket books, envelopes, etc. needed:

TYPE 1 FINFISH _____	TYPE 5 RIVER _____	BUSINESS REPLY ENVELOPES _____
TYPE 2 REEFFISH _____	TYPE 6 SHRIMP _____	LG TRIP TICKET ENVELOPES _____
TYPE 2 REEFFISH (MULTI-GEAR/WATER) _____	TYPE 7 SHELLFISH _____	SM TRIP TICKET ENVELOPES _____
TYPE 3 CRAB (MULTI-GEARS) _____	TYPE 10 CRAB POT (MULTI-TRIP) _____	SUBMITTAL FORM LABELS _____
TYPE 4 FISH TRAWL _____	TYPE 11 CRAB POT (DAILY) _____	SUBMITTAL FORMS _____

FISHING EVENTS (OPTIONAL) Comment on factors that may have affected commercial fishing activity this month, for example: weather events, market conditions, or other factors (attach a sheet of paper if more space is needed):

Other Comments: _____

Types of Trip Tickets Available

The trip tickets are 4-part forms with copies for the fisherman (white copy), the fish dealer (blue copy), and 2 DMF copies (pink and yellow copies). There are nine (9) trip ticket types. All of these have been pre-coded with the primary species caught in key North Carolina fisheries (see below).

<u>TRIP TICKET TYPE</u>	<u>PRINCIPAL FISHERIES COVERED</u>
FINFISH (Type 1)	Long haul, swipe net, beach seine, sound and ocean gill net, pound net, rod-n-reel, and shark longline
REEFISH/PELAGIC (Type 2)	Snapper/grouper, trolling (king mackerel, tuna, etc.), ocean longline, ocean fish pot, and spearfishing
CRAB MULTI-GEAR (Type 3)	Crab pot, peeler pot, crab trawl, crab dredge, peeler and soft crab fisheries
FISH TRAWL (Type 4)	Ocean flounder trawl and flynet
RIVER (Type 5)	River gill net, pound net, eel pot, and river fish pot – most Albemarle Sound fisheries
SHRIMP (Type 6)	Sound and ocean shrimp trawl
SHELLFISH (Type 7)	Clam, oyster, and sound and ocean scallop fisheries
CRAB POT MULTI-TRIP (Type 10)	Crab pot fishery (multiple trips per ticket)
CRAB POT (Type 11)	Crab pot fishery (smaller, single trip forms)

Examples of each trip ticket type begin on page 8 and continue through page 16.

NOTE: Due to formatting differences, versions of trip tickets in this manual are not identical to the actual tickets used, but are for example purposes only.

FISHERMAN NAME:		FISH DEALER #:	
FISHERMAN LICENSE #:		1 CHECK BOX IF NOVESSEL USED → →	
TRIP START DATE:	MO DAY YR	CFVR #:	P
UNLOADING DATE:	MO DAY YR	NO. OF CREW:	

**1-000001
NORTH CAROLINA TRIP TICKET (FINFISH)**

KIND		CODE	POUNDS	UNIT PRICE	TOTAL PRICE
Gars/Skippers		6100			
Gray Trout	Pan	5252			
	Med.	5253			
	Lg.	5254			
Hogfish/Pigfish		4500			
Jumping Mullet		4350			
Mullet	Red Roe	4357			
	White Roe	4358			
Little Tunny Whole (F. Alb.)		7300			
Menhaden		4150			
Pompano	Small	4652			
	Large	4654			
Puffers Whole		6850			
Puppy/Red Drum		2150			
Sea Mullet		4000			
Roe Shad (Am.Shad)		5356			
Buck Shad (Am. Shad)		5359			
Jacks (Hickory Shad)		3800			
Sharks Mixed	Carcass	5410			
	Fins	5420			
Sheepshead		6000			
Spadefish		6650			
Spanish Mackerel	Small	6702			
	Med.	6703			
	Lg.	6704			
Speckled Trout	Pan	5302			
	Med.	5303			
	Lg.	5304			
Spot		6750			
Starbutters		3700			
Striped Bass		6800			
Thread Herring		3750			
White Perch		7650			
Menhaden Bait (LB)		4200			
Mixed Bait		7900			
Dealer/Fisherman Use					

CIRCLE ALL GEARS USED

020	Beach Seine	340	EeL Pot	610	Rod-n-Reel
030	Haul Seine	345	Fish Pot	660	Trolling
025	Swipe Net	426	Gill Net Set, < 5 in. mesh	677	Longline Shark
125	Purse Seine	427	Gill Net Set, >= 5 in. mesh	735	Cast Net
275	Pound Net	470	Gill Net Drift	760	Gigs
310	Hoop/Fyke Net	475	Runaround Net		

CIRCLE ONE WATERBODY WHERE MOST OF CATCH WAS MADE

01	Albemarle Sound	10	Currituck Sound	33	Pamlico River
02	Alligator River	11	Lockwood Folly	34	Pamlico Sound
03	Bay River	12	Masonboro Sound	45	Roanoke Sound
05	Bogue Sound	29	Neuse River	38	Shalotte River
06	Cape Fear River	30	New River	39	Stump Sound
08	Core Sound	31	Newport River	41	Topsail Sound
09	Croatan Sound	43	North River/ Back Sound	42	White Oak River
53	Inland Waterway - Brunswick	54	Inland Waterway - Onslow		
20	Ocean 0-3 miles (North of Cape Hatteras)	21	Ocean 0-3 miles (South of Cape Hatteras)		
22	Ocean greater than 3 miles (North of Cape Hatteras)	23	Ocean greater than 3 miles (South of Cape Hatteras)		

KIND	CODE	POUNDS	UNIT PRICE	TOTAL PRICE
Black Drum	2100			
Bluefish Small	1352			
Med.	1353			
Lg.	1354			
Lg. Gutted	1364			
Butterfish	1550			
Catfish Mixed	1700			
Croaker Small	1952			
Med.	1953			
Lg.	1954			
Dogfish-Smooth Carcass	5940			
Dogfish-Smooth Fins	5920			
Dogfish- Spiny Whole	5950			
Flounder Small	2302			
Med.	2303			
Lg.	2304			

FISHERMAN NAME:		FISH DEALER #:	
FISHERMAN LICENSE #:		1 CHECK BOX IF NOVESSEL USED → →	
TRIP START DATE:	MO DAY YR	CFVR #:	P
UNLOADING DATE:	MO DAY YR	NO. OF CREW:	

CIRCLE ALL GEARS USED

610	Bottomfishing (Bandits/Rod-n-Reel)	677	Longline Shark
660	Trolling/Lightline (Bandits/Rod-n-Reel)	943	Spears (Diving)
675	Longline Surface	345	Fish Pots
676	Longline Bottom	427	Gill Net Set, >= 5 in. mesh

CIRCLE ONE WATERBODY WHERE MOST OF CATCH WAS MADE

20	Ocean 0-3 miles (North of Cape Hatteras)	21	Ocean 0-3 miles (South of Cape Hatteras)
22	Ocean greater than 3 miles (North of Cape Hatteras)	23	Ocean greater than 3 miles (South of Cape Hatteras)

KIND	CODE	POUNDS	UNIT PRICE	TOTAL PRICE
Beeliner ½-1	6462			
1-2	6463			
2-4	6464			
4+	6465			
Pink Snapper Mixed Gutted	4860			
Black/Gag Grouper Whole	3100			
Black/Gag Grouper Gutted	3110			
Scamp	3160			
Red Grouper	2910			
Strawberry/Red Hind	2760			
Snowy Grouper Small	2812			
Med.	2813			
Lg.	2814			
Mixed Grouper	2610			
Red Snapper	6410			
Mutton Snapper	6360			
Hogfish (Snapper) Gutted	3860			
Grunts	3500			
Amberjack Gutted	1060			
Whole	1050			
Jolthead (Knobbed) Porgy	5000			
Triggerfish	7200			
Conger (Offshore) Eels	2250			

**2-000001
NORTH CAROLINA TRIP TICKET (REEFFISH/PELAGIC)**

KIND		CODE	POUNDS	UNIT PRICE	TOTAL PRICE
Sea Bass Small		5152			
Med.		5153			
Lg.		5154			
Jumbo		5155			
Kelp/Rock Bass Mixed		5180			
Spottail/Ringtail Perch		5100			
Octopus (LB)		9200			
Gold Tilefish Small Gutted		7062			
Med. Gutted		7063			
Lg. Gutted		7064			
Gray Tilefish Small Gutted		7112			
Med. Gutted		7113			
Lg. Gutted		7114			
Bluefish Lg.		1354			
King Mackerel Snake Gutted		3962			
Med. Gutted		3963			
Lg. Gutted		3964			
Spanish Mackerel Mixed Whole		6700			
Dolphin Small Gutted		2062			
Lg. Gutted		2064			
Wahoo Gutted		7610			
Cobia Gutted		1610			
Blacktip Shark Carcass		5510			
Sandbar Shark Carcass		5710			
Sharpnose Shark Carcass		5490			
ShortfinMakoShark Carcass		5560			
Thresher Shark Carcass		5610			
Shark Fins		5420			
Swordfish Mixed Carcass		6910			
Little Tunny Whole (F. Alb.)		7300			
Blackfin Tuna Gutted		7560			
Bigeye Tuna Carcass		7520			
Yellowfin Tuna Mixed Whole		7450			
Mixed Gutted		7460			
Small Gutted		7462			
Mixed Carcass		7470			
Small Carcass		7472			
Lg. Carcass		7474			

FISHERMAN NAME:		FISH DEALER #:	
FISHERMAN LICENSE #:		1 CHECK BOX IF NOVESSEL USED → →	
TRIP START DATE:	MO DAY YR	CFVR #:	P
UNLOADING DATE:	MO DAY YR	NO. OF CREW:	

CIRCLE ALL GEARS USED

330	Crab Pot →	No. Of Pots Fished →	
334	Peeler Pot →	No. Of Pots Fished →	
205	Crab Trawl	340	EeL Pot
805	Crab Dredge	426	Gill Net Set, < 5 in. mesh
215	Shrimp Trawl	427	Gill Net Set, >= 5 in. mesh
275	Pound Net	475	Gill Net Runaround

