

# How to obtain an International Fisheries Trade Permit (IFTP)

NOTE: These instructions are only for users applying for International Fisheries Trade Permits (IFTP) through the NOAA Fisheries Permits website [[https://fisheriespermits.noaa.gov/npspub/pub\\_cmn\\_login/index\\_live.jsp](https://fisheriespermits.noaa.gov/npspub/pub_cmn_login/index_live.jsp)].

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

- acquire a new user account for the NOAA Fisheries Permits site (page 1),
- obtain an International Fisheries Trade Permit for your business (page 3),
- navigate Pay.gov (page 10),
- renew an IFTP permit (page 13).

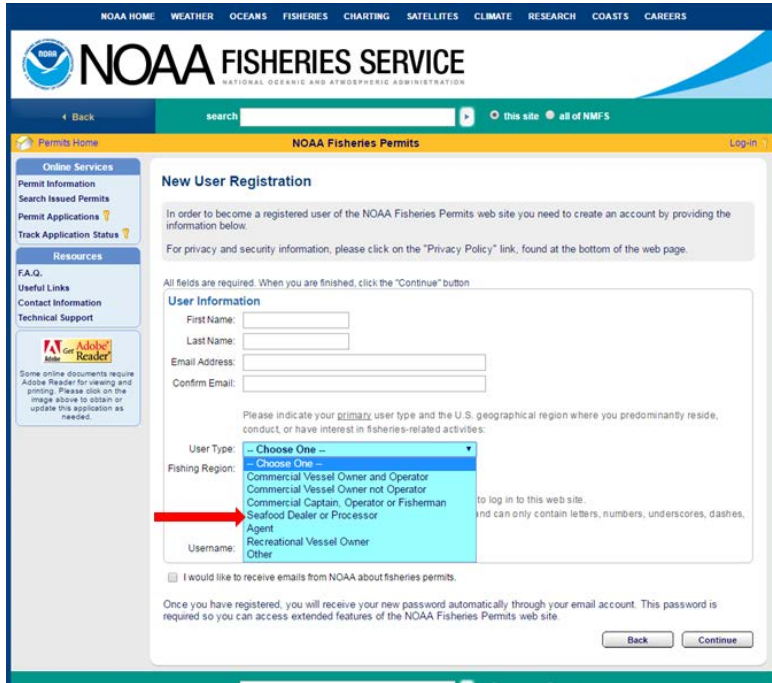
**If you are a new NOAA Fisheries Permits website user, you will first need to create an account. If you already have an account, skip to Page 3.**

## Create an account in NOAA Fisheries Permits:

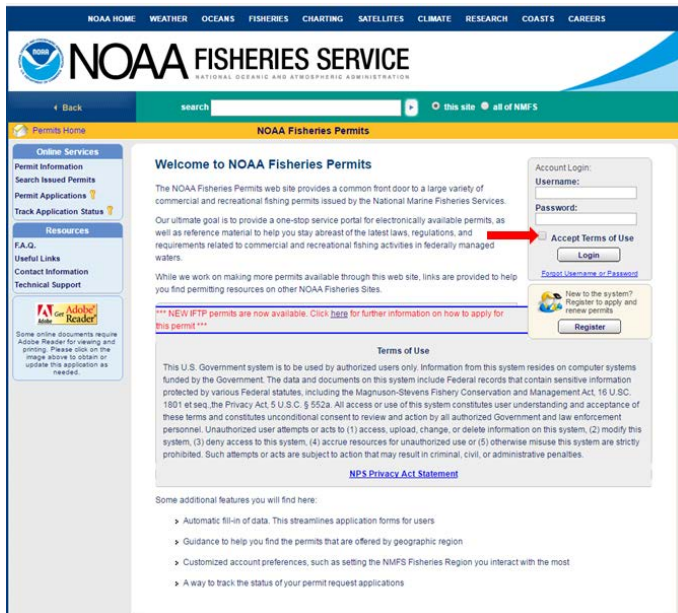
- Click the button on the right side of the page that says "Register."

The screenshot displays the NOAA Fisheries Service website. At the top, there is a navigation bar with links for NOAA HOME, WEATHER, OCEANS, FISHERIES, CHARTING, SATELLITES, CLIMATE, RESEARCH, COASTS, and CAREERS. Below this is the NOAA logo and the text "NOAA FISHERIES SERVICE NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION". A search bar and a dropdown menu for "this site" and "all of NMFS" are also visible. The main content area is titled "NOAA Fisheries Permits" and features a "Welcome to NOAA Fisheries Permits" message. To the right of the welcome message is an "Account Login" section with fields for "Username:" and "Password:", a checkbox for "Accept Terms of Use", and a "Login" button. Below the login section is a "Register" button, which is highlighted with a red arrow. A red arrow also points to the "Register" button in a separate box that says "New to the system? Register to apply and renew permits". The "Terms of Use" section is also visible, detailing the system's purpose and user responsibilities. A "NPS Privacy Act Statement" link is provided at the bottom of the terms section. A sidebar on the left contains links for "Online Services", "Permit Information", "Permit Applications", "Track Application Status", "Resources", "F.A.Q.", "Useful Links", "Contact Information", and "Technical Support".

