

# PARTY/CHARTER BOAT PERMIT APPLICATION



Department of  
Environmental  
Conservation

This is an electronic copy of a Party/Charter Permit application package.

**Your signature and the date are needed in ONE place:**

1. Affirmation – **Page 6**

**The following are needed for the successful processing of your application:**

- Completely fill out all the requested information on the application.
  - If you are using a post office box to receive mail, please include a legal address (street address) with your application or it will be returned.
- The application **Affirmation** must be **signed and dated**.
- **Permit Fee:** ALL applications submitted by mail must be paid by check or money order payable to NYSDEC. Starter checks are not accepted. Cash and Visa/Mastercard are accepted for in-person applicants.
  - There will be a \$20.00 fee for all returned checks.
  - Applicants from outside the United States must contact the Marine Permit Office to determine acceptable forms of payment for application fees. U.S. Coast Guard License
- **U.S. Coast Guard License (Captain's License):** Include a copy of your valid U.S. Coast Guard License and include your Reference # on your application.
  - If you are applying as a business entity (corporation, LLC, etc.), include copies of U.S. Coast Guard Licenses for all individuals who may operate the vessel.
- **U.S. Coast Guard Vessel Documentation (Registration):** Provide valid vessel registration and include documentation number on your application.
- **Vessels Exceeding Six (6) Passengers:** If your vessel carries more than six (6) passengers (including captain and crew), provide a valid **U.S. Coast Guard Certificate of Vessel Inspection**.
- **Photograph:** Submit with your application a recent, clear passport size photograph of yourself, approximately 1 ½ x 2 inches. A photograph is not required if you are renewing from the preceding year.
- If applying as a **corporate permit** (domestic corporation, domestic limited liability company, foreign business corporation, foreign LLC) or under an assumed name (DBA), provide the following:
  - Federal Tax ID on application or application
  - Legal documents establishing the corporation, LLC or DBA may include:
    - Certificate of Incorporation, Articles of Organization (LLC), Filing Receipt for Application of Authority for Foreign Businesses Operating in New York, or Certificate of Assumed Name (DBA).
  - Demonstrate the business is currently active and in good standing in New York State:
    - Refer to New York State Department of State's website for more information on obtaining copies of these documents: [www.dos.state.ny/corps/](http://www.dos.state.ny/corps/).

**All required documents and fees must be submitted by mail or in-person to DEC at the address below:**

**NYSDEC Marine Permit Office**  
123 Kings Park Blvd.  
Kings Park, NY, 11754  
**Phone:** (631) 444-0470 | **Email:** [MPO@dec.ny.gov](mailto:MPO@dec.ny.gov)

# BUSINESS OR CORPORATE APPLICATION CHECK LIST



Department of  
Environmental  
Conservation

This information is provided for all applicants that are applying as a domestic corporation, domestic limited liability company (LLC), foreign business corporation, foreign LLC, or under an assumed name (DBA). Please review your application and make sure all required information is included and the application is signed before returning your application to DEC. Incomplete or incorrect information will delay the processing of your application.

**Note:** If you hold a Corporate Food Fish License (Resident or Non-Resident), you must renew your license each year to maintain eligibility in the fishery.

## Required Supplemental Documents

- The Marine Permit Office requires applicants renewing a license or permit in the name of a corporation or LLC to provide documentation with their renewal applications showing that their business status is ACTIVE. Detailed instructions on complying with this requirement are given below.
- **Your permits will not be renewed without this information.**
- All Food Fish Resident, Food Fish Non-Resident, Food Fish Landing, Party and Charter Boat, and shellfish vessel endorsement applicants must include a photocopy of a valid state vessel registration or USCG Certificate of Documentation.

## Corporation and Business Status (Active) Search Instructions

Here are the steps to find and print information concerning a specific business entity from the *DOS Corporation and Business Entity Database*. Please refer to the following sets of instructions that pertain to you regarding if you are a Business in New York, Out of State Business, or a DBA.

### New York State Business Applicant Instructions:

1. Go to the Department of State Website: [apps.dos.ny.gov/publicInquiry/](https://apps.dos.ny.gov/publicInquiry/)  
Please type the web address exactly as written with an upper case "I" in "publicInquiry"
2. In the 'Search By' box, select "Entity Name"
3. In the 'Entity Name' box, Type in Your Businesses Name.
4. In the 'Entity Type' box, select "All Statuses"
5. In the 'Search Functionality' box, select "Contains"
6. In the 'Entity List' box, Check the box that pertains to the type of business that you are filed as.
7. Next, click on the "Search the Database" button.
  - The DOS database search will return with the name of your business and maybe other businesses with a similar name. When you find your business name, click it. You will be directed to a page with your business's information. Please check to ensure you found the correct business and that the information is correct.
8. **Please print this page.** Include the printed page with your renewal application. Please remember this document must be dated no earlier than 30 days before you submit your renewal application to the DEC Marine Permit Office.

