

**NOAA  
FISHERIES**

# Guide to Renewing Your Hawaii Longline Permit Online

## You will need

Legible scan or photograph of:

- ▶ Current U.S. Coast Guard certificate of documentation or state registration of the vessel
- ▶ Current Protected Species Workshop certificate issued to vessel owner, authorized company officer, or representative
- ▶ Written authorization from permit holder if you are a designated agent
- ▶ Valid credit or debit card, or bank information for ACH payment

Please follow on-screen instructions. The screens shown below are examples.

## First-time User

Go to the National Permit System (NPS) at <https://fisheriespermits.noaa.gov/npspub/>

Click on the **Register** button, found at the right of the screen shown here by the orange box.

The screenshot shows the NOAA Fisheries Service website interface. At the top, there is a search bar and navigation links. Below the search bar, there is a section titled "NOAA Fisheries Permits" with a "Welcome to NOAA Fisheries Permits" message. The message states: "The NOAA Fisheries Permits web site provides a common front door to a large variety of commercial and recreational fishing permits issued by the National Marine Fisheries Services. Our ultimate goal is to provide a one-stop service portal for electronically available permits, as well as reference material to help you stay abreast of the latest laws, regulations, and requirements related to commercial and recreational fishing activities in federally managed waters. While we work on making more permits available through this web site, links are provided to help you find permitting resources on other NOAA Fisheries Sites." Below this message, there is a red banner that says: "\*\*\* NEW IFTP permits are now available. Click [here](#) for further information on how to apply for this permit \*\*\*". On the right side of the page, there is a "Account Login" section with fields for "Username:" and "Password:", a "Login" button, and a "Forgot Username or Password" link. Below the login section, there is a "Register" button highlighted with an orange box. The "Register" button is accompanied by a small icon of a person and the text: "New to the system? Register to apply and renew permits".

*Note: If you are already a registered user, you may login with your existing Username and Password and skip to the Registered Users section below.*

When you come to the New User Registration screen, enter your name, email address, and a Username of your choice. Click **Continue** at the bottom right of the screen.

The screenshot shows the NOAA Fisheries Service website's "New User Registration" page. The header includes the NOAA logo and "NOAA FISHERIES SERVICE NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION". A navigation bar contains a "Back" button, a search box, and radio buttons for "this site" and "all of NMFS". Below the navigation bar is a yellow banner with "Permits Home", "NOAA Fisheries Permits", and a "Log-in" link. The left sidebar lists "Online Services" (Permit Information, Search Issued Permits, Permit Applications, Track Application Status) and "Resources" (F.A.Q., Useful Links, Contact Information, Technical Support). A "Get Adobe Reader" banner is also present. The main content area is titled "New User Registration" and contains the following text: "In order to become a registered user of the NOAA Fisheries Permits web site you need to create an account by providing the information below." and "For privacy and security information, please click on the 'Privacy Policy' link, found at the bottom of the web page." Below this is a note: "All fields are required. When you are finished, click the 'Continue' button". The "User Information" section includes: "First Name: John", "Last Name: Smith", "Email Address: jsmith@wahoo.com", and "Confirm Email: jsmith@wahoo.com". It also has two dropdown menus: "User Type: Commercial Vessel Owner and Operator" and "Fishing Region: Pacific Islands". A note states: "Please indicate your primary user type and the U.S. geographical region where you predominantly reside, conduct, or have interest in fisheries-related activities:". Below the dropdowns is a note: "Please choose a unique username that you will use to log in to this web site. The username must be 6 to 20 characters in length and can only contain letters, numbers, underscores, dashes, periods, and commas:". There is a "Username:" input field. At the bottom, there is a checkbox: "I would like to receive emails from NOAA about fisheries permits." and a note: "Once you have registered, you will receive your new password automatically through your email account. This password is required so you can access extended features of the NOAA Fisheries Permits web site." At the bottom right are "Back" and "Continue" buttons.

NOAA FISHERIES SERVICE  
NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION

Back search this site all of NMFS

Permits Home NOAA Fisheries Permits Log-in

Online Services  
Permit Information  
Search Issued Permits  
Permit Applications  
Track Application Status

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

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

### New User Registration

In order to become a registered user of the NOAA Fisheries Permits web site you need to create an account by providing the information below.