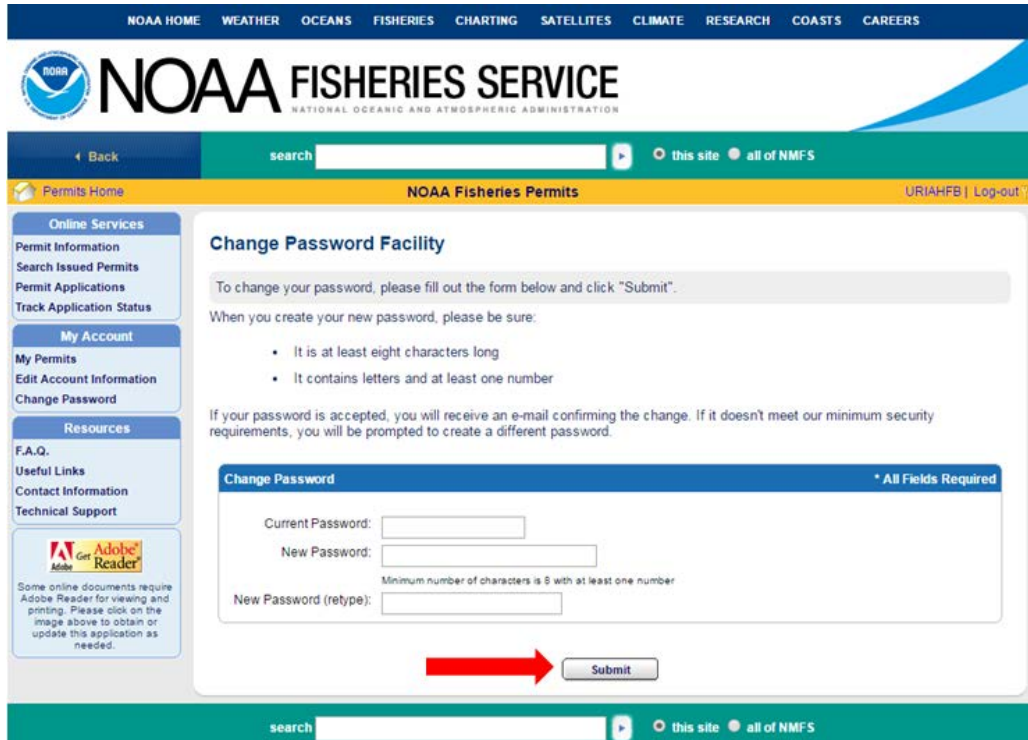
- On the "New User Registration" page, provide your name and email address. Click on the drop down for "user type" and select "Seafood Dealer or Processor." Then pick a region from the list and create a username. **(For IFTP permits, choose the region that matches your business address.)**



- After completing the registration page you will be e-mailed a temporary password. Return to the log-in screen by clicking the log-in button in the upper right hand corner of the screen.
- Log in with your username and the temporary password that you received in the email referenced above.. Make sure that you click on the "Accept Terms of Use" check box.

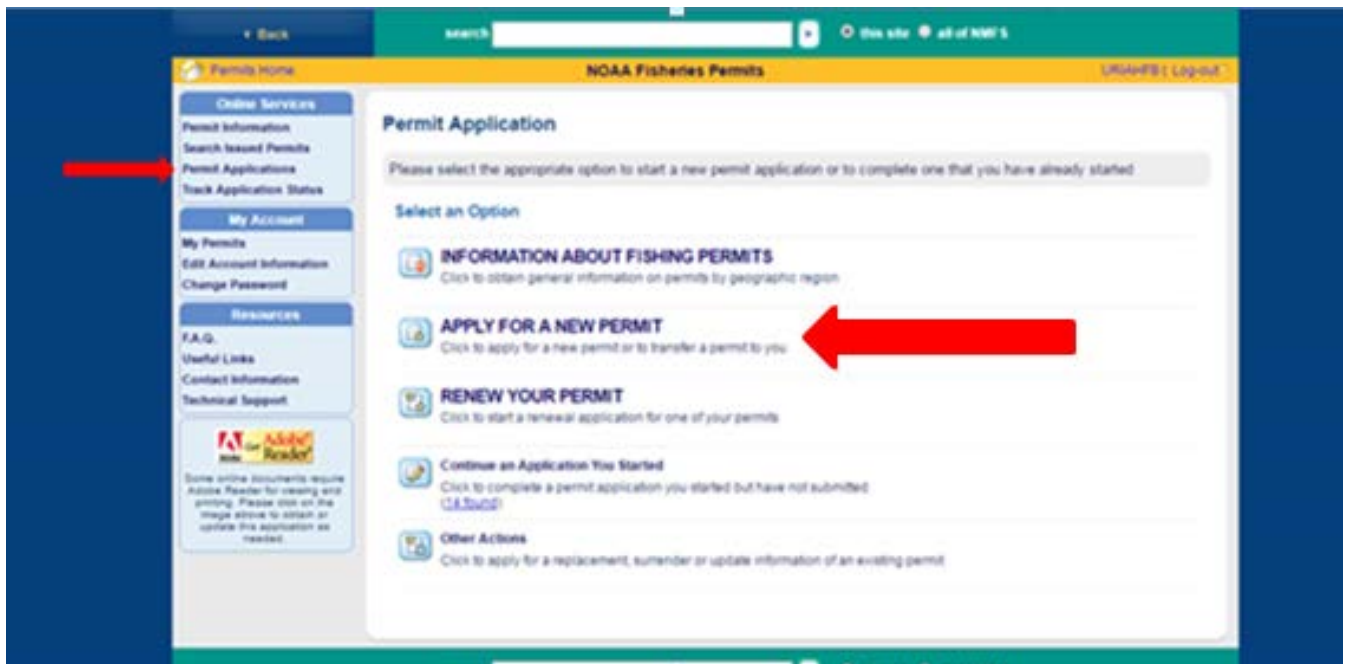


- After logging in, you will be directed to change your password. Use the temporary password emailed to you for your “current password,” then type in a new password and click “Submit.”



