



**UNITED STATES DEPARTMENT OF COMMERCE**  
**National Oceanic and Atmospheric Administration**  
NATIONAL MARINE FISHERIES SERVICE  
NORTHEAST REGION  
55 Great Republic Drive  
Gloucester, MA 01930-2276

**ATTENTION VESSEL PERMIT HOLDER:**

To allow permit processing to take place in a timely and accurate manner, please carefully review your application and make sure it is not delayed for one of the following reasons.

**THE TOP 10 REASONS THAT DELAY THE PROCESSING OF VESSEL PERMITS:**

1. Required monthly Vessel Trip Reports have not been submitted. Call the Data Center at (978)281-9246 if you have questions regarding your reports.
2. Vessel Monitoring System non positioning when applying for VMS required permits. Call the VMS team at (978)281-9274 if you have questions regarding your Vessel Monitoring System.
3. Up-to-date Coast Guard Documentation, (document was out of date, or expiration date could not be read).
4. Up-to-date vessel State Registration, (document was out of date, or expiration date could not be read).
5. When submitting an application on behalf of a corporation, a list of the names and addresses of current officers and stockholders owning 25% or more of the shares is required. **This information must be submitted every year.** Minutes from the Corporation Annual Meeting, listing the names and addresses of officers and stockholders, or a signed and dated letter from a Corporate Officer, listing the names and addresses of current officers and stockholders, is acceptable.
6. When submitting an application on behalf of a partnership, a list of the names and addresses is required. **This information must be submitted every year.** Minutes from a recent partnership meeting, listing the names and addresses of all partners, or a signed and dated letter from a representative of the partnership, listing the names and addresses of all current partners, is acceptable.
7. Correct fishery categories and fishing gears were omitted. If you need assistance completing application please contact the Permits Office at (978)281-9370 ext. 6438.
8. Signature and date were omitted.
9. Scallop ownership form was omitted.
10. Applicable documents for Party/Charter vessels were omitted.

Please call the NMFS Permit Office at (978) 281-9370 if you have any questions.