**NOTE:** If your business name does not appear, please ensure you typed the entries correctly. You may have to modify the wording in the 'Entity Name' box to get a correct search result. For example, if your company name is LONG ISLAND BLUEFISH, you may search for LONG ISLAND, LONG ISLAND BLUE, ISLAND BLUE or BLUEFISH using the 'Search Types' "Partial" or "Contains."

**If you are operating as a DBA, please provide a copy of your business certificate that is provided by the county where you operate your business or under an assumed name (DBA).**

### Out of State Business Applicant Instructions:

Visit DEC's website for links for out-of-state businesses to find their status of good standings:  
<https://www.dec.ny.gov/outdoor/98948.html>



# Department of Environmental Conservation

Marine Resources Permit Office  
Nissequogue River State Park  
123 Kings Park Boulevard  
Kings Park, New York 11754  
Phone: (631) 444-0470  
Email: MPO@dec.ny.gov

# Year 2024

## Application for Marine Permits

January 2, 2024

Applicant Name: \_\_\_\_\_

Mailing Address

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_ - \_\_\_\_\_

Country: \_\_\_\_\_

Home Address (If different)

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_ - \_\_\_\_\_

Country: \_\_\_\_\_

Other Address for Business or Facility Location

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_ Zip Code: \_\_\_\_\_ - \_\_\_\_\_

Country: \_\_\_\_\_

Corporation?  Yes  No

For Corporate Applicants, Are you a Corporation in Good Standing?

Yes  No

Country Issuing Taxpayer Id: \_\_\_\_\_

NYS Domicile?  Yes  No

Township: \_\_\_\_\_

County: \_\_\_\_\_

Taxpayer ID/SSN: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Fax Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Physical Description (N/A if Corporation)

Date of Birth: \_\_\_\_\_

Gender:  Male  Female

Hair Color: \_\_\_\_\_

Eye Color: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_

**Permit Year 2024**

**Permit Fee: \$250.00**

Permit Type: **Party/Charter Boat** Vessel Name: \_\_\_\_\_

Vessel type: \_\_\_\_\_ Vessel Reg./Doc. No: \_\_\_\_\_

Coast Guard License No.: \_\_\_\_\_ Vessel Home Port: \_\_\_\_\_

Passenger Capacity: \_\_\_\_\_ Length: \_\_\_\_\_ Gross Tonnage: \_\_\_\_\_ Net Tonnage: \_\_\_\_\_

Total Horsepower: \_\_\_\_\_

### Contact Information

Role: Captain \_\_\_\_\_ Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

### Contact Information

Role: Registered owner \_\_\_\_\_ Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

**FREEDOM OF INFORMATION**

The Department of Environmental Conservation (Department) periodically receives requests for commercial licensee records pursuant to New York's Freedom of Information Law (FOIL). The Department responds to such requests in accordance with Public Officers Law Article 6 (FOIL) and Article 6-a (Personal Privacy Protection Law).

**DECLARATION OF DOMICILE for New York State Resident Permits and Licenses:**

Pursuant to New York State law, I declare that I am domiciled within the State of New York and have maintained a fixed, permanent, and principal place of abode within the State of New York immediately prior to the time of filing this application and will continue to maintain such a place of abode for the duration of this permit and/or license. I understand that while I may have multiple residences, I can only have one true domicile.

If my domicile should change, I will notify the Department within seven business days. I understand that I must surrender my permit and/or license if I am no longer domiciled within the State of New York. I affirm and understand that should I fail to notify the Department within seven business days, the Department may immediately institute revocation proceedings pursuant to DEC regulations.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**AFFIRMATION:**

I hereby affirm under penalty of perjury that all of the information provided in this application and any applicable attachments provided to obtain this permit are true and accurate. I furthermore affirm that I am aware of and understand the applicable sections of the Environmental Conservation Law and the Official Compilations of Codes, Rules and Regulations of the State of New York. I understand that any violation of these laws and regulations may subject me to criminal and civil penalties including fine, imprisonment, revocation of license, or a combination of any of these penalties.

I affirm and understand that any false statement made herein is punishable as a Class A misdemeanor pursuant to Section 210.45 of the Penal Law and the offering of a false instrument for filing is punishable as a felony pursuant to Section 175.35 of the Penal Law.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Representative \_\_\_\_\_