## To apply for a new IFTP:

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





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

The screenshot shows the NOAA Fisheries Service website. The main heading is "NOAA FISHERIES SERVICE" with the subtitle "NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION". Below the heading is a search bar and navigation links for "this site" and "all of NMFS". The page title is "Permit Application - New or Transfer".

On the left side, there is a sidebar with sections: "Online Services" (Permit Information, Search Issued Permits, Permit Applications, Track Application Status), "My Account" (My Permits, Edit Account Information, Change Password), and "Resources" (F.A.Q., Useful Links, Contact Information, Technical Support). There is also an Adobe Reader logo and a note about document requirements.

The main content area has a heading "Permit Application - New or Transfer" and a paragraph explaining the process. Below that is a "Note" about NMFS regions. A section titled "Click on a Region to Select" contains a list of regions with radio buttons:
 

- International Trade - Import and Exports
- Alaska
- Pacific Islands
- Greater Atlantic Region Fisheries Office
- Southeast
- Western Region

 To the right of the list is a map of the United States with regions highlighted. At the bottom of the main content area are "Back" and "Next" buttons. A red arrow points to the "Next" button.

- Click on "International Fisheries Trade Permit Application."

The screenshot shows the NOAA Fisheries Service website. The main heading is "NOAA FISHERIES SERVICE" with the subtitle "NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION". Below the heading is a search bar and navigation links for "this site" and "all of NMFS". The page title is "Permit Application".

On the left side, there is a sidebar with sections: "Online Services" (Permit Information, Search Issued Permits, Permit Applications, Track Application Status), "My Account" (My Permits, Edit Account Information, Change Password), and "Resources" (F.A.Q., Useful Links, Contact Information, Technical Support). There is also an Adobe Reader logo and a note about document requirements.

The main content area has a heading "Permit Application" and a sub-heading "Internal Affairs - Headquarters Online Forms". Below that is a paragraph explaining the list of forms. A section titled "Permit Forms Found: 1" contains a list of forms:
 

- Form: [INTERNATIONAL FISHERIES TRADE PERMIT APPLICATION - 2016](#)
- Fee: Sum of fees for chosen permits
- Permit: FISHERIES INTERNATIONAL TRADE PERMIT (New \$30 | Transfer \$0)

 A red arrow points to the "INTERNATIONAL FISHERIES TRADE PERMIT APPLICATION - 2016" link.

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

The screenshot shows the NOAA Fisheries Service website. The top navigation bar includes links for NOAA HOME, WEATHER, OCEANS, FISHERIES, CHARTING, SATELLITES, CLIMATE, RESEARCH, COASTS, and CAREERS. The main header features the NOAA logo and the text "NOAA FISHERIES SERVICE NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION". Below the header is a search bar and a navigation menu with "Permits Home" selected. The page title is "NOAA Fisheries Permits".

The main content area is titled "Permit Application Options" and "INTERNATIONAL FISHERIES TRADE PERMIT APPLICATION - 2016". It provides information about the application process and includes a section for selecting application options. A red arrow points to the "New Permit" checkbox under the heading "INTERNATIONAL FISHERIES TRADE PERMIT IFTP-1". Another red arrow points to the "Business based in the United States" radio button under the heading "1. Is the applicant a(n):".

On the left side, there is a sidebar with "Online Services" (Permit Information, Search Issued Permits, Permit Applications, Track Application Status), "My Account" (My Permits, Edit Account Information, Change Password), and "Resources" (F.A.Q., Useful Links, Contact Information, Technical Support). At the bottom of the sidebar, there is an Adobe Reader logo and a note: "Some online documents require Adobe Reader for viewing and printing. Please click on the image above to obtain or update this application as needed."

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

The screenshot shows the NOAA Fisheries Service website, specifically the "Permit Application Checklist" page for the "International Fisheries Trade Permit Application - 2016". The page lists the required information and documents for processing the application. A red arrow points to the "Continue" button at the bottom right of the page.

The main content area is titled "Permit Application Checklist" and "International Fisheries Trade Permit Application - 2016". It lists the following required information and documents:

- Required Information:**
  - > Owner Of Permit (Business)
  - > Permit Extended Attributes
  - > Applicant Of Permit
  - > Business Extended Attributes
  - > Names, Addresses, Phone Numbers, and Employer Identification Numbers (EIN) or Social Security Numbers (SSN) of Individuals and Businesses Associated with the Permit
  - > When Applicable, Forms of Payment (Credit Card or Check)
- Required Documents:**
  - > N/A

The page also includes a note: "To view and print out forms available on this web site you will need Adobe Acrobat Reader loaded on your computer. Click [here](#) if you need a free copy of Adobe Acrobat Reader." and a final instruction: "If you have all these materials, click the Continue button."

At the bottom of the page, there are "Back" and "Continue" buttons. A red arrow points to the "Continue" button.