CIRCLE ONE WATERBODY WHERE MOST OF CATCH WAS MADE

01	Albemarle Sound	30	New River
02	Alligator River	31	Newport River
03	Bay River	43	North River/Back Sound
05	Bogue Sound	33	Pamlico River
06	Cape Fear River	34	Pamlico Sound
07	Chowan River	35	Pasquotank River
08	Core Sound	36	Perquimans River
09	Croatan Sound	52	PungoRiver
10	Currituck Sound	37	Roanoke River
53	Inland Waterway - Brunswick	45	Roanoke Sound
54	Inland Waterway - Onslow	38	Shalotte River
11	Lockwood Folly	39	Stump Sound
12	Masonboro Sound	41	Topsail Sound
29	Neuse River	42	White Oak River

KIND	CODE	POUNDS	UNIT PRICE	TOTAL PRICE
Black Drum	2100			
Bluefish Mixed	1350			
Catfish Mixed	1700			
Croaker Small	1952			
Med.	1953			
Flounder Med.	2303			
Lg.	2304			
Jumbo	2305			
Gray Trout Pan	5252			
Med.	5253			
Jumping Mullet	4350			
Puppy/Red Drum	2150			
Sea Mullet	4000			
Sheepshead	6000			

**3-000001
NORTH CAROLINA TRIP TICKET (CRAB)**

			TRANSACTION #:	
KIND	CODE	POUNDS	UNIT PRICE	TOTAL PRICE
Hard Crabs Straight (LB)	8000			
Culls (LB)	8006			
No. 1 (LB)	8001			
No. 2 (LB)	8002			
No. 3 (LB)	8003			
Jumbos (LB)	8005			
Hard Crabs Straight (BU)	8010			
No. 1 (BU)	8011			
No. 2 (BU)	8012			
No. 3 (BU)	8013			
Peeler Crabs Number	8060			
Dozens	8070			
Soft Crabs Number	8110			
Hotels Number	8112			
Primes Number	8113			
Jumbos Number	8114			
Slabs/Whales Number	8115			
Dead Soft Crabs Number	8130			
Soft Crabs Dozens	8120			
Hotels Dozens	8122			
Primes Dozens	8123			
Jumbos Dozens	8124			
Slabs/Whales Dozens	8125			
Conchs/Whelks Shell Weight	9160			
Stone Crabs Pounds Claws	8150			
American Eels	2200			
DEDUCTED BAIT				
Dealer/Fisherman Use				

FISHERMAN NAME:		FISH DEALER #:	
FISHERMAN LICENSE #:		1 CHECK BOX IF NOVESSEL USED → →	
TRIP START DATE:	MO DAY YR	CFVR #:	P
UNLOADING DATE:	MO DAY YR	NO. OF CREW:	

CIRCLE ALL GEARS USED		CIRCLE ONE WATERBODY WHERE MOST OF CATCH WAS MADE	
025	Swipe Net	01	Albemarle Sound
030	Haul Seine	02	Alligator River
275	Pound Net	03	Bay River
310	Fyke/Hoop Net	06	Caper Fear River
340	Eel Pot	07	Chowan River
345	Fish Pot	09	Croatan Sound
426	Gill Net Set, < 5 in. mesh	10	Currituck Sound
427	Gill Net Set, >= 5 in. mesh	53	Inland Waterway - Brunswick
475	Gill Net Runaround	54	Inland Waterway - Onslow
470	Gill Net Drift	29	Neuse River
680	Trotline	33	Pamlico River
660	Trolling	34	Pamlico Sound
610	Rod-n-Reel	35	Pasquotank River
		36	Perquimans River
		52	Pungo River
		37	Roanoke River
		45	Roanoke Sound

KIND	CODE	POUNDS	UNIT PRICE	TOTAL PRICE
Black Drum	2100			
Bluefish	1350			
Carp	1650			
Catfish Mixed	1700			
White, Channel	1800			
Red, Bullhead	1750			
Croaker Mixed	1950			
Small	1952			
Med.	1953			
Lg.	1954			
Eels, American	2200			
Flounder Small	2302			
Med.	2303			
Lg.	2304			
Jumbo	2305			
Mixed, Cut	2300			

**5-000001
NORTH CAROLINA TRIP TICKET (RIVER)**

KIND		CODE	POUNDS	UNIT PRICE	TOTAL PRICE
Gars (Freshwater)		2500			
Gizzard Shad		2550			
Gray Trout Mixed		5250			
River Herring Whole (LB)		1000			
Roe (LB)		1006			
Bait (LB)		1001			
Jacks (Hickory Shad)		3800			
Roe Jack		3806			
Buck Jack		3809			
Mixed Fish		7850			
Jumping Mullet		4350			
Mullet Red Roe		4357			
White Roe		4358			
Puppy/Red Drum		2150			
Roe Shad (Am.Shad)		5356			
Buck Shad (Am. Shad)		5359			
Sheepshead		6000			
Snapping Turtle		9500			
Speckled Trout		5300			
Spot		6750			
Striped Bass (Rock) Mixed		6800			
Med.		6803			
Lg.		6804			
White Perch Small		7652			
Med.		7653			
Lg.		7654			
Yellow Perch		7800			
Menhaden Bait (LB)		4200			
Mixed Bait		7900			

Dealer/Fisherman Use

FISH DEALER #	
FISHERMAN NAME:	
FISHERMAN LIC. #:	
TRIP START DATE:	
UNLOADING DATE:	
	← ← 1 CHECK BOX IF NO VESSEL USED
COMM. FISHING VESSEL REG. #	P
NO. OF CREW	

CIRCLE IF CATCH WAS MADE OFF STATE OTHER THAN NORTH CAROLINA

43	South Carolina	13	Georgia		(Write-In)
----	----------------	----	---------	--	------------

CIRCLE ALL GEARS USED

215	Shrimp Trawl	189	Butterfly Net
180	Channel Net	289	Shrimp Pound
194	Skimmer Trawl	735	Cast Net
035	Common Seine (Shore Net)		

CIRCLE ONE WATERBODY WHERE MOST OF CATCH WAS MADE

03	Bay River	31	Newport River
05	Bogue Sound	43	North River/ Back Sound
06	Cape Fear River	33	Pamlico River
08	Core Sound	34	Pamlico Sound
09	Croatan Sound	52	Pungo River
53	Inland Waterway-Brunswick	45	Roanoke Sound
54	Inland Waterway-Onslow	38	Shalotte River
12	Masonboro Sound	39	Stump Sound
29	Neuse River	41	Topsail Sound
30	New River	42	White Oak River
20	Ocean 0 - 3 miles (North of Cape Hatteras)		
22	Ocean greater than 3 miles (North of C. Hatteras)		
21	Ocean 0-3 miles (South of Cape Hatteras)		
23	Ocean greater than 3 miles (South of C. Hatteras)		
Dealer/Fisherman Use			

NORTH CAROLINA TRIP TICKET (SHRIMP) 6-000001

SIZE	CIRCLE SHRIMP CODE BELOW			CIRCLE HEADS ON OR OFF BELOW		POUNDS	UNIT PRICE	TOTAL PRICE
	BROWN Summer	PINK Spotted	WHITE Greentails	Heads On	Heads Off			
0/15	836	851	866	0	1			
16/20	837	852	867	0	1			
21/25	838	853	868	0	1			
26/30	839	854	869	0	1			
31/35	840	855	870	0	1			
36/40	841	856	871	0	1			
41/45	842	857	872	0	1			
46/50	843	858	873	0	1			
51/55	844	859	874	0	1			
56/60	845	860	875	0	1			
60/70	846	861	876	0	1			
70/80	847	862	877	0	1			
80+	848	863	878	0	1			
MIXED	835	850	865	0	1			
Rock Shrimp	Heads On					8950		
Hard Crabs	Straight (LB)					8000		
Hard Crabs	Jimmies (LB)					8009		
Soft Crabs	Number					8110		
Peeler Crabs	Number					8060		
Butterfish						1550		
Croaker						1950		
Flounder	Small					2302		
	Medium					2303		
	Large					2304		
Gray Trout	Pan					5252		
	Medium					5253		
Hogfish/Pigfish						4500		
Mixed Fish						7850		
Sea Mullet						4000		
Sheepshead						6000		
Spanish Mackerel						6700		
Spot						6750		

NORTH CAROLINA TRIP TICKET (SHELLFISH) 7-000001

FISH DEALER #	
FISHERMAN NAME:	
FISHERMAN LIC. #:	
TRIP START DATE:	
UNLOADING DATE:	
	← ← 1 CHECK BOX IF NO VESSEL USED
COMM. FISHING VESSEL REG. #	P
NO. OF CREW	

CIRCLE ALL GEARS USED

951	By Hand	815	Oyster Dredge
853	Hand Rake	823	Bay Scallop Dredge
850	Bull Rake	825	Sea Scallop Dredge
840	Hand Tongs	704	Scallop Scoop
802	Clam Dredge Hydraulic	214	Scallop Trawl
220	Clam Trawl Kicking	215	Shrimp Trawl

CIRCLE ONE WATERBODY WHERE MOST OF CATCH WAS MADE

03	Bay River	31	Newport River
05	Bogue Sound	43	North River/ Back Sound
06	Cape Fear River	33	Pamlico River
08	Core Sound	34	Pamlico Sound
09	Croatan Sound	52	Pungo River
53	Inland Waterway-Brunswick	45	Roanoke Sound
54	Inland Waterway-Onslow	38	Shalotte River
11	Lockwood Folly	39	Stump Sound
12	Masonboro Sound	41	Topsail Sound
29	Neuse River	42	White Oak River
30	New River		
20	Ocean 0 - 3 miles (North of Cape Hatteras)		
22	Ocean greater than 3 miles (North of C. Hatteras)		
21	Ocean 0-3 miles (South of Cape Hatteras)		
23	Ocean greater than 3 miles (South of C. Hatteras)		

CIRCLE BOTTOM TYPE				TRANSACTION #
1	PUBLIC BOTTOM			IF CATCH WAS MADE FROM LEASED BOTTOM RECORD LEASE NUMBER BELOW
2	LEASED BOTTOM → →			
DMF SHELLFISH PLANTED SITE? CIRCLE YES OR NO				Lease #
1	YES	2	NO	DESIGNATED SHELLFISH HARVEST AREA Enter area designated from a Shellfish Sanitation map

