

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Marine Resources Headquarters, Marine Permit Office
205 North Belle Mead Road, Suite 1, East Setauket, NY 11733
P: (631) 444-0470 | F: (631) 444-0497 | FW.Marine@dec.ny.gov
www.dec.ny.gov

Party/Charter Boat Permit Application

This is an electronic copy of a Party/Charter Boat Permit Application package. Please print this package and complete and sign the application, and mail or bring it to DEC Marine Permit Office at the address above.

Your signature and the date are needed in one place:

1. Affirmation (Page 4 – all applicants)

Please read the following so that you can ensure the successful processing of your application:

- Please be sure to completely fill out all the requested information on the application.
- Please include one recent photo (head only), passport size, in color, photo quality only. No hats or sunglasses in the photo.
- 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.
- Please include a copy of your valid U.S. Coast Guard License (**on the application write your Reference # for Coast Guard License #**)
- Also, please include Captain's Licenses for all individuals who may operate the vessel.
- Please provide a valid registration or U.S. Coast Guard Vessel Documentation.
- **If your vessel carries more than 6 passengers**, please include a valid U.S. Coast Guard Certificate of Vessel Inspection.
- Corporate applicants should provide a copy of the Certificate of Incorporation, Articles of Organization, or Business Certificate with permit application.

Please send checks or money orders made out to NYSDEC in the amount of **\$250.00**. Starter checks and credit cards are not accepted. Cash is only accepted for in-person applicants.

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Instructions for Completing the License/Permit Application

1. **NEW Application:** Please print all requested information in the appropriate spaces.
2. **RENEWAL Application:** Please review **ALL** pre-entered information. If any of the pre-entered information is incorrect, please cross it out and enter the correct information above it.
3. **SIGNATURE FOR AFFIRMATION:** Please sign and date the application or it will be returned.
4. **NEW YORK STATE DOMICILE** – Please check the appropriate box (Yes or No) for New York State Domicile or the application will be returned. ***If you are domiciled in New York, you must also sign and date the Declaration of Domicile on the application or it will be returned.*** In order to qualify for a resident license or permit, a person must be domiciled in the State of New York immediately prior to filing the application and continue to maintain such status for the duration of the permit or license. The domicile for minors is the domicile of their parent(s) or legal guardian(s).
5. **CORPORATIONS, BUSINESSES AND DBA's** – If purchasing a license or permit in the name of a business (domestic corporation, domestic limited liability company, foreign business corporation, foreign LLC) or under an assumed name (DBA), please submit a copy of the legal documents establishing the corporation, LLC or DBA to DEC with the completed application form. Valid copies of the above referenced documents (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)) must be provided to DEC when filing a new application or each year with your renewal. Please refer to the New York State Department of State's website for more information on obtaining copies of these documents: www.dos.state.ny/corps/. Please enter your Federal Tax ID on application or application may not be processed.
6. **SUPPLEMENTARY DOCUMENTS:** Please be sure to include any supplementary forms needed for your application. You may need to also include copies of your driver's license for proof of domicile, a boat registration or USCG documentation or your captain's license.
7. **PERMIT FEE:** Please make remittance payable to **NYSDEC**. **ALL** applications submitted by mail must be paid by check or money order. **Applicants from Canada must** contact the Marine Permit Office to determine acceptable forms of payment for application fees. **NOTE: There will be a \$20.00 fee for all returned checks.**
8. **PHOTOGRAPH:** Please submit with your application a recent, clear passport size photograph of yourself, approximately 1 ½ x 2 inches. A photograph is not required for corporate and business applications. A photograph is not required if you are renewing from the preceding year.
9. **FINISHED?** Mail the application, any required documents, the correct permit fee, and photograph to the address above for the NYSDEC's Marine Permit Office.

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Year 2020

Application for Marine Permits

January 02, 2020

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?

NYS Domicile? Yes No

Country Issuing Taxpayer Id: _____

Taxpayer ID/SSN: _____

Township: _____

County: _____

Home Phone: _____

Business Phone: _____

Fax Phone: _____

E-Mail: _____

Physical Description (N/A if Corporation)

Date of Birth: _____

Gender: Male Female

Hair Color: _____

Eye Color: _____

Height: _____ Weight: _____

Permit Year 2020

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: _____

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 6 NYCRR Part 175.

Applicant Signature Not applicable 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 _____

The Following Information is for Business Applicants ONLY

The Marine Permit Office requires all business applicants provide documentation showing that their business status is ACTIVE with their renewal applications. Your permits will not be renewed without this information.

Here are the steps to find and print information concerning a specific business entity from the *DOS Corporation and Business Entity Database*.

1. Go to The Department of State Homepage: www.dos.ny.gov .
2. Select 'Businesses', and choose 'Business Search' from the drop-down menu. You should see the "Department of State Division of Corporations, Search Our Corporation and Business Entity Database" screen.
It is important that you correctly enter all the required information into the database fields.
3. For now, skip the '**Entity Name**'. This is where you will later enter the business name being searched for.
4. In the '**Name Type**' box, select "All."
5. In the '**Search Type**' box, you will choose how to search for the business name.
 - For best results, we recommend you choose "Contains" or "Partial."
6. Now return to the '**Entity Name**' box. Enter the name of your business as it was filed with the Department of State. You do not have to enter the whole name, but make sure you entered at least one word from the business name in the '**Entity Name**' box.
7. In the '**Captcha**' box, you must enter the numbers you see in the blue box for the search to function correctly.
8. 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.
9. **Please print this page.** Please include this 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 have any difficulties, please contact the Marine Permit Office at 631-444-0470 or at MPO@dec.ny.gov

CONTACT INFORMATION

Marine Permit Office

Division of Marine Resources

New York State Department of Environmental Conservation

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