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

**Permit Application**

**INTERNATIONAL FISHERIES TRADE PERMIT APPLICATION - 2016**

Form Sections To Be Completed Request ID: 19178

1. Owner of permit (Business): N/A
2. Business extended attributes: Information collected
3. Permit extended attributes: Incomplete
4. Applicant of permit: Incomplete

Fields marked with a green asterisk are required.

**UNITED STATES BASED BUSINESS INFORMATION**

Enter the requested information.

\* Business Name

\* Date of Incorporation (mm/dd/yyyy)

\* Employer Identification Number (no dashes)

\* Business Organization Type

- SOLE PROPRIETORSHIP
- JOINT OWNERSHIP
- PARTNERSHIP
- CORPORATION

**Address of Record**

Note: automatic address standardization against the USPS occurs once the zip code has been entered.

\* Address

Apt/Floor/Suite/etc.

\* City

\* State

-- Choose One --

\* Zip Code

**Phone of Record**

\* Area Code

\* Phone Number

\* E-mail of Record

\* United States Importer Number (CBP Assigned)

\* Contact Person Name

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

★Fields marked with a green asterisk are required.

Tabular section of extended attributes for a business

**PURCHASED/RECEIVED LOCATION**  
 Note: automatic address standardization against the USPS occurs once the zip code has been entered.

Address  Apt/Floor/Suite/etc.

City  State:  Zip Code

**PURCHASED/RECEIVED LOCATION NAME**  The business name where regulated species are purchased or received for commercial purposes.


**PURCHASED/RECEIVED LOCATION TELEPHONE NUMBER**

Area Code  Phone Number

**PURCHASED/RECEIVED LOCATION FAX NUMBER**

Area Code

Phone Number



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

★Fields marked with a green asterisk are required.

**TARGETED TRADE SPECIES**

Select the program for your targeted trade species according to the following list:

Tuna Tracking and Verification Program (TTVP) (frozen and/or processed; not fresh)

- Albacore Tuna
- Bluefin Tuna (Atlantic/Pacific/Southern)
- Bigeye Tuna
- Blackfin Tuna
- Longtail Tuna
- Skipjack Tuna
- Yellowfin Tuna

Highly Migratory Species (HMS) Program

- Bluefin Tuna (Atlantic/Pacific/Southern)
- Bigeye Tuna
- Swordfish
- Shark Fins
- Other

Antarctic Marine Living Resources (AMLR) Program

- Toothfish (Dissostichus)
- Krill
- AMLR (Other)

Seafood Import Monitoring Program (SIMP)

- Atlantic Cod
- Blue Crab (Atlantic)
- Dolphinfish (Mahi Mahi)
- Grouper
- King Crab (red)
- Pacific Cod
- Red Snapper
- Sea Cucumber
- Sharks
- Swordfish
- Tunas: Albacore, Bigeye, Skipjack, Yellowfin, and Bluefin

★ **PROGRAM FOR TRADE SPECIES**

TUNA TRACKING AND VERIFICATION PROGRAM (FROZEN AND/OR PROCESSED; NOT FRESH)

HIGHLY MIGRATORY SPECIES PROGRAM

ANTARCTIC MARINE LIVING RESOURCES PROGRAM

SEAFOOD IMPORT MONITORING PROGRAM

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

**NOAA FISHERIES SERVICE**  
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

Back search this site all of NMF'S

Permits Home **NOAA Fisheries Permits** URI:4/FB | Log-out

Application Steps: FILL FORM > SIGN FORM > REVIEW PROCESSING FEE > COMPLETED

### Permit Application

#### INTERNATIONAL FISHERIES TRADE PERMIT APPLICATION - 2016

Form Sections To Be Completed Request ID: 18008

- 1 Owner of permit (Business): TEST IGNORE 1 (232323232)
- 2 Business extended attributes: Information collected
- 3 Permit extended attributes: Information collected
- 4 Applicant of permit: Information collected

\*Fields marked with a green asterisk are required.

#### APPLICANT INFORMATION

Applicant Title:

\* Signator Name:

\* Application signature date:  (mm/dd/yyyy)

Back Continue

search this site all of NMF'S



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


Search Issued Permits  
Permit Applications  
Track Application Status

**My Account**

My Permits  
Edit Account Information  
Change Password

**Resources**

F.A.Q.  
Useful Links  
Contact Information  
Technical Support



Some online documents require Adobe Reader for viewing and printing. Please click on the image above to obtain or update this application as needed.

