Guide to Applying Online for Pacific Islands Fishing Permits

Revised May 2020

This guide will help you apply for a Pacific Islands Region fishing permit.

> *Note: This guide does not apply if you are renewing a Hawaii longline permit, or applying for or renewing a High Seas Fishing Compliance Act permit. Complete those online via NOAA's* **National Permit System**.

FOR THIS PROCESS, YOU WILL NEED:

▶ Internet access
▶ A printer, scanner, or camera
▶ An email address
▶ A credit/debit card or bank account to pay the processing fee, if applicable

Download an Application and Use Kiteworks to Send It to Us

THE APPLICATION PROCESS:

- Download the appropriate application from the NMFS Pacific Islands Region Fishing Permits webpage, **https://www.fisheries.noaa.gov/pacific-islands/resources-fishing/pacific-islands-fishing-permits**.
- Fill out the application, including your typed name and date where it says Applicant.
- Sign the application on the "Applicant" line. You may sign it electronically, or print it and sign it in ink.
- If the application is for a transfer of a Hawaii or American Samoa longline permit, you must obtain the name and dated signature of the person transferring the permit to you.
- Gather the required documents for your application, including the current USCG certificate of documentation or state/territory vessel registration certificate. Other documents may be necessary. Refer to the application instructions.
- Scan or take clear photographs of the signed application and all associated documents. You may upload PDF, JPG, or PNG files to Kiteworks.
- The HSFCA permit or WCPFC area endorsement application require that you send us a recent photo of the vessel and the proper markings. Refer to the application instructions.
- Contact the Permits Office with your email address and the type of permit you are seeking.
- We will email you an invitation from Kiteworks, which provides secure transmission of documents between you and the Permits Office.

- From the email invitation, connect to Kiteworks, compose a message, and attach your documents. Send the message to piro-permits@noaa.gov.
- The Permits Office will contact you if there are any deficiencies in your documents. You must fix any deficiencies within 30 days, or we may consider the application abandoned.

