

INSTRUCTIONS FOR COMPLETING THE HIGHLY MIGRATORY SPECIES DEALER FORM

Under Federal regulation, as specified in section 50 CFR 635.5, dealers issued a swordfish, shark or tuna permit by the National Marine Fisheries Service are required to report all purchases of these species from U.S. flag vessels. The form must be submitted within 10 days of the end of each two-week reporting period to the Southeast Fisheries Science Center, 75 Virginia Beach Drive, Miami, Florida 33149. The reporting periods are the 1st through the 15th, and the 16th through the end of each month. If your business is located in the eastern coastal states Virginia north through Maine, do not report to the Southeast Science Center, but follow the reporting requirements established by the Northeast Regional Office.

This form is to be used to report the total quantity of highly migratory species during each two-week reporting period. Only one form should be submitted for each period. Do not submit separately for individual trips or vessels.

If labels have been included with your dealer reports, you may attach **one** to the form in the upper left-hand area indicated by “*Affix label here*” for the reporting period specified. If a different reporting period is desired, black out the dates on the label, and write in the correct reporting period in the boxes provided next to ‘Begin Date’ and ‘End Date’. **Please check the accuracy of the information on the label before using and contact the Permit Office if any errors are found.**

The following are the instructions that apply to the completion of the form. Please do not forget to report the vessel information on the back of the form. Do not write in the space labeled **Schedule No. NMFS Use Only**, on the front or back of the form.

- | | |
|----------------------|--|
| Dealer Name | Please use the labels if they have been provided and attach one to the form in the area indicated by “ <i>Affix label here</i> : ”. If the name of the business is incorrect or labels were not provided, print the name of the company as it appears on the permit application. Please avoid abbreviations or aliases. |
| SE Dealer Permit No. | If a label has not been provided or the permit number on the label is incorrect (see above), print the permit number that has been issued by the NMFS, Southeast Regional Office in this space. Put one letter/number in each box. If the provided label has been affixed to the form, this portion of the form should be covered. Please check the accuracy of the label. If you do not have a SE Dealer No., leave this blank. |
| NE Dealer Permit No. | If a label has not been provided or the permit number is incorrect (see above), print the permit number issued by the NMFS, Northeast Regional Office in this space. Put one number in each box. If the label has been affixed to the form, this portion of the form should be covered. If you do not have a NE Dealer No., leave this blank. If your facility has both SE and NE Dealer Permit Numbers, please include both on this form. |
| Facility location | Print the county and state of the dealer facility in the spaces labeled as such. Only print one letter in each box. |

- Begin Date If the affixed label correctly reflects the reporting period, please leave this blank. If labels have not been provided or the beginning dates of the period you are reporting are different, print the number for the month, day, then year (all four digits) for the beginning of the reporting period covered by this report. Only print one number in each box. If a label is affixed, but the reporting periods are different, **black out** the reporting dates provided on the label.
- End Date If the affixed label correctly reflects the reporting period, please leave this blank. If labels have not been provided or the ending dates of the period you are reporting are different, print the number for the month, day, then year (all four digits) for the end of the reporting period covered by this report. Only print one number in each box. If a label is affixed, but the reporting periods are different, **black out** the reporting dates provided on the label.
- Purchased and/or Imported Fish If **no** purchases of highly migratory species (swordfish, sharks and tunas) were made during the reporting period from US vessels, check or darken the 'No' circle beside the question, "Were any fish purchased for this period?." If purchases were made from US vessels, mark 'Yes' and complete the rest of the form (front and back). Also, please indicate if fish were imported for this period (with the question, "Were any fish imported for this period?"), but do not include these weights in your tallies.
- Phone No. Please include a phone number of the facility if not listed on your labels. This is useful information when the identity of the dealer cannot be determined, or incomplete information is provided.
- Contact (optional) Please provide a contact who can answer any questions pertaining to your Dealer Report for Highly Migratory Species.

Record the dressed weights (in whole pounds) for all species that were purchased during the reporting period in the column labeled **Dressed Weight**. Do not use fractions of pounds.

Record the price per pound that was paid for purchases of HMS on the last day of the reporting period. This price should be entered in the column labeled **Price/Pound**.

Vessel information is reported on the **Back of the form**. For each vessel/boat from which highly migratory species were purchased during the reporting period, record the date that the fish were purchased (month, day and year), the name of the vessel, the vessel id. number (which is either the U.S. Coast Guard documentation or the state registration number), as well as the port and state (please use the 2 character abbreviation) where the vessel/boat landed.

The reports can be mailed in the pre-addressed, postage paid enveloped supplied by the Southeast Fisheries Science Center (the address is also listed on the bottom of the Dealer Reporting Form) or can be sent via FAX to (305) 361-4460. As another option, you can send the above information via e-mail to Heather.Balchowsky@noaa.gov. If you have any questions concerning this form, or need additional forms or envelopes, contact Ms. Heather Balchowsky at (305) 361-4239 or at the above e-mail address.

Thank you for your continued cooperation in the management of our Nation's fisheries.