### Permit Application

INTERNATIONAL FISHERIES TRADE PERMIT APPLICATION - 2016

**Electronic Signature**

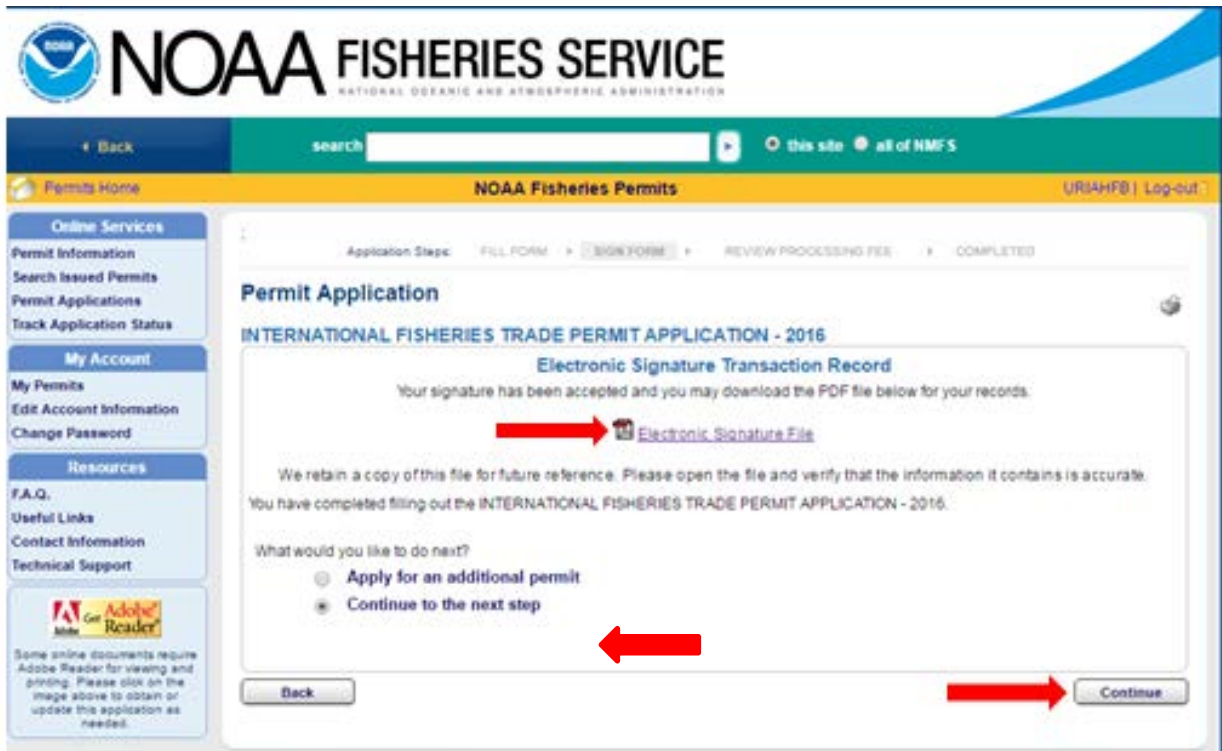
\*\*\* THIS IS NOT A PERMIT \*\*\*

The applicant of the permit is required to sign this application. Please verify the accuracy of the information you provided and sign the application by retyping your name in the space provided below.

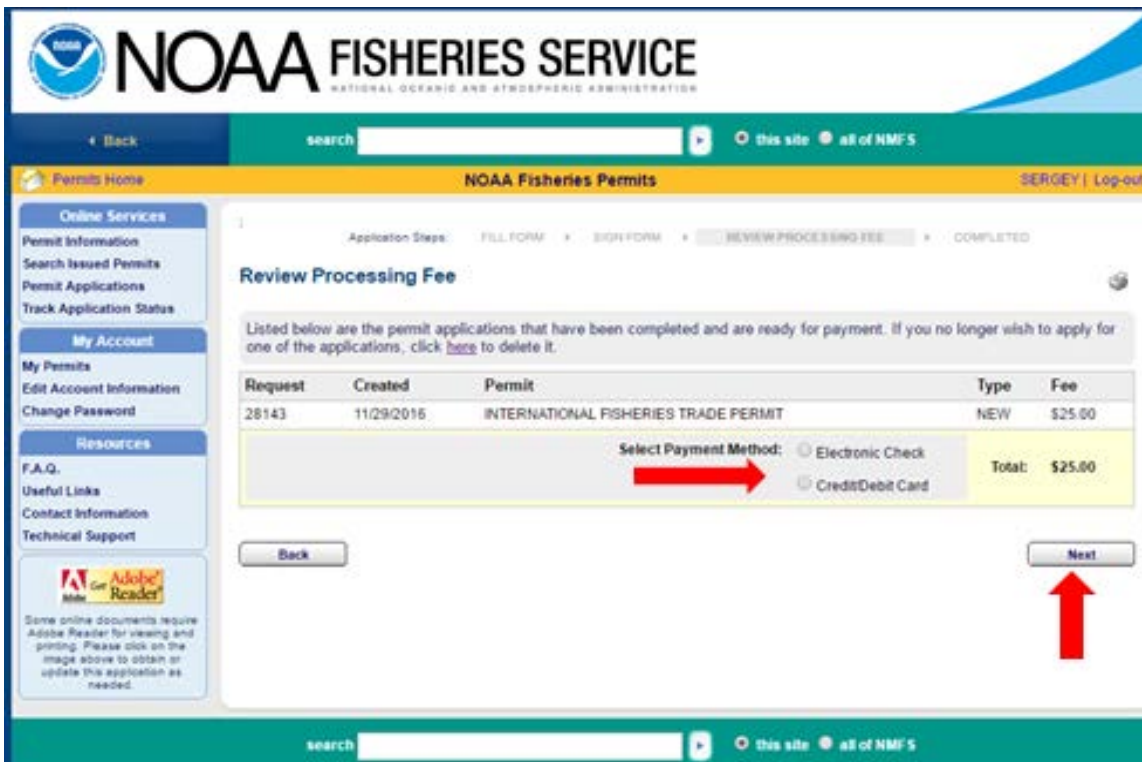
Information You Provided On: 01/12/2017 at 10:04:19 AM EST