This is a sample email invitation from Kiteworks. Note that the sender is **securefilecollaboration@doc.gov**. When you receive this email, click on "**Activate account**." If you do not receive this email, check your Junk/Spam and Trash folders.
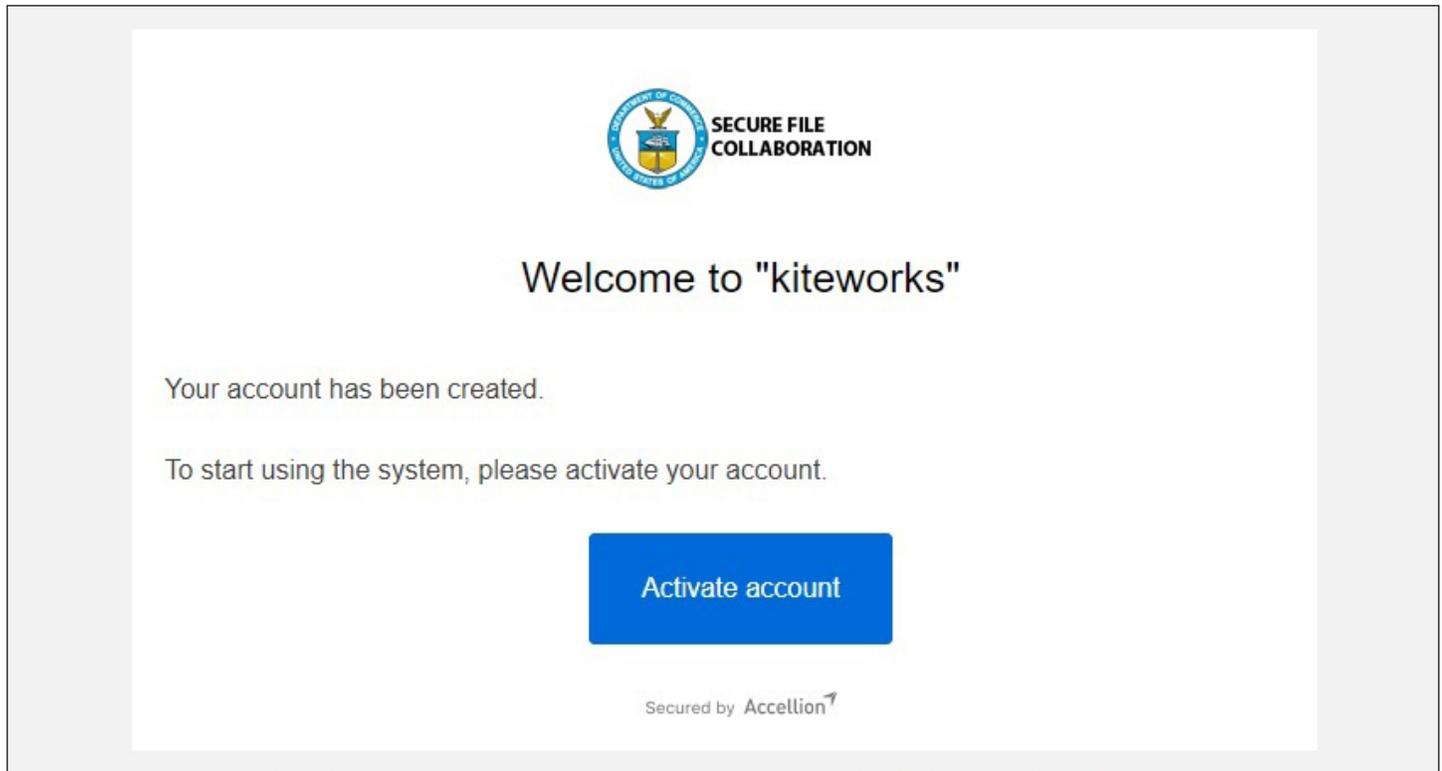
This is the login page for Kiteworks. Enter your email address and click on "**Next**." The system will then ask you to create a password.
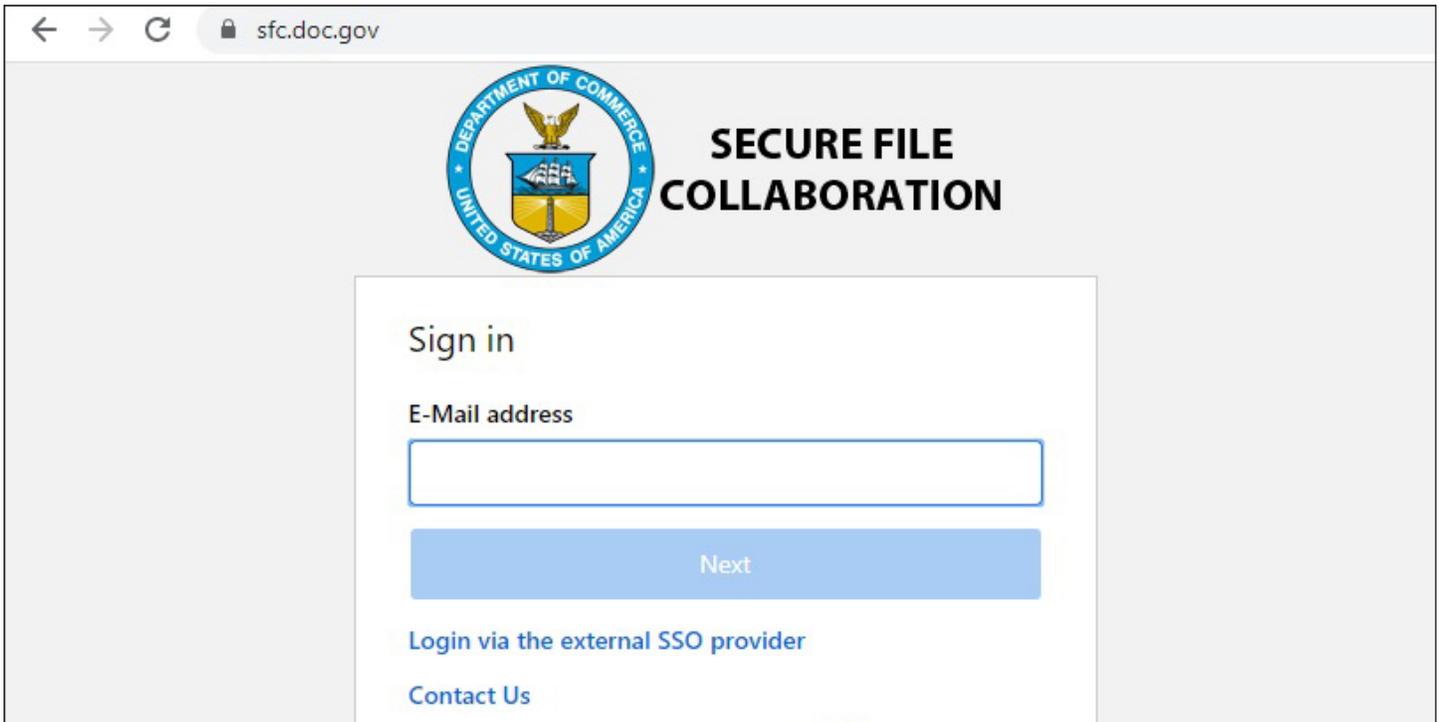
Composing Your Message

