



# NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION NATIONAL MARINE FISHERIES SERVICE

## Online Application Instructions

Vessels owners can now apply for a vessel permit on-line by following the general instructions below. If you experience any problems with the website, contact us at (562) 980-4238 or [wcr-permits@noaa.gov](mailto:wcr-permits@noaa.gov)

Go to: <https://fisheriespermits.noaa.gov>

### Setting up an Account:

1. Start by clicking on the "Register" link, found under the "Account Login" section.
2. Enter in your information and choose a Username.
3. A valid email address is necessary to obtain a temporary password and create an account.
4. You will now be able to login to the system with your temporary password and newly created Username.
5. A new password must be created before you can begin.

### Applying for a Vessel Permit:

1. If you do not automatically see "Apply for a New Permit" as an option, click on "Permit Applications" on the left side of the screen.
2. Only choose "Renew your Permit" if NMFS has mailed you a PAC (See "What is a PAC?" at the bottom of this page).
3. Choose "Apply for a New Permit" (even if you have had a HMS permit in the past)
4. Select the **Southwest Region** from the map then select the preferred Permit Application Form.
5. Follow the on-screen application instructions.
6. Once payment is complete, your permit will reviewed by NMFS. If you are eligible for the permit, your permit will be mailed to you at the address you provided. If you are not eligible to receive an HMS permit, you will be notified and NMFS will not return your application fee.

### Renewing a Permit: What is a PAC?

PAC stands for Permit Access Code. A PAC is a unique, 19 character sequence in the form of #####-#####-LLLL-LLLL, where # stands for number and L stands for letter that identifies a permit holder. PACs allow the permit holder or an authorized representative to have access to the data related to the permit the PAC is associated with. Once you have entered a PAC, you will have access to the permit and be able to take an action (e.g., renew, transfer, etc.) on the permit.

PACs are only needed for permit owners that own or have owned a permit and that permit is not listed under their account in the My Permits section of the web site. Users that apply for a new permit using NOAA's Fisheries Permits Web Site will not need to receive a PAC, as the web site automatically keep track of these permits.

If you need your PAC, contact NMFS at 562-980-4238.