Owner of Permit (Bus)	
General	
Business Name	TEST IGNORE 1
Date of Incorporation	09/01/2016
Business Tax Identification Number (EIN)	23232322
BUSINESS ORGANIZATION TYPE	SOLE PROPRIETORSHIP
E-mail of Record	[REDACTED]
US IMPORTER NUMBER	111111111111
Contact Person	TEST IGNORE 2
Address of Record	
Address	22 RIVER ST
Apt/Floor/Suite/etc.	
City	DUMFRIES
State	VA
Zip Code	22191
Phone of Record	
Area Code	555
Phone Number	555-5555
Business Extended Attributes	
PURCHASED/RECEIVED LOCATION	
Address	
Apt/Floor/Suite/etc.	
City	
State	
Zip Code	
General	
PURCHASED/RECEIVED LOCATION NAME	
PURCHASED/RECEIVED LOCATION TELEPHONE NUMBER	
Area Code	
Phone Number	
PURCHASED/RECEIVED LOCATION FAX NUMBER	
Area Code	
Phone Number	
PERMIT EXTENDED ATTRIBUTES	
General	
INTENDED TRADE SPECIES	ATLANTIC BLUEFIN TUNA AMLR OTHER
Applicant of Permit	
General	
Applicant Title	BUSINESS OFFICER
Signator Name	TST2
Application signature date	08/09/2016
*** APPLICANT SIGNATURE ***	
<p>TST2</p> <p>By typing my name in the indicated field, I hereby certify that all of the information submitted in, and in support of, this application is true, accurate and complete. I am also agreeing to conduct business electronically with the National Oceanic and Atmospheric Administration in accordance with the Government Paperwork Elimination Act (GPEA) (P.L. 105-277, 44 U.S.C. 3504 note). I understand that transactions and/or signatures in records may not be denied legal effect solely because they are conducted, executed, or prepared in electronic form, and that if a law requires a record or signature to be in writing, an electronic record or signature satisfies that requirement. I further understand that false statements made knowingly and willfully on this application, including any documents submitted with or in support of this application, are punishable by fine and/or imprisonment under the provisions of 18 U.S.C. §1867 and 18 U.S.C. §1001.</p>	
<input type="checkbox"/> I have read and understand the statement above.	
Originating IP Address:	10.10.0.1
Account Username:	[REDACTED]
Account Password:	<input type="password"/>
Signature:	<input type="text" value="Type your name"/>

- Here you can download and print a PDF of your electronic signature for your records by clicking on the “Electronic Signature File.” Afterwards select “Continue to next step” and click “Continue.”

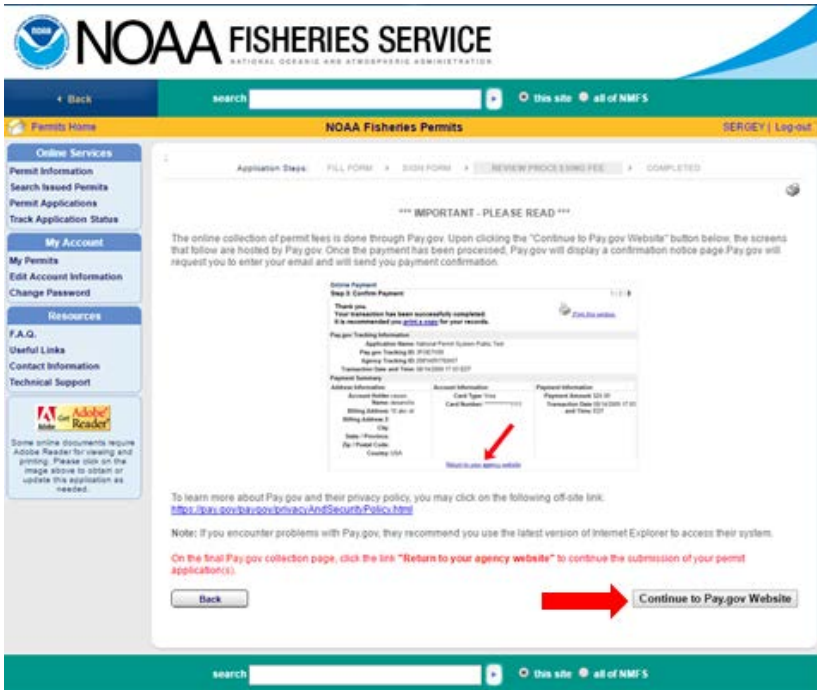


- Next you will see the processing fee for your permit. Select the method of payment and click “Next.” Please be aware that electronic checks can NOT be refunded.