KIND	CODE	UNITS	UNIT PRICE	TOTAL PRICE
Clams (Number) Mixed	9010			
Mixed	9010			
Little Neck	9011			
Top Neck	9012			
Cherry	9013			
Top Cherry	9014			
Chowder	9015			
Clams Bushels	9020			
Clams Bags	9030			
Blood Clams Shell Weight	9080			
Conchs/Whelk Shell Weight	9160			
Number	9180			
Bay Scallops Bushels	9310			
Pounds Meats	9300			
Gallons	9320			
Sea Scallops Bushels	9410			
Pounds Meats	9400			
Oysters Bushels	9260			
Monkails	1160			
Stone Crabs Pounds Claws	8150			
Shrimp Mixed Heads On	8800			
Flounder Mixed	2300			

Dealer/Fisherman Use

NORTH CAROLINA TRIP TICKET (CRAB POT MULTI-TRIP)

CIRCLE ONE WATERBODY WHERE MOST OF CATCH WAS MADE

10 -

FISH DEALER #		01	Albemarle Sound	08	Core Sound	12	Masonboro Sound	34	Pamlico Sound	38	Shalotte River
FISHERMAN NAME:		02	Alligator River	09	Croatan Sound	29	Neuse River	35	Pasquotank River	39	Stump Sound
FISHERMAN LICENSE #		03	Bay River	10	Currituck Sound	30	New River	36	Perquimans River	41	Topsail Sound
	← 1 CHECK BOX IF NO VESSEL USED	05	Bogue Sound	53	Inland Waterway - Brunswick Co.	31	Newport River	52	Pungo River	42	White Oak River
CFVR #	P	06	Cape Fear River	54	Inland Waterway - Onslow Co.	43	North River/Back Sound	37	Roanoke River	20	Ocean 0-3 miles North of Hatteras
NO. OF CREW:		07	Chowan River	11	Lockwood Folly	33	Pamlico River	45	Roanoke Sound	21	Ocean 0- 3 miles South of Hatteras

DATE →→	MO DAY YR			MO DAY YR			MO DAY YR			MO DAY YR			MO DAY YR			MO DAY YR							
	No. of Pots Fished			Transaction No.			No. of Pots Fished			Transaction No.			No. of Pots Fished			Transaction No.			No. of Pots Fished			Transaction No.	
GEAR CODE	POUNDS UNITS	UNIT PRICE	TOTAL PRICE	POUNDS UNITS	UNIT PRICE	TOTAL PRICE	POUNDS UNITS	UNIT PRICE	TOTAL PRICE	POUNDS UNITS	UNIT PRICE	TOTAL PRICE	POUNDS UNITS	UNIT PRICE	TOTAL PRICE	POUNDS UNITS	UNIT PRICE	TOTAL PRICE					
330																							
Hard Crabs No.1 (lb) 8001																							
Hard Crabs No. 2 (lb) 8002																							
Hard Crabs No. 3 (lb) 8003																							
Hard Crabs Jumbos (lb)																							
Hard Crabs Culls (lb) 8006																							
Hard Crabs Straight (lb)																							
Peelers Number 8060																							
Soft Crabs Number 8110																							
Other:																							

TOTALS

Dealer/Fisherman Use

NORTH CAROLINA TRIP TICKET (CRAB POT ONLY) 11- 000001

FISH DEALER #		TRANSACTION #	
FISHERMAN NAME:		FISHERMAN LICENSE #	
TRIP START DATE MO DAY YR		UNLOADING DATE MO DAY YR	
← ← 1 CHECK BOX IF NO VESSEL USED		COMM. FISHING VESSEL REG. # P	
NO. OF CREW:	GEAR CODE 330 (Crab Pot) <small>(office use only)</small>	NO. OF POTS:	

01	Albemarle Sound	11	Lockwood Folly	52	Pungo River
02	Alligator River	12	Masonboro Sound	36	Perquimans River
03	Bay River	29	Neuse River	37	Roanoke River
05	Bogue Sound	30	New River	45	Roanoke Sound
06	Cape Fear River	31	Newport River	38	Shalotte River
07	Chowan River	43	North River/Back Sound	39	Stump Sound
08	Core Sound	33	Pamlico River	41	Topsail Sound
09	Croatan Sound	34	Pamlico Sound	42	White Oak River
10	Currituck Sound	35	Pasquotank River		
53	Inland Waterway - Brunswick Co.		54	Inland Waterway - Onslow Co.	

KIND	CODE	UNITS	UNIT PRICE	TOTAL PRICE
Straight (LB)	8000			
Jimmies/No. 1 (LB)	8001			
No. 2 (LB)	8002			
No. 3 (LB)	8003			
Jumbos (LB)	8005			
Culls (LB)	8006			
Peelers Number	8060			
Soft Crabs Number	8110			
Deducted Bait				
Dealer/Fisherman Use				

FISHERMAN COPY

North Carolina Division of Marine Fisheries, PO Box 769, Morehead City, NC 28557

TYPES OF FISHING LICENSE NUMBERS USED ON TRIP TICKETS

Standard Commercial Fishing License (SCFL)

Retired Standard Commercial Fishing License (RSCFL)

Commercial Fishing Vessel Registration (CFVR)
CFVR (P-Number) Decal

Shellfish License

Land or Sell License

Menhaden Non-Resident License

Recreational Fishing Tournament
License to Sell Fish

In order for a commercial fisherman to legally sell seafood to a licensed fish dealer, the fisherman must possess one or more of these commercial fishing licenses.

Commercial fishing licenses expire June 30th of every year. It is the fish dealer's responsibility to ensure that fishermen's license numbers are current and valid before recording the numbers on trip tickets.

THE STANDARD COMMERCIAL FISHING LICENSE

North Carolina Division of Marine Fisheries
2009 Sales Outlet DMF Washington Office 2010
N1EW074 07/01/2009 Expires 6/30/2010

Standard Commercial Fishing License **F000000**

Name: JIMMY B. CRAB
Address: 1234 MACKEREL LANE
OCEANSOUNDS NC 56789
DOB: 10/19/62
Participant # 000000

I certify that the information provided is true and accurate.

Signature _____
Must be signed to be valid

Menhaden Endorsement
Shellfish Endorsement (NC Residents Only)

Total Fees: \$00.00

← Location of the Standard Commercial Fishing License number.

Record this license number in the FISHERMAN LICENSE # box on the trip ticket if a fisherman is using a Standard Commercial Fishing License to sell the catch.

THE RETIRED STANDARD COMMERCIAL FISHING LICENSE

North Carolina Division of Marine Fisheries
2009 Sales Outlet DMF Washington Office 2010
N1EW074 07/01/2009 Expires 6/30/2010

Retired Standard Commercial Fishing License **F000000**

Name: JIMMY B. CRAB
Address: 1234 MACKEREL LANE
OCEANSOUNDS NC 56789
DOB: 10/19/62
Participant # 000000

I certify that the information provided is true and accurate.

Signature _____
Must be signed to be valid

Menhaden Endorsement
Shellfish Endorsement (NC Residents Only)

Total Fees: \$00.00

← Location of the Retired Standard Commercial Fishing License number.

Record this license number in the FISHERMAN LICENSE # box on the trip ticket if a fisherman is using a Retired Standard Commercial Fishing License to sell the catch.

THE COMMERCIAL FISHING VESSEL REGISTRATION

North Carolina Division of Marine Fisheries
2009 Sales Outlet DMF Washington Office 2010
N1EW074 07/01/2009 Expires 6/30/2010

Commercial Fishing Vessel Registration

P000000

Name: JIMMY B. CRAB
Address: 1234 MACKEREL LANE
OCEANSOUNDS NC 56789
DOB: 10/19/62
Participant # 000000

State Reg. # / USCG Doc #: NC-0000-WC
Length of Vessel (ft.): 23.000

I certify that the information provided is true and accurate.

Signature _____
Must be signed to be valid

Total Fees: \$00.00

← Location of the Commercial Fishing Vessel Registration, or P-Number.

Record this number in the CFVR# box on the trip ticket if a vessel was used to land the catch.

THE COMMERCIAL FISHING VESSEL REGISTRATION BOAT DECAL

North Carolina Division of Marine Fisheries
2009 2010

Commercial Fishing Vessel Registration

P - 000000

State Reg. # / USCG Doc #: NC-0000-WC
Length of Vessel (ft.): 23.000
Expiration Date: 06/30/2010

← Location of the fisherman's P-Number that is to be recorded in the CFVR# box on the trip ticket if a vessel was used to land the catch.

THE SHELLFISH LICENSE

North Carolina Division of Marine Fisheries
2009 Sales Outlet DMF Washington Office **2010**
N1EW074 07/01/2009 Expires 6/30/2010

NC Resident Shellfish License 000000
Without a SCFL

Name: JIMMY B. CRAB
Address: 1234 MACKEREL LANE
OCEANSOUNDS NC 56789
DOB: 10/19/62
Participant # 000000

I certify that the information provided is true and accurate.

Signature _____
Must be signed to be valid

Total Fees: \$00.00

← Location of the Shellfish License number.

Record this license number in the FISHERMAN LICENSE # box on the trip ticket if the fisherman is using a NC Resident Shellfish License Without a SCFL to sell the catch.

THE LAND OR SELL LICENSE

North Carolina Division of Marine Fisheries
2009 Sales Outlet DMF Washington Office **2010**
N1EW074 07/01/2009 Expires 6/30/2010

Land or Sell License 000000

Name: JIMMY B. CRAB
Address: 1234 MACKEREL LANE
OCEANSOUNDS NC 56789
DOB: 10/19/62
Participant # 000000

State Reg. # / USCG Doc #: NC-0000-WC
Vessel Identification # P - 000000
Length of Vessel (ft.): 00.000

I certify that the information provided is true and accurate.

Signature _____
Must be signed to be valid

Total Fees: \$00.00

← Location of the Land or Sell License number.

Record this license number in the FISHERMAN LICENSE # box on the trip ticket if the fisherman is using a Land or Sell License to sell the catch.