For privacy and security information, please click on the "Privacy Policy" link, found at the bottom of the web page.

All fields are required. When you are finished, click the "Continue" button

#### User Information

First Name: John  
Last Name: Smith  
Email Address: jsmith@wahoo.com  
Confirm Email: jsmith@wahoo.com

Please indicate your primary user type and the U.S. geographical region where you predominantly reside, conduct, or have interest in fisheries-related activities:

User Type: Commercial Vessel Owner and Operator  
Fishing Region: Pacific Islands

Please choose a unique username that you will use to log in to this web site.  
The username must be 6 to 20 characters in length and can only contain letters, numbers, underscores, dashes, periods, and commas:

Username: \_\_\_\_\_

I would like to receive emails from NOAA about fisheries permits.

Once you have registered, you will receive your new password automatically through your email account. This password is required so you can access extended features of the NOAA Fisheries Permits web site.

Back Continue

The system will email you a confirmation with a temporary Password. Keep the registration screen open and check your email. It may take a few minutes to receive your confirmation email.

Once you receive your confirmation email, you may login using your new Username and temporary Password.

Create a new Password and make a note of your Username and Password for future use before proceeding to renew your permit.

# Registered User

After you login, you will see the Permit Application screen. Click on **Renew Your Permit**.

The screenshot shows the 'Permit Application' page for NOAA Fisheries Permits. The page has a yellow header with 'Permits Home' and 'NOAA Fisheries Permits' and a 'Log-out' link. A left sidebar contains navigation menus for 'Online Services', 'My Account', and 'Resources'. The main content area is titled 'Permit Application' and contains a message: 'Please select the appropriate option to start a new permit application or to complete one that you have already started'. Below this is a 'Select an Option' section with five items: 'INFORMATION ABOUT FISHING PERMITS', 'APPLY FOR A NEW PERMIT', 'RENEW YOUR PERMIT' (highlighted with an orange box), 'Continue an Application You Started', and 'Other Actions'. Each item includes a brief description of the action.

If you are renewing a permit online for the first time, you may need to enter a Permit Access Code (PAC) where indicated on the following screen and click **Validate**.

- ▶ If you don't have a PAC, contact the Permits Office. A PAC is confidential and for your use only.
- ▶ If you are renewing more than one permit online for the first time, you will need a PAC for each.
- ▶ If you have previously renewed your permit online, you may skip this step.

After validating your PAC, you will see the permit linked to your name. Please review the information carefully.

The screenshot shows the 'My Permits' page for NOAA Fisheries Service. The page has a blue header with the NOAA logo and 'NOAA FISHERIES SERVICE NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION'. Below the header is a search bar and a 'Back' button. The page has a yellow header with 'Permits Home' and 'NOAA Fisheries Permits' and a 'Log-out' link. A left sidebar contains navigation menus for 'Online Services', 'My Account', and 'Resources'. The main content area is titled 'My Permits' and contains a message: 'Listed below are the permits currently assigned to your account. For most permits you do not need Permit Access Code (PAC) to renew/upgrade your permit. If you own a permit and cannot find it on this page, please contact the permit office in your region and request PAC. When you received a Permit Access Code (PAC) in the mail, click "Permit Is Not Listed" button on the bottom of the page and use the space provided to validate PAC and enable access to the permit associated with that PAC.' Below this is a 'Enter New PAC:' field with a placeholder 'XXXX-XXXX-XXXX-XXXX', a 'Validate' button, and a 'What's a PAC?' link. Below the PAC field is a section titled 'Permits Linked To Your Account' with instructions: 'To start an application to renew, replace, surrender, or upgrade a permit click on the "Go" button corresponding to the desired permits. The absence of the "Go" button indicates that applications are not necessary or allowed at this time.' Below this is a table with columns: 'Issued To', 'Permit', 'Number', 'Expires', and 'Status'. The table contains one row: 'John Smith', 'HIGH SEAS FISHING COMPLIANCE ACT', 'P0000000037861', '08/06/2020', and 'CURRENT'. Below the table is a 'State: ACTIVE' label and a 'Get Permit' button.