This is the initial page for Kiteworks. Click on the "**Compose**" button in the upper left to create a message.
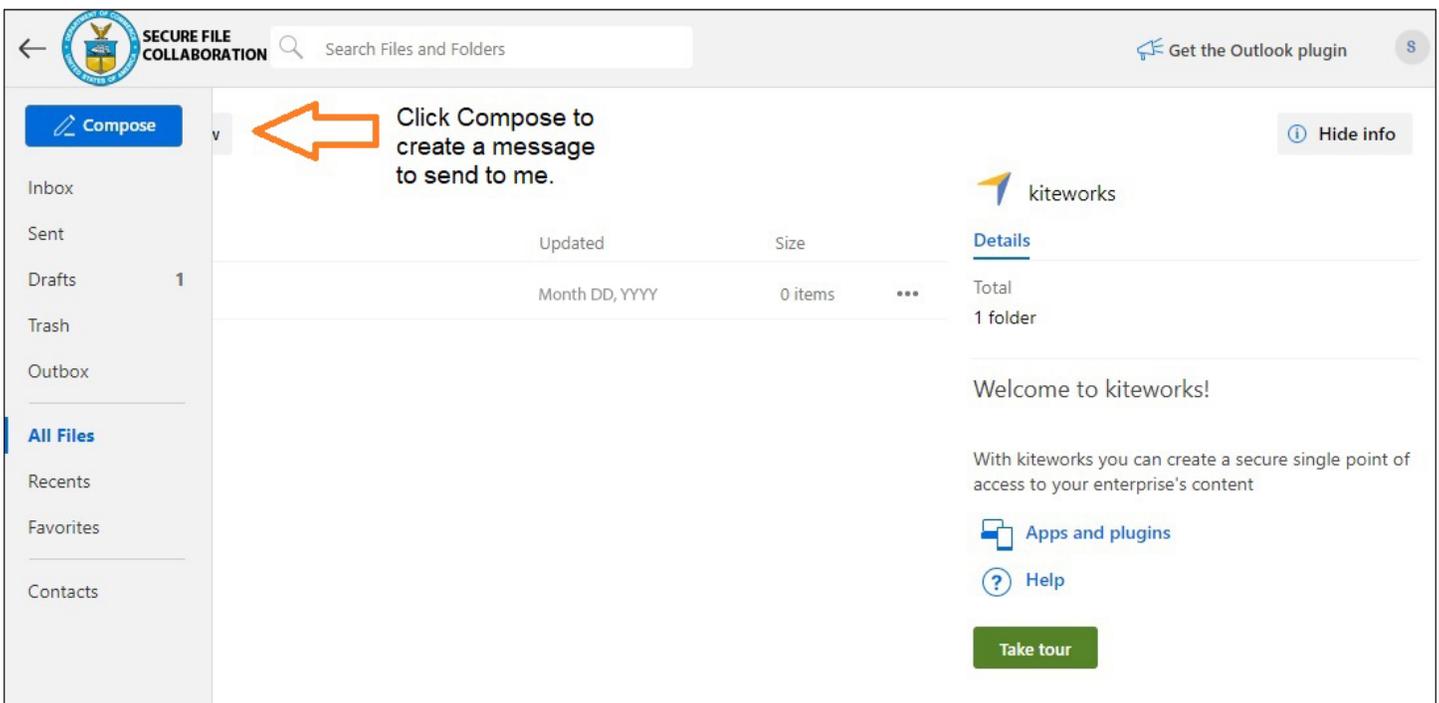
Enter the Permit Office email address (**piro-permits@noaa.gov**) in the "To" line. In the message field, clearly identify yourself, your vessel, and what application you are submitting. Do not click "Send" until you attach your application and required documents using the "Add Files" button at the bottom.

