

# RESIDENT SHELLFISH DIGGER PERMIT APPLICATION



Department of  
Environmental  
Conservation

This is an electronic copy of a Resident Shellfish Digger's Permit application package. **Your signature and the date are needed in two places:**

1. Declaration of Domicile – **Page 4**
2. Affirmation – **Page 4**

## 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 must be **signed and dated**.
  - If you are domiciled in New York, you must also sign and date the **Declaration of Domicile** on the application.
- **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.
- **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.
- Applicants **under 16 years of age** must the application signed and notarized by a parent or legal guardian.

## Applicants for New York State RESIDENT PERMITS must be domiciled within the State of New York.

To demonstrate identity and domicile in New York State, applicants must provide **copies of one or more of the following as proof of identity or domicile** (DEC is not responsible to return documents):

- Valid New York State DMV driver's license or non-driver photo ID card or learner's permit
- NYS Income Tax Form IT-201 or W-2 form of previous year
- Current Voter Registration Card
- Valid New York State Vehicle Registration
- Notarized statement by parent or guardian of an applicant under 16 attesting to the applicant's New York State domicile; parent or guardian must provide appropriate proof of domicile.
- *Permanent Resident Card (Form I-551)\**
- *Armed Services Identification Card\**
- *Student ID (Current)\**

*\*Proof of identity only*

DEC reserves the right to require additional proofs of domicile. Applications received without appropriate proofs of identity or domicile will be returned.

**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)

# SHELLFISH HARVESTER CERTIFICATION TRAINING

## Requirement for Shellfish Digger Permits

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Shellfish harvesters have a major role to play in keeping shellfish safe for consumers, helping to reduce the need for harvest area closures, and ensuring New York State maintains a reputation for safe and high-quality shellfish.

DEC has developed a new **online shellfish harvester training** to ensure all New York State shellfish harvesters are informed of current sanitary control measures in place for shellfish harvested and sold as food. DEC's Shellfish Harvester Certification Training is a requirement of the National Shellfish Sanitation Program (NSSP).

All new Shellfish Digger Permit applicants need to complete the new training prior to issuance of their 2024 shellfish digger permit. A 2024 permit will not be issued if you fail to complete the training prior to submitting your 2024 application.

### Complete the Training Online

- Visit DEC's Shellfishing website: [on.ny.gov/shellfish](https://on.ny.gov/shellfish)
- Follow the links for **Shellfish Harvester Certification Training** found under **Commercial Shellfishing**
  - Click on 'Get Started'
  - Review training information by clicking through items and scrolling to the bottom of the page
  - Click on the button at the bottom of the page to advance to next training module
- After the last training module, click on **Harvester Training Education Exam** at the bottom of the page
- Begin the short exam by entering the permit holder's information:
  - Name, email address, and permit number, if applicable → Click 'Next'
  - Select the best answer to the five multiple-choice questions → Click 'Submit'
- Certificate of Completion will be sent to the email you provided and forwarded to DEC for approval

*\* The online training can be completed from a smartphone, tablet, or computer using the latest versions of Google Chrome, Mozilla Firefox, Apple Safari, and Microsoft Edge (Internet Explorer is not supported).*

For questions about the training contact Shellfish Management at the information provided below.

#### CONTACT INFORMATION

##### Shellfish Management Unit

Division of Marine Resources

New York State Department of Environmental Conservation

205 N. Belle Mead Road, Suite 1, East Setauket, NY 11733

P: (631) 449-9037 | F: (631) 444-0472 | [DiggerTraining@dec.ny.gov](mailto:DiggerTraining@dec.ny.gov)

[www.dec.ny.gov](https://www.dec.ny.gov)



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 \$50. \_\_\_\_\_

Permit Type: Digger - Resident \_\_\_\_\_

**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 \_\_\_\_\_