THE MENHADEN NON-RESIDENT LICENSE

North Carolina Division of Marine Fisheries
2009 Sales Outlet DMF Washington Office 2010
N1EW074 07/01/2009 Expires 6/30/2010

**Menhaden License for Non-Resident
Without a SCFL** 000000

Name: JIMMY B. CRAB
Address: 1234 MACKEREL LANE
OCEANSOUNDS NC 56789
DOB: 10/19/62
Participant # 000000

State Reg. # / USCG Doc. # NC-0000-WC
CFVR # P - 000000

I certify that the information provided is true and accurate.

Signature _____
Must be signed to be valid

Total Fees: \$00.00

← Location of the Menhaden Non-Resident License number.

Record this license number in the FISHERMAN LICENSE # box on the trip ticket if the fisherman is using a Menhaden License for Non-Resident Without a SCFL to sell the catch.

THE RECREATIONAL FISHING TOURNAMENT LICENSE TO SELL FISH

North Carolina Division of Marine Fisheries
2009 Sales Outlet DMF Washington Office 2010
N1EW074 07/01/2009 Expires 6/30/2010

**Recreational Fishing Tournament
License to Sell Fish** 000000

Name: JIMMY B. CRAB
Address: 1234 MACKEREL LANE
OCEANSOUNDS NC 56789
DOB: 10/19/62
Participant # 000000

Tournament Name:

I certify that the information provided is true and accurate.

Signature _____
Must be signed to be valid

Total Fees: \$00.00

← Location of the Tournament License to Sell Fish number.

Record this license number in the FISHERMAN LICENSE # box on the trip ticket if the fisherman is using a Tournament License to sell the catch.

Steps for Completing Trip Tickets

Fish Dealers are required to complete all of the following items on trip tickets:

- Fisherman Name
- Fish Dealer Number
- Fisherman License Number
- Commercial Fishing Vessel Registration Number (P-Number)
- Trip Start Date
- Unloading Date
- Number of Crew
- No Vessel Used Box
- Transaction Number
- Gear(s) Used
- Number of Crab Pots Fished
- Water body Fished
- Species of fish landed
- Shrimp Species
- Heads On or Off (shrimp)
- Pounds or Units
- State
- Bottom Type
- Lease Number
- Shellfish Planted Site
- Shellfish Harvest Area

Descriptions of each item, along with steps and examples for completing these items are as follows:

FISHERMAN NAME: The name of the licensee (the person offering/selling the catch to the fish dealer).

1. Write the fisherman's name in the FISHERMAN NAME box.

→	FISHERMAN NAME:	<i>Bill Fish</i>	FISH DEALER #:	
	FISHERMAN LICENSE #:		1 CHECK BOX IF NOVESSEL USED → →	
	TRIP START DATE:	<small>MO DAY YR</small>	CFVR #:	P
	UNLOADING DATE:	<small>MO DAY YR</small>	NO. OF CREW:	

Steps for Completing Trip Tickets

FISH DEALER #: The Fish Dealer License number that is printed on your Fish Dealer License.

2. Write in your Fish Dealer License number in the space next to FISH DEALER #.

FISHERMAN NAME:	<i>Bill Fish</i>	FISH DEALER #:	123456
FISHERMAN LICENSE #:		1 CHECK BOX IF NOVESSEL USED → →	
TRIP START DATE:	MO DAY YR	CFVR #:	P
UNLOADING DATE:	MO DAY YR	NO. OF CREW:	

FISHERMAN LICENSE #: Any one of the following licenses is recorded here, depending on the type of license the fisherman holds: a Standard Commercial Fishing License (SCFL), a Retired Standard Commercial Fishing License (RSCFL), a Shellfish License, a Land or Sell License, a Menhaden License for Non-Residents, or a Tournament License to Sell Fish.

3. Write in the fisherman's current and valid fishing license number in the FISHERMAN LICENSE # box. Any of the licenses listed above can be recorded in this box depending on the type of license the fisherman holds.

FISHERMAN NAME:	<i>Bill Fish</i>	FISH DEALER #:	<i>123456</i>
FISHERMAN LICENSE #:	654321	1 CHECK BOX IF NOVESSEL USED → →	
TRIP START DATE:	MO DAY YR	CFVR #:	P
UNLOADING DATE:	MO DAY YR	NO. OF CREW:	

NOTE: Fishing licenses expire June 30th of each year and must be renewed annually to remain valid. It is the dealer's responsibility to ensure the validity of the license numbers recorded on trip tickets.

Steps for Completing Trip Tickets

COMMERCIAL FISHING VESSEL REGISTRATION (CFVR) #: The P-number assigned to the vessel that is used in the commercial fishing operation.

4. Write in the CFVR # of the vessel that was used to take the fish being offered/sold (this is the “P-number” on the decal that is placed on the boat.)

FISHERMAN NAME:	<i>Bill Fish</i>	FISH DEALER #:	123456
FISHERMAN LICENSE #:	654321	1 CHECK BOX IF NOVESSEL USED → →	
TRIP START DATE:	MO DAY YR	CFVR #:	P 9876 ←
UNLOADING DATE:	MO DAY YR	NO. OF CREW:	

NOTE: Commercial Fishing Vessel Registrations expire June 30th of each year and must be renewed annually to remain valid. It is the dealer’s responsibility to ensure the validity of the CFVR numbers recorded on trip tickets.

TRIP START DATE: The date the fishing trip started.

UNLOADING DATE: The date the catch is unloaded at the dealer’s. Tickets must be filled out at the time and location of each transaction.

5. Write in the date of the day the trip started and the date the catch was unloaded. If both dates are the same, it is acceptable to draw a line through the Unloading Date.

FISHERMAN NAME:	<i>Bill Fish</i>	FISH DEALER #:	123456
FISHERMAN LICENSE #:	654321	1 CHECK BOX IF NOVESSEL USED → →	
TRIP START DATE:	7 / 1 / 10	CFVR #:	P 9876
UNLOADING DATE:	7 / 3 / 10	NO. OF CREW:	

Steps for Completing Trip Tickets

NO. OF CREW: The number of crew on the boat, including the captain.

6. Record the number of crew on the boat, including the captain, in the box provided.

FISHERMAN NAME:	<i>Bill Fish</i>	FISH DEALER #:	123456
FISHERMAN LICENSE #:	654321	1 CHECK BOX IF NOVESSEL USED →→	
TRIP START DATE:	7 / 1 / 10	CFVR #:	P 9876
UNLOADING DATE:	7 / 3 / 10	NO. OF CREW:	2

CHECK IF NO VESSEL USED: This box is checked only if no vessel was used to obtain the catch.

7. Check the box next to **CHECK IF NO VESSEL USED** if a vessel was NOT used to obtain the catch. A CFVR# is not required.

FISHERMAN NAME:	<i>Bill Fish</i>	FISH DEALER #:	123456
FISHERMAN LICENSE #:	654321	CHECK BOX IF NOVESSEL USED →→	✓
TRIP START DATE:	7 / 1 / 10	CFVR #:	P
UNLOADING DATE:	7 / 3 / 10	NO. OF CREW:	2

Steps for Completing Trip Tickets

TRANSACTION #: A number representing the number of times a fisherman sold seafood from one trip's catch. This number helps in identifying the number of fishing trips made per year and links two or more trip tickets together when a fisherman sells one trip's catch to multiple dealers.

8. **A transaction #1 is recorded when a fisherman sells his/her entire catch to one dealer. A transaction #2 is recorded when a fisherman has already sold part of his/her catch to one dealer and sells the remaining catch from the same trip to a second dealer. If the fisherman splits one trip's catch between three dealers, the last dealer sold to records a transaction #3. Since each trip ticket represents one trip, if a fisherman goes to two or more different dealers to sell one trip's catch, and multiple trip tickets are filled out for that one trip, the transaction # needs to be filled in correctly in order to identify the landings as one trip (and not two or more).**
 - **Instances of when more than one transaction may result from a single trip often occur in the bait fishery (for example, fishermen selling mullet to several bait dealers in a day) and the hard crab/peeler fisheries - hard crabs sold to one dealer (transaction #1) and peelers sold to another dealer (transaction #2).**
 - **Leaseholders that harvest from multiple leases in one trip are to fill out one trip ticket per lease number and record the appropriate transaction number per trip ticket (see also #17 in these steps). For example, if two leases are fished in one trip, then two trip tickets are filled out: transaction #1 is recorded on one trip ticket for the first lease, transaction #2 is recorded on the other ticket with the other lease number used.**

			TRANSACTION #		<i>1</i>
KIND	CODE	POUNDS	UNIT PRICE	TOTAL PRICE	
Sea Bass	Small	5152			
	Med.	5153			
	Lg.	5154			



Steps for Completing Trip Tickets

GEARS USED: Primary gears used during the trip.

9. Record the gear(s) used to make the catch by circling the appropriate **Gear Code**. **CIRCLE THE PRIMARY GEAR(S) USED DURING THE TRIP.** If a gear is not listed on the ticket, please write in the correct gear in the empty space provided.

→

CIRCLE ALL GEARS USED					
020	Beach Seine	340	EeL Pot	610	Rod-n-Reel
030	Haul Seine	345	Fish Pot	660	Trolling
025	Swipe Net	426	Gill Net Set, < 5 in. mesh	677	Longline Shark
125	Purse Seine	427	Gill Net Set, ≥ 5 in. mesh	735	Cast Net
275	Pound Net	470	Gill Net Drift	760	Gigs
310	Hoop/Fyke Net	475	Runaround Net		

Gill Net Set codes (426 and 427):

- Please record the sizes of gill net fished as accurately as possible according to what the fishermen are using by circling the proper code: 426 for small mesh (less than 5 inch mesh), or 427 for large mesh (mesh greater than or equal to 5 inches).
- If a fisherman uses both small mesh gill net (less than 5 inches) AND large mesh gill net (greater than or equal to 5 inches) in one trip, circle both 426 and 427 gear codes.

Steps for Completing Trip Tickets

NUMBER OF POTS FISHED: (On Crab ticket types only).

The number of crab and/or peeler pots fished by the fisherman, not the number of pots in the water.

10. Record the number of crab and/or peeler pots fished. Do not record the number of pots in the water (soaking), but the number pulled for that particular harvest of crabs. Remember to circle the GEAR CODE(s) along with recording the number of pots.