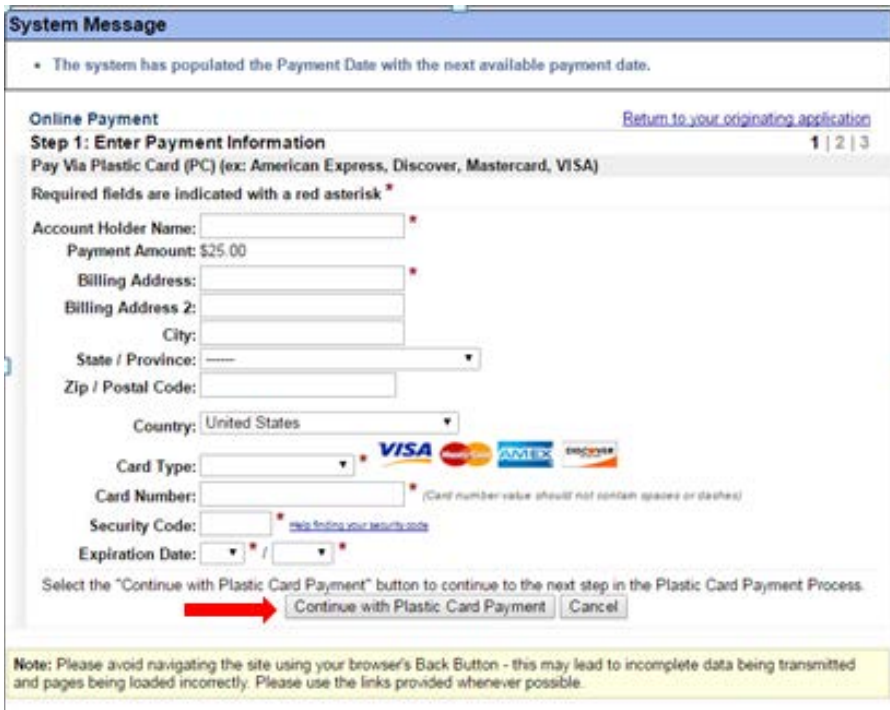


# Paying for Your Permit & Navigating Pay.gov:

- Click "Continue to Pay.Gov Website."



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



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

**Online Payment** [Return to your originating application](#)

**Step 2: Authorize Payment** 1 | 2 | 3

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
<b>Account Holder Name:</b> Jim Tuna 1315 East-West <b>Billing Address:</b> Highway <b>Billing Address 2:</b> City: SILVER SPRING State / Province: MD <b>Zip / Postal Code:</b> 20910 Country: USA	<b>Card Type:</b> American Express <b>Card Number:</b> *****0005	<b>Payment Amount:</b> \$25.00 <b>Transaction Date 11/29/2016 11:53 and Time:</b> EST

**Email Confirmation Receipt**  
 To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

**Email Address:**

**Confirm Email Address:**

**CC:**  Separate multiple email addresses with a comma

**Authorization and Disclosure**  
 Required fields are indicated with a red asterisk \*

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.  \*

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.


Note: Please avoid navigating the site using your browser's Back Button - this may lead to incomplete data being transmitted and pages being loaded incorrectly. Please use the links provided whenever possible.

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

**Online Payment**

**Step 3: Confirm Payment** 1 | 2 | 3

**Thank you.**  
 Your transaction has been successfully completed.  
 It is recommended you [print a copy](#) for your records.

 [Print this window](#)

**Pay.gov Tracking Information**  
**Application Name:** National Permit System Public  
**Pay.gov Tracking ID:** 3FP67T8F  
**Agency Tracking ID:** 3112916115020706  
**Transaction Date and Time:** 11/29/2016 11:53 EST

Address Information	Account Information	Payment Information
<b>Account Holder Name:</b> Jim Tuna 1315 East-West <b>Billing Address:</b> Highway <b>Billing Address 2:</b> City: SILVER SPRING State / Province: MD <b>Zip / Postal Code:</b> 20910 Country: USA	<b>Card Type:</b> American Express <b>Card Number:</b> *****0005	<b>Payment Amount:</b> \$25.00 <b>Transaction Date 11/29/2016 11:53 and Time:</b> EST

[Return to your agency website](#)



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

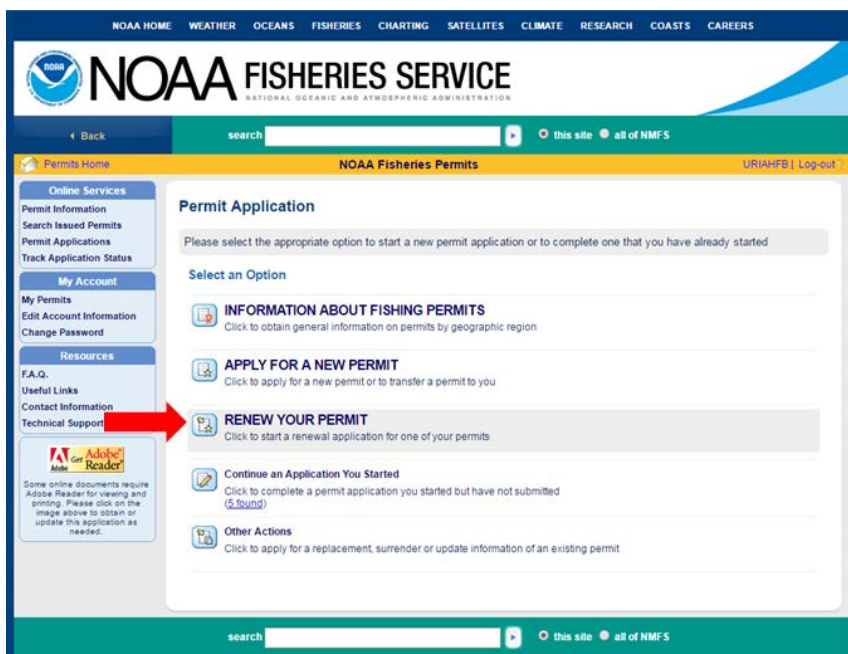
The screenshot shows the NOAA Fisheries Service website interface. At the top, the NOAA logo and 'NOAA FISHERIES SERVICE' are displayed. Below the header, there is a search bar and navigation options. The main content area is titled 'NOAA Fisheries Permits' and shows a 'Thank You For Your Application' message. The application status is 'COMPLETED'. The following information is provided:

- Permit: [FISHERIES INTERNATIONAL TRADE PERMIT \(P0000000044186\).pdf](#) (indicated by a red arrow)
- Permit Number: P0000000044186
- Request ID: 28076
- Date: Tue Nov 29 11:55:04 EST 2016
- Issuing Office: Office of International Affairs
- Required Documents: None
- Additional Information: For inquiries into the status of your request please contact the issuing permit office.