When you click on the "**Add Files**" button, you will see three choices. Choose "**Upload local files**," which refers to files that are on your computer.
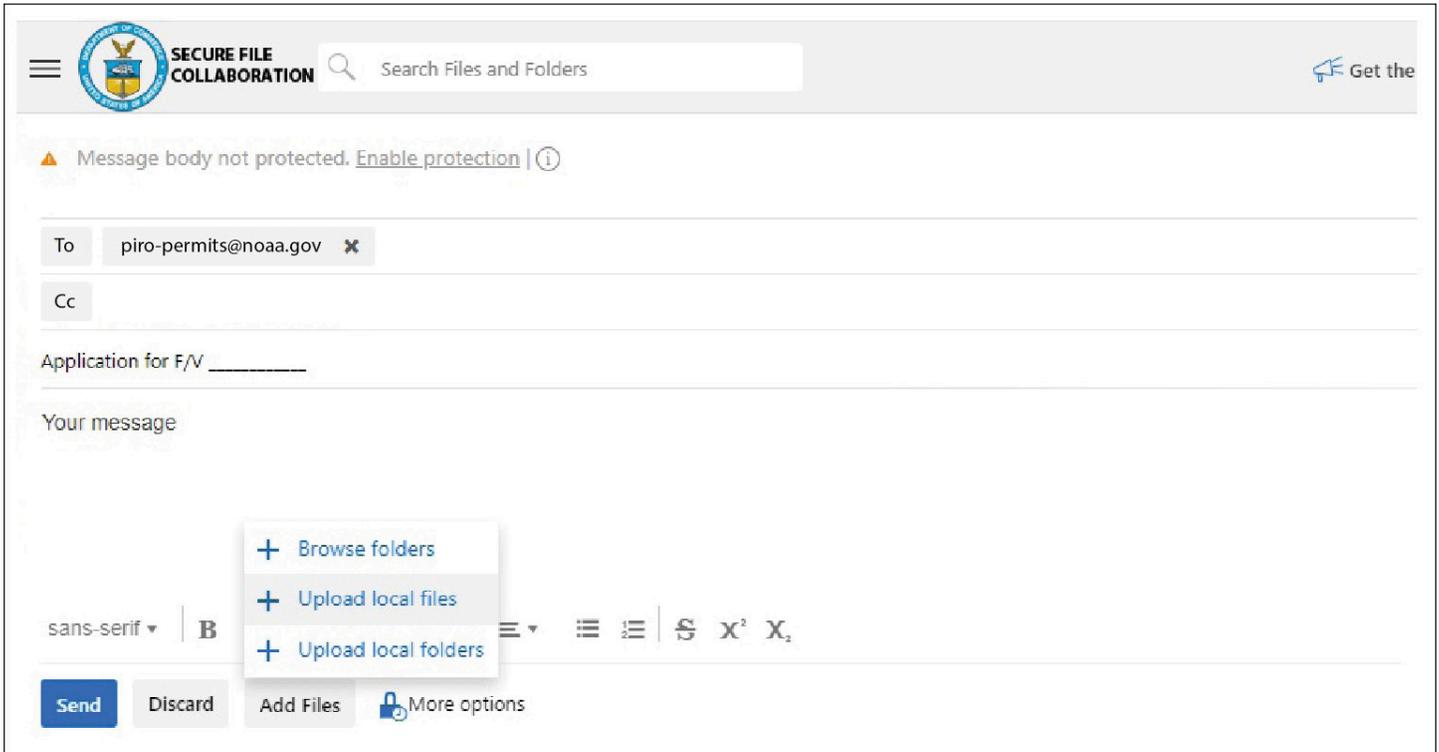
Your files menu may look different than what is shown in this screenshot. You need to navigate to where you stored your files and select them to