Issued To	Permit	Number	Expires	Status
John Smith	HIGH SEAS FISHING COMPLIANCE ACT	P0000000037861	08/06/2020	CURRENT

If your information is correct, click **Get Permit** at the bottom right. If your information is incorrect or if your PAC is not working, please contact the Permits Office.

On the following screen, put a checkmark in the **Renew** box. **DO NOT** change anything under Question 1 below. Changing this information will invalidate your online application. If you want to change the permit holder, contact the Permits Office.

The screenshot shows the NOAA Fisheries Service website. At the top left is the NOAA logo. The main header reads "NOAA FISHERIES SERVICE" with "NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION" in smaller text below it. A navigation bar includes a "Back" button, a search box, and a "Permits Home" link. The user is logged in as "DAMACGUY" with a "Log-out" link. A sidebar on the left contains sections for "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.

**Permit Application Options**

**HAWAII LONGLINE LIMITED ENTRY PERMIT APPLICATION FORM (ONLINE)**

Permit Issued To: **MAGIC ISLAND FISHING, INC**

Place a checkmark next to the application type for the permit(s) you are applying for

**HAWAII LONGLINE LIMITED ENTRY PERMIT HLL**  
P00000000 (EX) 03/03/16

Renew

Your answers to the question(s) below will adjust the application process so that sections of the form that are not required to be completed are not presented to you

1. Is the permit holder a business(s) or an individual(s)?

Permit holder is a business or businesses.

Permit holder is an individual or individuals

Permit holder is both business and individual

Upload a legible scan or photograph (PDF, JPG, PNG) of the required documents where indicated in the sample screen below.

- ▶ JPG files may be up to 4 Megabytes (MB) in size. Other file types should be no more than 1 MB.
- ▶ You may also email documents to [piro-permits@noaa.gov](mailto:piro-permits@noaa.gov).
- ▶ Contact the Permits Office if you have problems.

Permits Home NOAA Fisheries Permits Log-out

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

### Permit Application

#### HAWAII LONGLINE LIMITED ENTRY PERMIT APPLICATION FORM (ONLINE)

Form Sections To Be Completed Request ID: 37828

1	Vessel:	Magic Island
2	Owner of vessel (Business):	Magic Island Fishing, Inc.
3	Owner of permit (Business):	Magic Island Fishing, Inc.
4	Applicant of permit:	Information collected

You can upload USCG Form 1270 or State Registration:

Enter document description:

No file chosen

You can upload your PSW card:

Enter document description:

No file chosen

You can upload letter of authorization:

This letter is should be uploaded or sent to office only if you are neither the permit holder (individual) nor an authorized representative of the permit holder (company).

Enter document description:

No file chosen

\*Fields marked with a green asterisk are required.

#### VESSEL INFORMATION

Please enter the vessel's name, official number, and radio call sign. Information must be current.

You will next see two screens that have your information filled in. One screen is for Permit Holder Information and the next is for Vessel Ownership Information.

Review the information carefully. **Update only the address and contact information**, if needed.

**DO NOT** change the Vessel or Permit Holder information. Changing this information will invalidate your online application. If you want to transfer the permit, or replace or change your vessel, contact the Permits Office.

Form Sections To Be Completed	Request ID: 37828
1 Vessel: <b>Magic Island</b>	
2 Owner of vessel (Business): <b>Magic Island Fishing, Inc.</b>	
3 Owner of permit (Business): <b>Magic Island Fishing, Inc.</b>	
4 Applicant of permit: Information collected	

\*Fields marked with a green asterisk are required.

**PERMIT HOLDER INFORMATION (BUSINESS)**

Please review business name, Employer Identification Number (EIN), Date of Incorporation, the name and title of an individual NMFS may contact, address of record, phone of record, cell phone of record, fax of record, and e-mail address of record. Please update contact information if necessary. If you need to change permit holder information, please contact PIRO Permits.

Same as Business Owner Of Vessel -

**Business Name**  read-only

**Employer Identification Number (EIN)**  read-only

**Date of Incorporation**  read-only

**Business Contact**  read-only

**Business Contact Title:**  read-only

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

**Address**  
 read-only

**Apt/Floor/Suite/etc.**

Form Sections To Be Completed	Request ID: 37828
1 Vessel: <b>Magic Island</b>	
2 Owner of vessel (Business): <b>Magic Island Fishing, Inc.</b>	
3 Owner of permit (Business): <b>Magic Island Fishing, Inc.</b>	
4 Applicant of permit: Information collected	

\*Fields marked with a green asterisk are required.