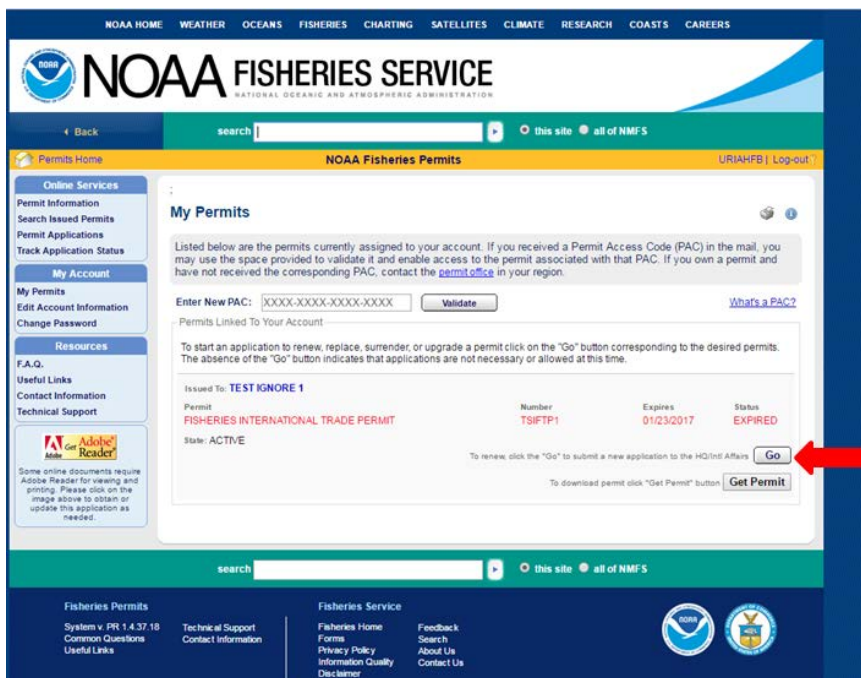
On the left side, there are navigation menus for 'Online Services', 'My Account', and 'Resources'. At the bottom, there is an Adobe Reader logo and a note: 'Some online documents require Adobe Reader for viewing and printing. Please click on the image above to obtain or update this application as needed.'

## How to renew IFTP permit:

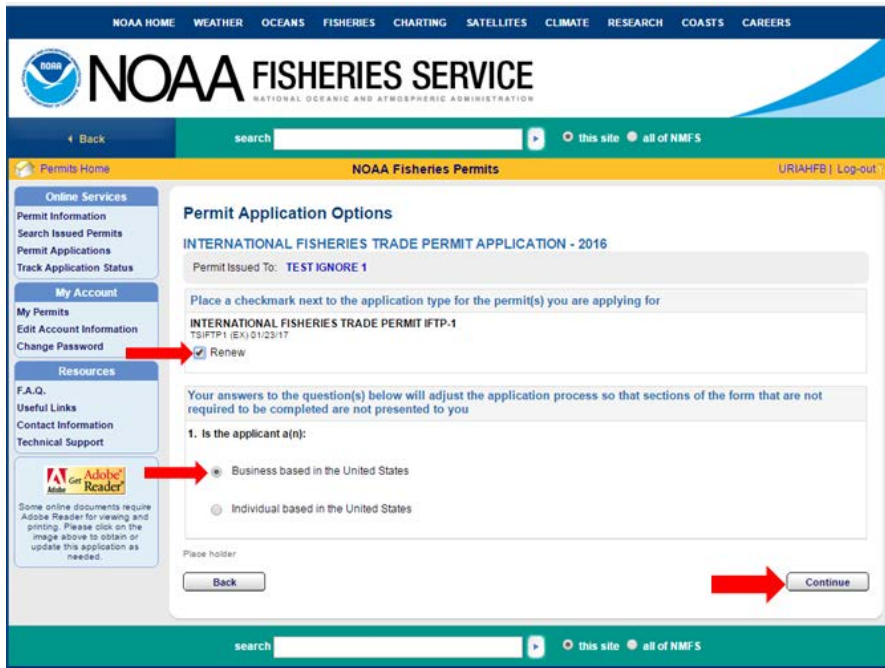
- Once you are logged in, this is the screen you will see. Select "RENEW PERMIT." You can navigate to this screen by clicking "Permit Applications" on the left hand side. Then click "RENEW PERMIT."



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



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



- Refer back to page 5.
- From here you will go through the same process of obtaining an IFTP for the first time. All of your information from your previous IFTP will be filled in already. Make sure that this is the most current and up to date information for your business, and follow the steps from page 5 onward.

If you need any further assistance contact the most applicable program’s point of contact from the table on the following page.