attach them to the message. Select the file(s) and click "**Open**."
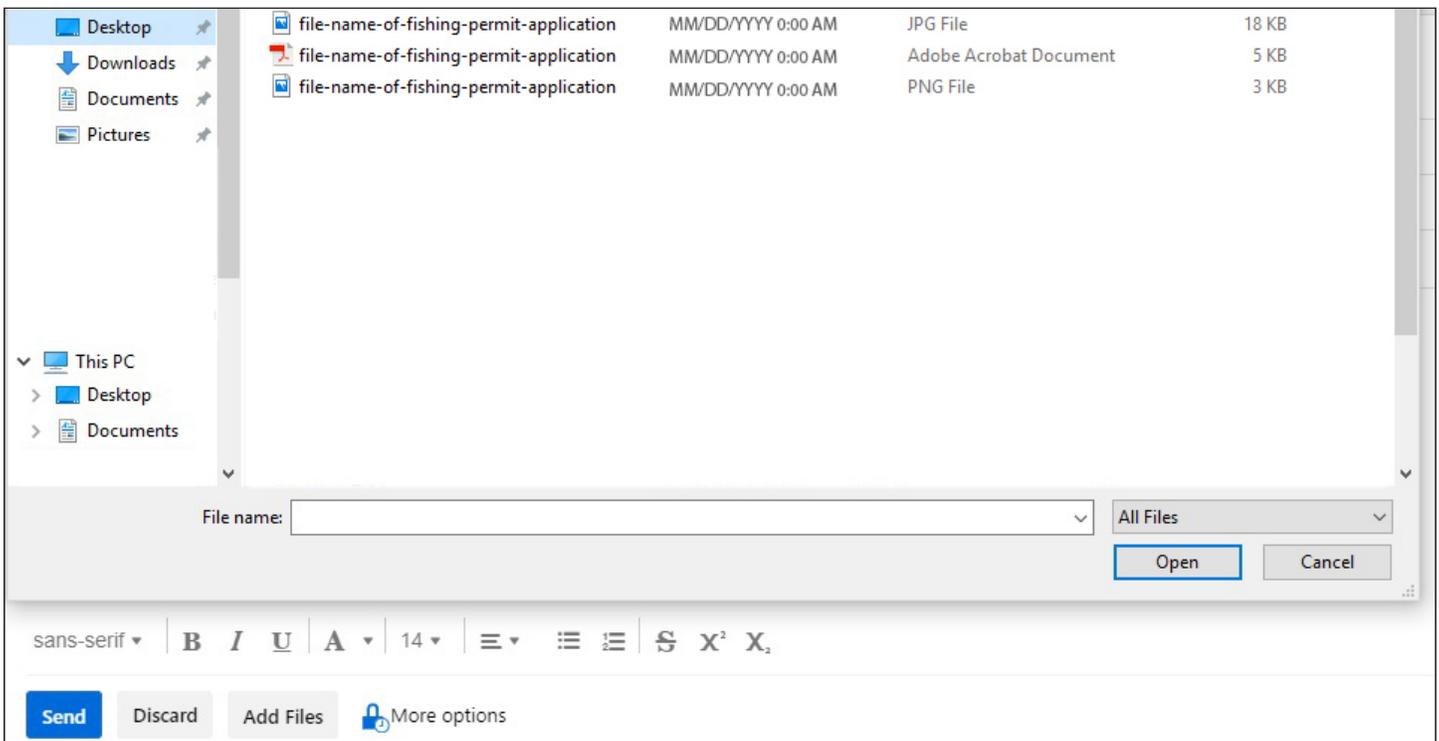
You may confirm that your file is attached by scrolling down to the bottom of your message, shown here.
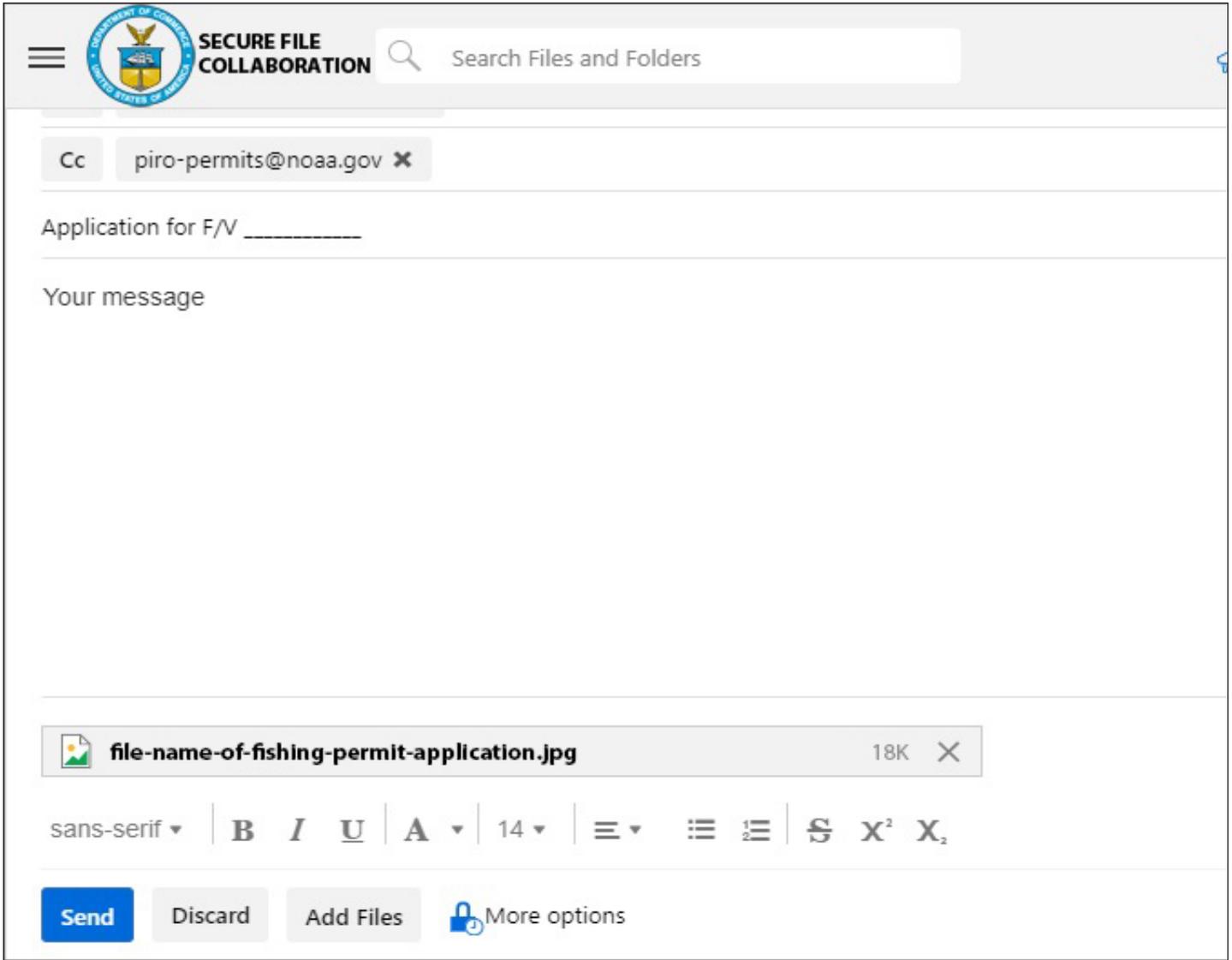
After you have attached all of your documents, click the "**Send**" button. Wait until