**VESSEL OWNERSHIP INFORMATION (BUSINESS)**

Please review business name, Employer Identification Number (EIN), Date of Incorporation, the name and title of an individual NMFS may contact, address of record, phone of record, cell of record, fax of record, and e-mail address of record. You may update contact information. If you need to change vessel ownership, please contact PIRO Permits.

**Business Name**  read-only

**Employer Identification Number (EIN)**  read-only

**Date of Incorporation**  read-only

**Business Contact**

**Business Contact Title:**

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

**Mailing Address**

**Apt/Floor/Suite/etc.**

You will next come to the Applicant Information screen. Please read the legal statement. It is a Federal violation to file false information on a permit application (18 USC 1001, 50 CFR 665.15(b)).

If you are a designated agent, you must provide written authorization from the permit holder or authorized representative designating you as the agent.

Enter the date, select your role from the pull down menu under Applicant Title, and click **Continue** at the bottom right of the screen.

The screenshot displays the 'Permit Application' interface for a 'HAWAII LONGLINE LIMITED ENTRY PERMIT APPLICATION FORM (ONLINE)'. At the top, the 'Application Steps' progress bar shows 'FILL FORM' as the current step, followed by 'SIGN FORM', 'REVIEW PROCESSING FEE', and 'COMPLETED'. The 'Form Sections To Be Completed' table lists four sections: 1. Vessel: Magic Island; 2. Owner of vessel (Business): Magic Island Fishing, Inc.; 3. Owner of permit (Business): Magic Island Fishing, inc.; and 4. Applicant of permit: Information collected. A note indicates that fields marked with a green asterisk are required. The 'APPLICANT INFORMATION' section contains a legal declaration, followed by input fields for 'Applicant' (John Smith), 'Application Signature Date' (01/01/2020), and 'Applicant Title' (CORPORATE OFFICER). 'Back' and 'Continue' buttons are located at the bottom.

Form Sections To Be Completed		Request ID: 37828
1	Vessel: <b>Magic Island</b>	
2	Owner of vessel (Business): <b>Magic Island Fishing, Inc.</b>	
3	Owner of permit (Business): <b>Magic Island Fishing, inc.</b>	
4	Applicant of permit: Information collected	

\*Fields marked with a green asterisk are required.

**APPLICANT INFORMATION**

Under penalty of perjury, I hereby declare that I, the undersigned, am the applicant or authorized to complete and certify this application on behalf of the applicant, and the information contained herein is true, correct, and complete to the best of my knowledge. Please enter your name, today's date, and the your title (permit holder, corporate officer or member, or designated agent). If you are acting as an agent for the permit holder, you must provide a signed and dated letter from the permit holder authorizing you as the designated agent along with any other required documentation.

Applicant

Application Signature Date

Applicant Title:

You will next come to the Applicant Signature page. Before you sign electronically, please review the information and read the legal statement. Click **Back** if you need to update any contact information.

When you are ready to sign the application:


- ▶ Check the box next to the sentence, "I have read and understand the statement above."
- ▶ Enter your Account Password.
- ▶ Type your Signature.

When you sign the application, you certify that everything you submit is true and you fulfill all legal requirements.

Address of Record	
Address	9999 ANYWHERE ST.
Apt/Floor/Suite/etc.	
City	HONOLULU
State	HI
Zip Code	96818
Phone of Record	
Area Code	808
Phone Number	999-9999
Cell Phone of Record	
Area Code	808
Phone Number	111-1111
Fax of Record	
Area Code	
Phone Number	
Applicant of Permit	
General	
Signator Name	John Smith
Application signature date	01/01/2020
Applicant Title	CORPORATE OFFICER
*** APPLICANT SIGNATURE ***	
<b>John Smith</b>	
<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 16 U.S.C. §1857 and 18 U.S.C. §1001.</p>	
<input checked="" type="checkbox"/> I have read and understand the statement above.	
Originating IP Address:	10.20.0.1
Account Username1:	John Smith
Account Password:	*****
Signature:	John Smith
<div style="display: flex; justify-content: space-between;"> <span>Back</span> <span>Continue</span> </div>	

After you sign the application electronically, click **Continue**.