330	Crab Pot	→	No. of Pots Fished	→	300	←
334	Peeler Pot	→	No. of Pots Fished	→	50	←
205	Crab Trawl		340	Eel Pot		
805	Crab Dredge		426	Gill Net Set, < 5 in. mesh		
215	Shrimp Trawl		427	Gill Net Set, >= 5 in. mesh		
275	Pound Net		475	Gill Net Runaround		

WATER BODY: The primary area fished.

11. Record the water body where MOST of the catch was made by circling the water body code next to the appropriate water body name. CIRCLE ONLY ONE WATER BODY per trip ticket. If fish were landed from more than one water body, circle the area where MOST of the catch was made. If the catch was made from an area not listed on the ticket, circle the NEAREST MAJOR WATERBODY where the catch was made.

→

CIRCLE ONE WATERBODY WHERE MOST OF CATCH WAS MADE			
01	Albemarle Sound	30	New River
02	Alligator River	31	Newport River
03	Bay River	43	North River/Back Sound
05	Bogue Sound	33	Pamlico River

Steps for Completing Trip Tickets

SPECIES (KIND): The species or kinds of fish or shellfish caught. Trip tickets are pre-coded with the most common species caught.

12. Record the kind of seafood caught by recording the pounds/units on the line next to the species and species code. If a species, market category (i.e. small, jimmies, extra-large, etc.), or condition (i.e. gutted or carcass) is not listed on the trip ticket, please write in the appropriate name, size, and condition of the species on a blank line.

KIND	CODE	POUNDS	UNIT PRICE	TOTAL PRICE
Black Drum	2100			
Bluefish Small	1352			
Med.	1353	43		
Lg.	1354	54		
Lg. Gutted	1364			

■ PROTECTED SPECIES INTERACTION

If a fisherman has an interaction with sea turtles or marine mammals such as whales, dolphins, porpoises, seals, otters, and manatees, or any other protected marine organism, the dealer is to record on a blank line of the trip ticket the kind of animal involved in the interaction.

■ FINGER MULLET – How to Report Landings

The Trip Ticket Program requests that Fish Dealers use the proper trip ticket fish codes when reporting landings of Finger Mullet. Use code **4351** to record landings of finger mullet by **POUNDS**. Use code **4361** to record landings of finger mullet by **NUMBERS**.

Write in the proper code(s) on the bottom of the trip ticket where blank spaces are provided for write-in species and specify the kind of fish as “Finger Mullet”.

Do **not** record landings of Finger Mullet on the “Jumping Mullet” (code 4350) line of the trip ticket.

Steps for Completing Trip Tickets

■ UNCLASSIFIED FISH – Using Mixed Fish Categories on Trip Tickets

Currently, there are codes on trip tickets that enable fish dealers to lump species together and record them under a general “mixed” category, including, but not limited to, Porgies Mixed (code 4800) and Mixed Grouper (code 2610). In order to obtain the best possible data on the different species of fish being landed, please attempt to break down the catch by identifying the species whenever possible and record them as such, rather than lumping several species under a “mixed” category.

SHRIMP SPECIES IDENTIFICATION: (On Shrimp ticket types only). Shrimp are to be broken down by species - Brown, Pink, or White.

HEADS ON/OFF SHRIMP: (On Shrimp ticket types only). Disposition of shrimp at the time in which they are weighed

- CIRCLE the correct shrimp species code under the kind of shrimp caught (Brown/Summer, Pink/Spotted, or White/Greentails) that corresponds with the appropriate size category. If multiple species are caught per size category, record the MAJOR shrimp species caught. A Heads On/Off designation is also required. CIRCLE the correct category (0/Heads On or 1/Heads Off) and enter the number of pounds for each size and kind of shrimp landed.**

Circle the correct code depending on the size and kind of shrimp landed.

CIRCLE SHRIMP CODE BELOW					
SIZE	BROWN Summer	PINK Spotted	WHITE Greentails	CIRCLE HEADS ON OR OFF BELOW	
0/15	836	851	866	Heads On 0	Heads Off 1
16/20	837	852	867	Heads On 0	Heads Off 1
21/25	838	853	868	Heads On 0	Heads Off 1
26/30	839	854	869	Heads On 0	Heads Off 1

Circle if shrimp were weighed with Heads On.

Circle if shrimp were weighed with Heads Off.

Steps for Completing Trip Tickets

POUNDS/UNITS: Quantity of catch by species (pounds, numbers, bushels, etc.).

14. Record the pounds/units of seafood landed in the block next to the species (kind). The trip tickets are pre-coded with many market categories and conditions. The units asked for are normally pounds unless otherwise specified on the ticket, for example: Peeler crabs - *Number*, Soft crabs - *Dozens*, Clams - *Number*. If the species is commonly sold in more than one condition, the conditions are listed, for example: Yellowfin tuna *whole, gutted, and carcass*. For species not on a ticket, blank spaces have been provided to write in the species name and condition.

KIND	CODE	POUNDS	UNIT PRICE	TOTAL PRICE
Black Drum	2100			
Bluefish Small	1352			
Med.	1353	43	.10	4.30
Lg.	1354	54	.20	10.80
Lg. Gutted	1364			

Note: The DMF does not see Unit and Total Prices. These columns of the trip tickets are blackened out on the DMF copies.

STATE CAUGHT: (On Fish Trawl and Shrimp ticket types only). The state where seafood is harvested, if other than North Carolina.

15. If the catch was made off a state other than North Carolina, designate so by **CIRCLING THE CORRECT STATE CODE** (for FISH TRAWL and SHRIMP tickets only). A space has been provided to write in any state not listed.

CIRCLE IF CATCH MADE OFF STATE OTHER THAN NORTH CAROLINA			
35	New York	49	Virginia
33	New Jersey		Other

Steps for Completing Trip Tickets

BOTTOM TYPE: (On Shellfish ticket types only). This information is recorded in order to distinguish whether shellfish are harvested from PUBLIC BOTTOM or LEASED BOTTOM.

16. Circle "1" if shellfish are harvested from PUBLIC BOTTOM. Circle "2" if shellfish are harvested from LEASED BOTTOM (**also see step #17**).

CIRCLE BOTTOM TYPE		<i>IF CATCH WAS MADE FROM LEASED BOTTOM INCLUDE LEASE NUMBER BELOW</i>
1	PUBLIC BOTTOM	
2	LEASED BOTTOM → Lease # _____	

LEASE NUMBER: (On Shellfish tickets only). A number identifying an area of water that is leased for shellfish harvesting.

The DMF has begun requiring verification of shellfish lease harvest amounts based on reported trip ticket landings. Copies of trip ticket can be used to verify lease/franchise production. Shellfish leaseholders and shellfish dealers are to ensure that lease numbers are recorded accurately on the #7 Shellfish Type trip tickets. If a shellfish transaction originates from more than one lease, dealers are to record the harvest from each lease on a separate trip ticket (one trip ticket per lease) and record the appropriate transaction number.

17. Write in the LEASE NUMBER if the catch was from a leased bottom. Fishermen landing shellfish (clams or oysters) from leased bottoms must provide the lease number from where the catch was made. **CIRCLE THE APPROPRIATE BOTTOM TYPE (1- PUBLIC BOTTOM or 2- LEASED BOTTOM).** Record only ONE LEASE NUMBER PER TRIP TICKET. See also #8 above.

CIRCLE BOTTOM TYPE		<i>IF CATCH WAS MADE FROM LEASED BOTTOM INCLUDE LEASE NUMBER BELOW</i>
1	PUBLIC BOTTOM	
2	LEASED BOTTOM → Lease # <u>00 - C - 05</u>	

NOTE: Please record lease numbers exactly the way they are issued, with the proper dashes, numbers, and letters. See example above.

Steps for Completing Trip Tickets

SHELLFISH HARVEST AREA: (On Shellfish tickets only).

18. Indicate Shellfish Sanitation's Designated Shellfish Harvest Area.

<p>DESIGNATED SHELLFISH HARVEST AREA</p> <p>Record harvest area designation from a Shellfish Sanitation map. <u>E2</u></p>

DESIGNATED SHELLFISH HARVEST AREAS:

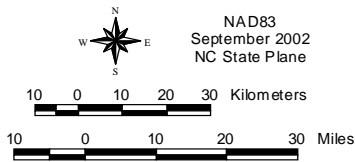
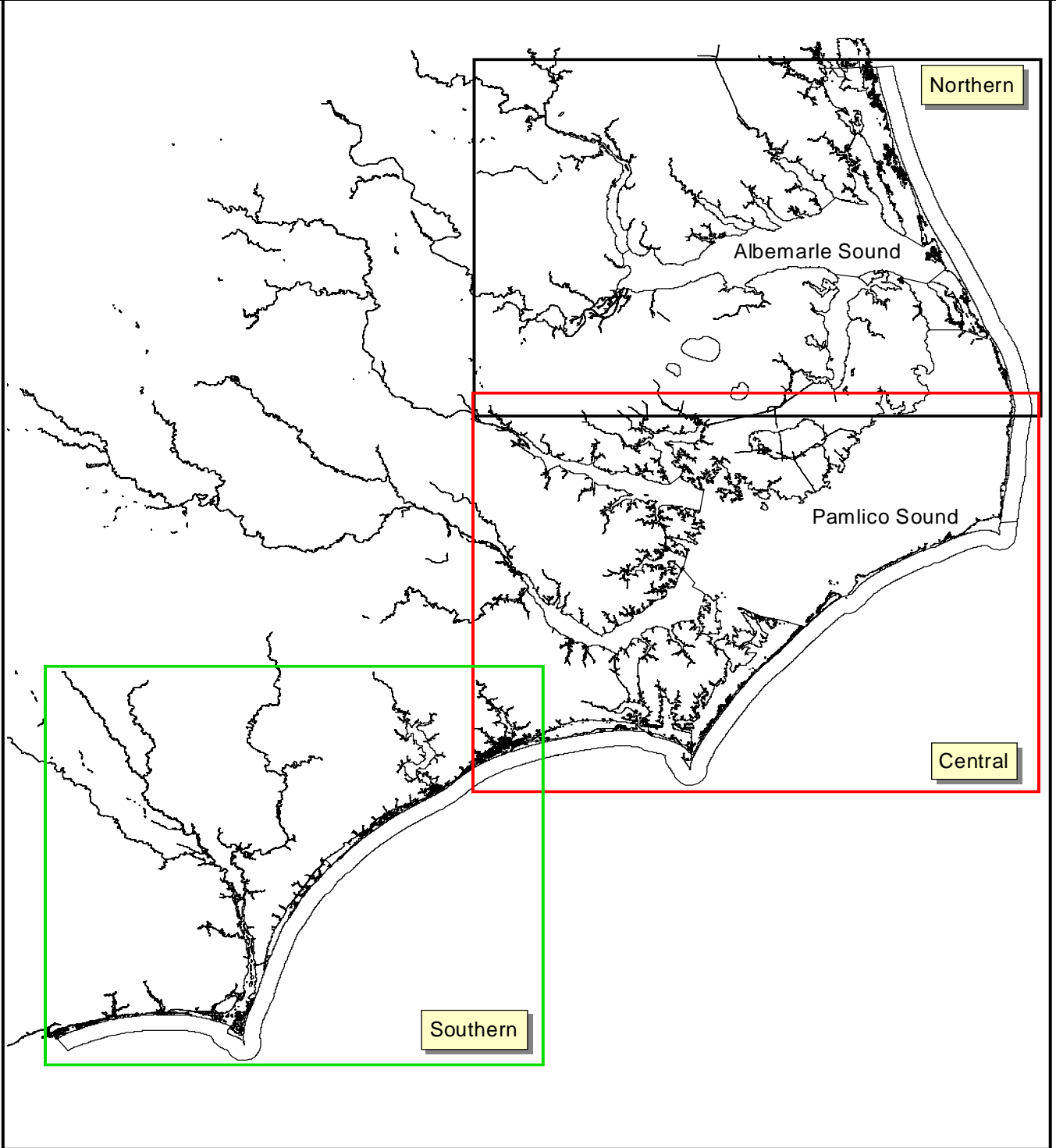
Some dealers may want to use Shellfish tickets as records for NC Shellfish Sanitation requirements. To determine eligibility and requirements, please contact your regional NC Shellfish Sanitation office.

Manteo	(252) 473-3957
Morehead City	(252) 726-6827
Wrightsville Beach	(910) 256-3035

At The End of the Month ...

After you have completed trip tickets according to the steps above, at the end of every month, gather them together, count them, separate the pink and yellow DMF copies from the dealer copies, and complete a green submittal/transaction form. Place the tickets and submittal form in one of the DMF-issued postage-paid envelopes and mail them. Again, reports of your trip ticket data must be received on or before the 10th of the following month. Thank you for taking the time to ensure that your information arrives to the DMF on time.

Maps of the Trip Ticket Water Body Areas



NC Division of Marine Fisheries
Trip Ticket Water Bodies

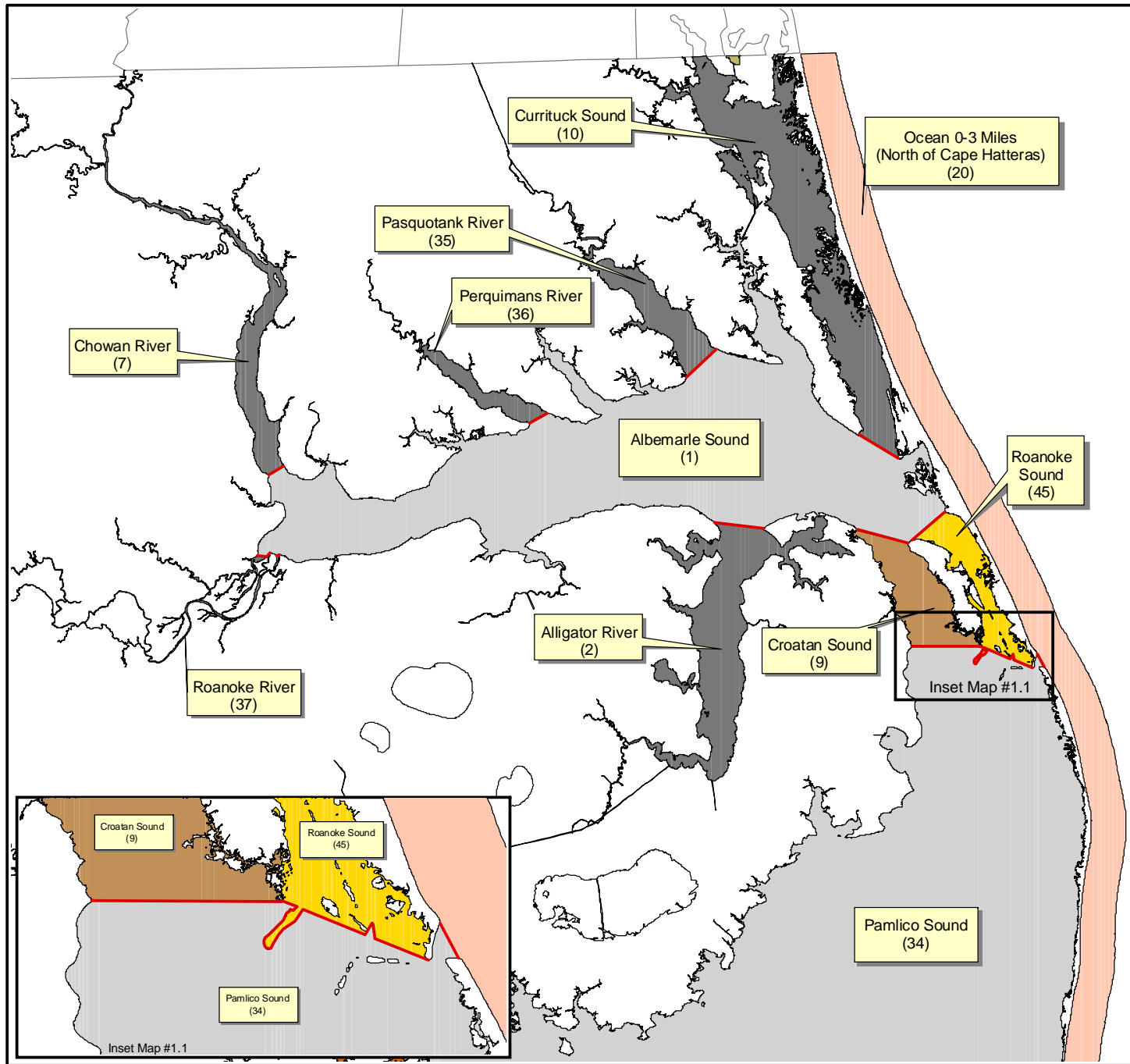


North Carolina
Division of
Marine Fisheries

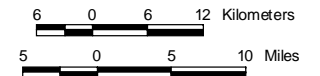
Trip Ticket
Water Bodies

Northern Area

MAP #1



NAD83
September 2002
NC State Plane



Primary and Secondary Water Bodies of the Northern Area (Map #1)

Albemarle Sound

- . Yeopim River
- . Bull Bay
- . Batchelor Bay
- . Little River
- . Big Flatty Creek
- . North River
- . Edenton Bay
- . Swan Bay
- . Scuppernong River

Roanoke River

- . Cashie River
- . Middle River
- . Eastmost River
- . Broad Creek
- . Canaby Creek
- . Grennel Creek
- . Cow Creek
- . Cashoke Creek

Chowan River

- . Meherrin River
- . Bennetts Creek

Perquimans River

No tributaries

Currituck Sound

- . Bellows Bay
- . Coinjock Bay
- . Cedar Bay
- . Knotts Island Bay
- . Dowdy Bay
- . Above the narrows
- . Below the narrows

Pasquotank River

- . Little Flatty Creek
- . Newbegun Creek

Alligator River

- . East Lake
- . South Lake
- . Frying Pan
- . Gum Neck
- . Little Alligator

Croatan Sound

- . Manns Harbor
- . Peter Mashoes Creek
- . Cedar Bush Bay

Pamlico Sound

- . Stumpy Point Bay
- . Long Shoal River
- . Pains Bay
- . Parched Corn Bay
- . Crab Slough
- . Old House Channel
- . Davis Channel

Roanoke Sound

- . Kitty Hawk Bay
- . Shallowbag Bay
- . Broad Creek

Ocean 0-3 miles North of Cape Hatteras

- . North of Cape Point

Primary vs.
Secondary

Primary water bodies are those underlined above and on the following pages (i.e. Albemarle Sound, Croatan Sound, etc.)