Kiteworks finishes sending the message. You may now sign out of Kiteworks by clicking on the blue capital letter in the upper right corner and selecting "**Sign out**." Kiteworks will notify the Permits Office to confirm that you have sent your message.
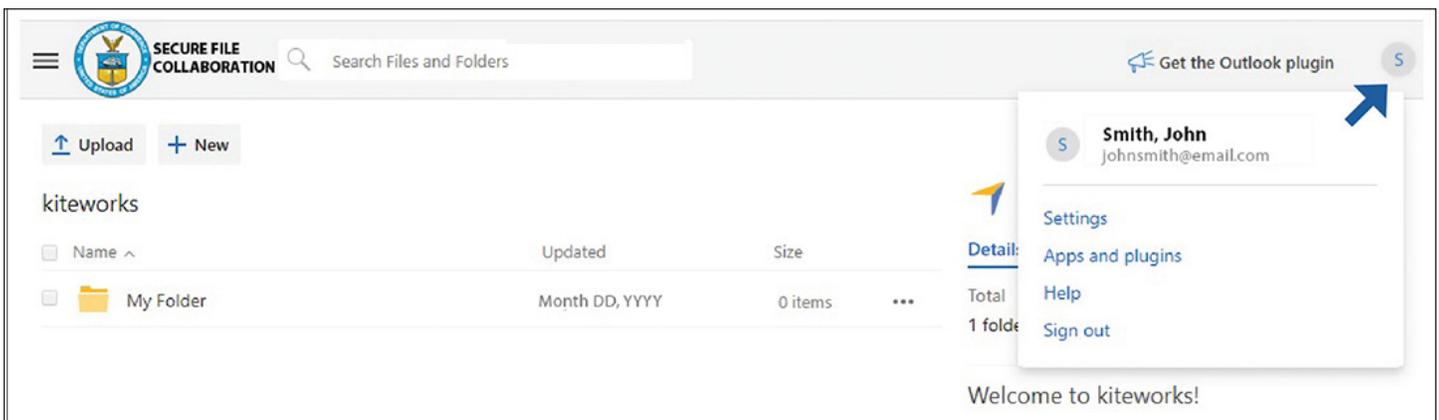
Pay the Application Processing Fee Using Pay.gov