The NPS will then send you to [pay.gov](https://pay.gov) to pay the non-refundable application processing fee. [Pay.gov](https://pay.gov) is operated by the U.S. Treasury as a secure way to pay a processing fee online. Click **Continue to Pay.gov Website**.

Online Services
<a href="#">Permit Information</a> <a href="#">Search Issued Permits</a> <a href="#">Permit Applications</a> <a href="#">Track Application Status</a>
My Account
<a href="#">My Permits</a> <a href="#">Edit Account Information</a> <a href="#">Change Password</a>
Resources
<a href="#">F.A.Q.</a> <a href="#">Useful Links</a> <a href="#">Contact Information</a> <a href="#">Technical Support</a>


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

**\*\*\* IMPORTANT - PLEASE READ \*\*\***

The online collection of permit fees is done through [Pay.gov](https://pay.gov). Upon clicking the "Continue to Pay.gov Website" button below, the screens that follow are hosted by [Pay.gov](https://pay.gov). Once the payment has been processed, [Pay.gov](https://pay.gov) will display a confirmation notice page. Payment confirmation will be sent to you.


To learn more about [Pay.gov](https://pay.gov) and their privacy policy, you may click on the following off-site link:  
<https://pay.gov/paygov/privacyAndSecurityPolicy.html>

Note: If you encounter problems with [Pay.gov](https://pay.gov), they recommend you use the latest version of Internet Explorer to access their system.

Back
Continue to Pay.gov Website











**Paying the Application Fee.** Pay.gov will give you options to pay. Please pay attention to the onscreen instructions. The screens may appear slightly different from the examples shown here.



## National Permit System


Please select a payment method:

I want to pay with a withdrawal from a checking or savings account (ACH) 

I want to pay with a debit or credit card       

[Cancel](#)

Here are two sample screens for credit card payment. When you submit your payment, the system will send you back to the permit site.



## National Permit System

Please provide the Credit or Debit Card Information below

\* indicates required fields

Agency Tracking ID: 3112019152428304

Payment Amount: \$31.00

\* Country:

\* Billing Address:








Billing Address 2:

\* City:

State/Province:

ZIP/Postal Code:

\* Account Holder Name:


      

\* Card Number:

\* Expiration Date:

\* Card Security Code:

[Previous](#) [Cancel](#)



## National Permit System

### Review and submit payment

\* indicates required fields

**Agency Tracking ID:** 3042720122229250

**Payment Amount:** \$31.00

**Payment Method:** Plastic Card

**Account Holder Name:** John Smith

**Card Type:** MASTERCARD

**Card Number:** \*\*\*\*\*4444

**Billing Address:** 1234 Aloha Ave.

**Billing Address 2:**

**City:** Honolulu

**Country:** United States

**State/Province:** HI

**ZIP/Postal Code:** 96817

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

**To complete this transaction, please indicate your acceptance of the Authorization and Disclosure agreement by selecting the designated checkbox.**

When your payment is accepted, you will receive a confirmation screen.

If you did not upload your documents, email them to [piro-permits@noaa.gov](mailto:piro-permits@noaa.gov). Do not mail to the Permits Office. If your application is not complete, it will not be processed.

If you cannot complete the application process, NPS will save your application for your return.

## Approval and Issuance of Permit

NOAA Fisheries will review and approve your application if it is complete and meets all requirements. The Permits Office will email the permit and associated documents to the address you provided.

Print the permit and keep it on your vessel. It will suffice for any legal requirements. You may wish to print extra copies for your files and file the PDFs on your computer for safe keeping.

If your application is incomplete, the Permits Office will notify you. Please respond within 30 days or the application may be considered abandoned.

## Permit Transfer and Vessel Replacement

To transfer a permit, or to replace or change a vessel, please contact the Permits Office.

## Questions/Contact Us

For any questions, please contact the Permits Office at [piro-permits@noaa.gov](mailto:piro-permits@noaa.gov) or **(808) 725-5190**.

We appreciate any suggestions you may have for improving this system. Please share them with us using the above contact information. Thank you for using the National Permit System.