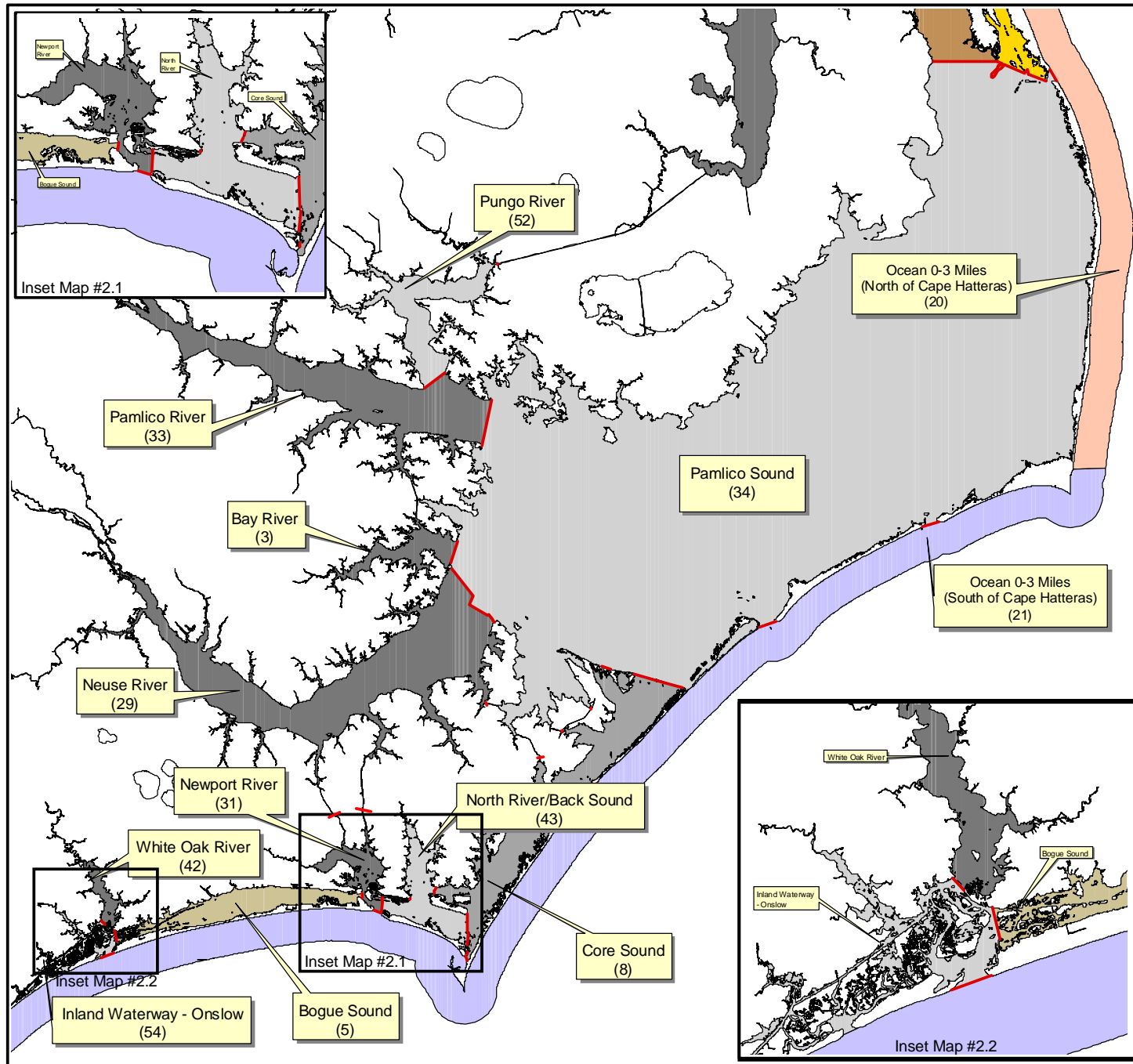
Secondary water bodies are listed below the primary ones. If a fisherman lands his/her catch from a secondary water body, please record the corresponding **primary** water body on the trip ticket.

North Carolina
Division of
Marine Fisheries

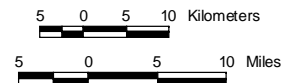
Trip Ticket
Water Bodies

Central Area

MAP #2



NAD83
September 2002
NC State Plane



Primary and Secondary Water Bodies of the Central Area (Map #2)

Pamlico River

- . Chocowinity Bay
- . Bath Creek
- . Blounts Creek
- . Duck Creek
- . Durham Creek
- . Goose Creek
- . Mixon Creek
- . North Creek
- . South Creek
- . St. Clair Creek

Pungo River

- . Wright Creek
- . Satterthwaite Creek
- . Jordan Creek
- . Pungo Creek
- . Pantego Creek
- . Slade Creek
- . Fortescue Creek

Bay River

- . Trent Creek
- . Vandemere Creek
- . Rockhole Bay
- . Bonner Bay
- . Fisherman Bay

Neuse River

- . Upper Broad Creek
- . Goose Creek
- . Beard Creek
- . Dawson Creek
- . Trent Creek
- . Broad Creek
- . Swan Creek
- . Slocum Creek
- . Hancock Creek
- . Clubfoot Creek
- . Adams Creek (N. of Core Creek Bridge)
- . South River
- . Turnagain Bay

Pamlico Sound

- . Abel Bay
- . Spencer Bay
- . Germantown Bay
- . Striking Bay
- . Deep Bay
- . Rose Bay
- . Deep Cove
- . Swan Quarter Bay
- . Oyster Creek
- . Mouse Harbor
- . Big Porpoise Bay
- . Middle Bay
- . Jones Bay
- . Caffee Bay
- . Juniper Bay
- . West Bluff Bay
- . East Bluff Bay
- . Wyesocking Bay
- . Far Creek
- . Long Shoal River
- . Mt. Pleasant Bay
- . Douglas Bay
- . Lone Tree Creek
- . Back Creek
- . Middletown Creek
- . Waupopin Creek
- . Otter Creek
- . Sandy Bay
- . West Bay
- . North Bay
- . Long Bay
- . West Thorofare Bay

Newport River

- . Carrot Island
- . Town Creek
- . Calico Creek
- . Taylor Creek
- . Haystacks
- . Core Creek (S. of Core Creek Bridge)
- . Russell Creek
- . Turning Basin

North River/Back Sound

- . Back Sound
- . Davis Bay
- . Goose Bay
- . Middle Marshes
- . Muddy Creek
- . North River Thorofare
- . Ward Creek

Ocean 0-3 Miles North of Cape Hatteras

- . North of Cape Point

Ocean 0-3 Miles South of Cape Hatteras

- . South of Cape Point

Core Sound

- . Back Bay
- . Cedar Island Bay
- . Thorofare Bay
- . Barry Bay
- . Styron Bay
- . Nelson Bay
- . Oyster Creek
- . Jarrett Bay
- . Middle Marshes
- . The Straits

Bogue Sound

- . Gales Creek
- . Broad Creek
- . Goose Creek
- . Deer Creek
- . Hoop Hole
- . Pellitier Creek
- . Spooners Creek
- . Tar Landing Bay
- . Money Isle

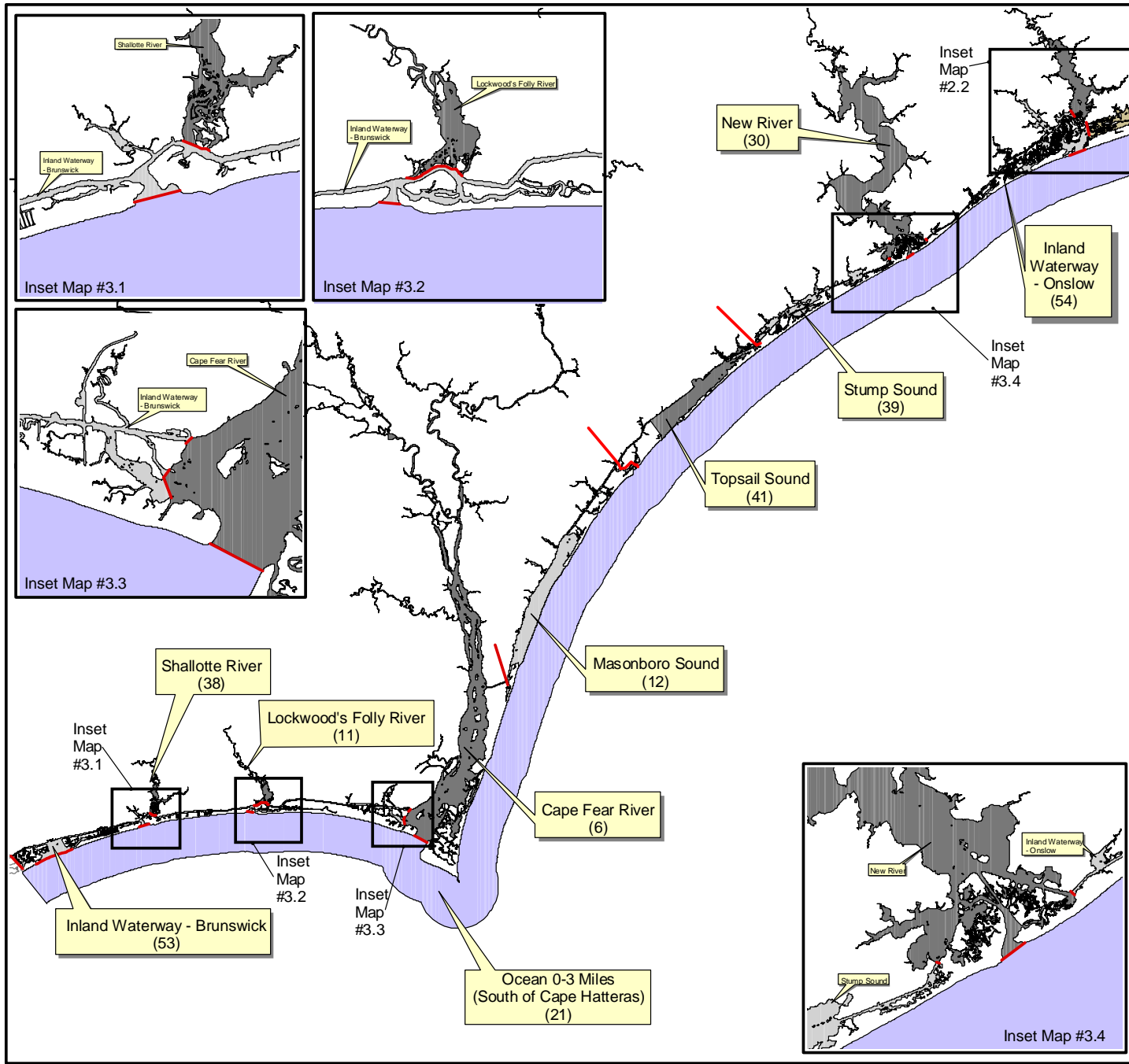
White Oak River

- . Pettiford Creek Bay

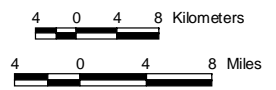
Inland Waterway - Onslow

- . Queens Creek
- . Bear Creek
- . Bear Inlet
- . Bogue Inlet
- . Holover Creek

MAP #3



NAD83
September 2002
NC State Plane



Primary and Secondary Water Bodies of the Southern Area (Map #3)

White Oak River

- . Pettiford Creek Bay

Inland Waterway - Onslow

- . Queens Creek
- . Bear Creek
- . Bear Inlet
- . Bogue Inlet
- . Holover Creek

New River

- . Morgan Bay
- . Farnell Bay
- . Stones Bay
- . Courthouse Bay
- . Chadwick Bay