Pay.gov is operated by the U.S. Treasury as a secure way to pay a processing fee online.

If your permit application requires a fee, you will receive an email from pay.gov. The email will have a link to the pay.gov website and an Access Code, which you must enter on the pay.gov website.

An example email is shown below. Please note the link to the pay.gov website and the Access Code. Your access code won't be the same.

From: <notification@qa.pay.gov>
Date: Tue, Mar 31, 2020 at 10:27 AM
Subject: qaext TEST: Accessing your U.S. government electronic bill for National Permit System
To:

An official email of the United States government

Pay.gov

In an effort to streamline payments and reduce costs, the U.S. government is offering the ability for customers to view and pay bills electronically for National Permit System. This agency has chosen to use the U.S. Treasury's free and secure electronic payments system, Pay.gov, for this service. There are two steps you need to complete to view and pay this bill electronically:

1) Access Pay.gov - Click https://qa.pay.gov/public/accesscode to access Pay.gov or you can choose to access the Pay.gov homepage and click the Get Started link under the "Use my Access Code" section.

2) Enter Access Code - The system will prompt you for the Access Code below and then ask you a security question provided by the agency. Once you answer the question correctly, you will be eligible to receive and pay this bill electronically. Your Access Code will be valid for one year from the date of issuance and you may use it multiple times to view your pending bill.

Access Code: 26971061

If you have any questions about this request, please contact the Permits Office at (808) 725-5190 or piro-permits@noaa.gov. Note: The access code in this email provides online access for bills for National Permit System and, if you choose, allows you to view and pay your bill without the use of a Pay.gov user account. However, if you already have a Pay.gov user account, you may sign in with your user account and enter the access code as instructed above to gain access.

Pay.gov is a program of the U.S. Department of the Treasury, Bureau of the Fiscal Service

Once logged in to the web site, follow the on-screen instructions.

Here are some sample screens.

Enter your Access Code.

Enter Access Code - Step 1

Please enter the data below to complete an access request provided to you by a government agency. Required fields are marked with an *

* Access Code

[   ]

Submit   Cancel

Pay.gov requires you to answer a security question. The Permits Office will send you your own unique answer to the question in a separate email. To protect your information, no other applicant will get the same question and answer combination.

Enter Access Code - Step 2

Please provide the correct answer to the question below. Required fields are marked with an *

If you do not know the answer, please contact the Permits Office at (808) 725-5190 or piro-permits@noaa.gov.

Access Code: 26971061

Agency Name: NOAANMFS

Application Name: National Permit System

* Question:
What is your dog's name?

* Answer

[   ]

Submit   Cancel

Once you answer the security question, review your eBill. If everything looks OK, click "**Pay Bill**."

Select a payment method and then click the "**Next**" button.

Here's what a credit card screen will look like. Fill in the user information as required in the top portion.

National Permit System Bill

✓	✓	3	4	5
Before You Begin	View Bill	Enter Payment Info	Review & Submit	Confirmation

Please provide the payment information below. Required fields are marked with an *

* Payment Amount

$69.00

* Cardholder Name

Then fill in the payment information in the bottom portion. When you're done, click "**Review and Submit Payment**." Pay.gov will notify the Permits Office to confirm your payment.

* Card Number

VISA [card logos]

* Expiration Date

Select ...   Select ...

* Security Code

What's this?

Previous   Return to Bill   Cancel   **Review and Submit Payment**

Approval and Issuance of Permit

After we approve your application, we will email your permit and any transmittal letters. 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 you have any questions, please contact the Permits Office at **piro-permits@noaa.gov** or **(808) 725-5190**.