Stump Sound

- . Alligator Bay
- . Thomas Landing
- . Mill Creek

Topsail Sound

- . Virginia Creek
- . Topsail Creek
- . Elmore Inlet

Masonboro Sound

- . Rich Inlet
- . Mason Inlet
- . Johns Creek
- . Masonboro Inlet
- . Carolina Beach Inlet
- . Banks Channel
- . Masonboro Channel
- . Carolina Beach Boat Basin

Cape Fear River

- . First Bay
- . Second Bay
- . Buzzards Bay
- . Cedar Creek
- . Baldhead Creek
- . Northeast Cape Fear
- . Snows Cut

Lockwood Folly River

- . Spring Branch

Shallotte River

- . Gibbs Creek
- . Little Shallotte River

Inland Waterway -Brunswick

- . South Dutchman Creek
- . Elizabeth River
- . Davis Creek
- . Lockwood Folly Inlet
- . Montgomery Slough
- . Shallotte Inlet
- . Sheep Inlet
- . Sheep Island
- . Eastern Channel
- . Bonaparte Creek
- . Old Channel
- . Calabash River
- . Ocean Isle

Ocean 0-3 Miles South of Cape Hatteras

- . South of Cape Point

Commonly Asked Questions regarding the Trip Ticket Program:

1. **When do I fill out a trip ticket?** Seafood dealers are required to complete a trip ticket for each transaction at the time and place of landing (one trip ticket per trip). Trip tickets should be filled out accurately and legibly.
2. **Can I combine landings from several days and record them on one trip ticket?** No. Complete one trip ticket per fishing trip. A separate trip ticket is required for each fishing trip. Landings from multiple trips are NOT to be combined and recorded all on one trip ticket.
3. **Are the data confidential?** Yes! Data are not considered public record (G.S. 113-170.3). The DMF may compile statistical information in summary form, which does not disclose the identity of any licensee source of the information. The DMF can use the data for program administration, enforcement, and determining conservation policies.
4. **If a fisherman is also a dealer and sells to other dealers, as well as non-dealers, how should his/her catch be recorded?** If a fisherman also holds a Fish Dealer license, trip tickets must be completed at the point of landing (one trip ticket per trip). If the “fisherman/dealer” then sells his catch to another fish dealer, a trip ticket should already have been completed by him, and the “second” fish dealer is only required to show a receipt or bill of purchase to verify the purchase of said fish. The “second” dealer does not complete the trip ticket.
5. **As a dealer, could I be cited if I do not put the fisherman license numbers on the form even though I filled out the rest of the ticket?** Yes! The dealer is responsible for the accuracy of all trip ticket reporting requirements, which includes information on the types of licenses provided by the seller.
6. **What information is required on the trip ticket?** Fisherman name, a current and valid fisherman license number, a current and valid Commercial Fishing Vessel Registration # (P-number), number of crew, fish dealer #, trip start date, unloading date, number of crab/peeler pots fished, gear(s) used, water body fished, amount of catch by species, shrimp species type, heads on/off (shrimp), lease number and other information the DMF deems necessary.
7. **What is the deadline for reporting my data?** The DMF copies (the pink and yellow copies) of completed trip tickets and a completed green submittal/transaction form for any given month must be received by DMF **on or before the 10th of the following month**. For example, tickets recorded from January 1st to January 31st are due at DMF by February 10th. If a partial shipment is mailed for any given month, a final shipment to complete the month

is still required on or before the 10th of the following month. If no landings occur and no trip tickets are completed for a given month, a submittal/transaction form indicating “0” transactions is still required on or before the 10th of the following month.

8. **Do I have to report every month even if I am closed certain months out of the year?** If you know ahead of time that you will not be buying seafood during certain months of the year, you can let the Trip Ticket Program know by circling those months on a green submittal form. You will not have to report for the months you circled as “*seasonally closed*”. If you should happen to have transactions during a seasonally closed month, complete trip tickets and send them in as usual by the due date. You will have to indicate again on that month’s submittal form if you are going to continue to be seasonally closed (once a dealer submits a trip ticket while seasonally closed, it automatically cancels the “*seasonally closed*” status and the dealer must return to reporting monthly until seasonally closed months are indicated again).
9. **If I don’t do anything during the month, do I still have to report?** Dealers must report to the Trip Ticket Program monthly as long as a current and valid fish dealer license is held, and you have not alerted the Trip Ticket Program that you are seasonally closed by circling closed months on the submittal/transaction form. If no purchases are made in any given month, a submittal/transaction form indicating “0” trip tickets for the month, must be submitted by the due date.
10. **What happens if I do not report by the due date?** Dealers who do not report by the 10th of the following month are in violation of Trip Ticket Program reporting requirements. Commercial Port Agents will call or visit dealers to remind them of their non-compliant status. If unable to make contact with the dealer, a certified letter will be sent notifying the dealer that trip tickets are overdue. Dealers failing to report after seven days of receiving and signing for the letter are turned over to the Division’s Marine Patrol for further action.
11. **How long must I keep my copies of the trip tickets?** A dealer must retain his/her copies of trip tickets for a period of not less than three (3) years. [MFC Rule 3I.0114 (a), (1) (2) and (3)].
12. **How do I record shellfish lease information?** The DMF has begun requiring verification of shellfish lease harvest amounts based on reported trip ticket landings. Shellfish leaseholders and shellfish dealers are to ensure that lease numbers are recorded accurately on the #7 Shellfish Type trip tickets. If a shellfish transaction originates from more than one lease, dealers are to record the harvest from each lease on a separate trip ticket (one trip ticket per lease) and record the appropriate transaction number.

Electronic Filing of Trip Ticket Data

Fish dealers have the option of submitting data electronically instead of using paper trip tickets

The DMF Trip Ticket Program has a trip ticket software package that allows fish dealers to use their computers to submit landings data monthly via the Internet.

The Trip Ticket Software Program automates the process of collecting and reporting information on seafood species as required by DMF. The program also fulfills the requirements for electronic reporting of federally-managed species to the National Marine Fisheries Service (NMFS) - Northeast Region. The software is a Microsoft Windows database program using Microsoft Access as the database. It can be run on a single Windows machine or the database can be networked, if desired.

Using the software program to enter and submit trip ticket reports to the DMF has advantages to both the dealer and DMF. Using software instead of paper trip tickets benefits the dealer by:

- reducing the paperwork burden
- reducing paper storage costs and space
- offers the ability to print summary reports for bookkeeping records.

Providing DMF with electronic files reduces our data entry costs and allows us to have access to the data much sooner. Using certain versions of software will also allow dealers to submit the same records to the NMFS if the dealer is also federally permitted and thus avoids the additional requirements for submitting weigh-out sheets and reporting via the Interactive Voice Response (IVR) system. Using the software does not, however, reduce the obligation of all licensed dealers to meet the reporting requirements of the Trip Ticket Program.

The Trip Ticket software program accomplishes the following:

- Completely replaces the paper ticket system.
- Collects all information required by the state.
- Collects all information required by the NMFS NE Region.
- Sends information to the state and NMFS electronically.
- Tracks all monies owed and paid to fisherman.
- Tracks deductions.
- Generates various reports/receipts.
- Allows default data to be entered automatically.

Electronic Filing of Trip Ticket Data

Dealers using the software to report their landings must follow the same reporting requirements as those reporting with paper trip tickets.

- It is the fish dealer's responsibility to provide the North Carolina Division of Marine Fisheries (DMF) with the information required as described in the current Trip Ticket User Manual.
- Data must be entered at the time and place of landing (not at the end of the day or week).
- Dealers must adhere to G.S. 113-169.3, G.S. 113-168.2, G.S. 113-170.3, G.S. 113-136, and MFC Rule 15A NCAC 3I .0101 in the *North Carolina Fisheries Rules for Coastal Waters*.
- Unreadable electronic data or data not in the required format will be given the same response by DMF as missing, damaged, or unreadable Division paper trip tickets. It is the dealer's responsibility to ensure that all data are transmitted to DMF accurately.
- Trip Ticket data in electronic format, and approved and signed submittal/transaction forms, are due in the Morehead City Office by the 10th of the following month or shorter intervals if required.
- Print-outs of trip ticket data must be readily available for inspection by Marine Patrol. The software has the ability to print paper trip tickets as well as summary reports.
- Dealers must have a method for backing up files in case of equipment failure.

For more information on how you can obtain the software program for reporting electronically, please call the Trip Ticket Office at [\(800\) 682-2632](tel:8006822632) or [\(252\) 721-7026](tel:2527217026).

Commercial Port Agents

Your contact for help regarding the Trip Ticket Program

MARTY BRILL – Manteo DMF Office

Martin.Brill@ncdenr.gov

Counties covered: **Dare County** and **Ocracoke, NC**

Phone: 252-473-2158

Fax: 252-473-1606

JOEY ROBERTS – Elizabeth City DMF Office

Joey.Roberts@ncdenr.gov

Counties covered: **Bertie, Camden, Chowan, Currituck, Halifax, Hertford, Martin, Pasquotank, Perquimans, Tyrrell, and Washington Counties**

Phone: 800-338-7805 or 252-264-3911

Fax: 252-264-3723

JON ANGLEMYER – Washington Regional Office

Jon.Anglemyer@ncdenr.gov

Counties covered: **Alamance, Beaufort, Craven, Davidson, Davie, Duplin, Durham, Franklin, Greene, Guilford, Hyde, Iredell, Johnston, Jones, Lenoir, Nash, Onslow, Pitt, Wayne, Wilson and Wake Counties**

Phone: 800-338-7804 or 252-948-3881 Ext. 3881

Fax: 252-946-3967

CHUCK DAVIS – Morehead City Division Headquarters

Chuck.Davis@ncdenr.gov

Counties covered: **Carteret and Pamlico Counties**

Phone: 252-808-7935, 800-682-2632, or 252-726-7021

Fax: 252-726-3903

JACK HOLLAND – Wilmington Regional Office

Jack.Holland@ncdenr.gov

Counties covered: **Bladen, Brunswick, Columbus, Cumberland, Gaston, Mecklenburg, New Hanover, Pender, Robeson, Sampson, Scotland and Union Counties**

Phone: 800-248-4536 Ext. 7216 or 910-796-7216

Fax: 910-350-2174