**Mail completed applications to**:

**Dept. of Marine Resources, attn: Special License, 21 State House Station, Augusta, ME 04333 or fax: (207) 624-6024**

**Or email: amanda.ellis@maine.gov Tel: (207)624-6573**

To allow time for processing submit applications *at least 90 days* prior to the requested date of issuance. Amendment requests submit at least 30 days prior. Missing or incomplete applications may be returned. Enter “NA” for items that are not applicable. Attach separate page(s) if needed. Please type or print.

**1. Type (Check):** New application: [ ] Annual renewal: [ ]\* Amendment request: [ ]\*

 Report required: No [ ] Yes [ ] (electronic copy)

 \*Previous or current Special License Number:

**2. Applicant(s)**

Primary license holder Name *(first, middle, last)*:

Marine Resources violation in the past 7 years: None [ ] If yes [ ] attach copy of waiver

Date of birth (required):

Phone(s)/Fax, email address:

Residential Address:

City, State, Zip:

Business Address:

City, State, Zip:

Secondary license holder Name *(first, middle, last)*:

Marine Resources violation in the past 7 years: None [ ] If yes [ ] attach copy of waiver

Date of birth (required):

Phone(s)/Fax, email address (not mandatory):

Residential Address:

City, State, Zip:

Business Address:

City, State, Zip:

**3. Fees (check):**

 **1. Filing Fee (applies to new applications):** $100 [ ]

 **2. Annual Fee (for new applications and renewals):**

 1-2 names: $50 [ ]

 3-10 names: $100 [ ]

 11-20 names: $200 [ ] etc.

**4. Vessel Safety Inspection report** (USCG CFVS) per vessel, attached: Yes [ ]

Maine Registration and or Federal Documentation number:

Vessel Name:

Owner:

**Issuance** date:

If vessel has a USCG Passenger Carrying Certification check [ ], if checked:

List issuance and certification expiration dates:

Name of Vessel:

Owner:

If no vessel or only non-powered vessel(s) is/are used for the exempted activities requested check [ ], and no safety inspection report is required.

**5. Briefly describe the purpose of your request (Why), and if this request is for research only describe how the research will help with future Marine Resources management decisions:**

**6. Protected species** interactions (direct or indirect) No [ ] Yes [ ] if yes, attach a copy of your correspondence. If requesting an exemption for any federally endangered, threatened or listed species of concern, provide in writing information about your contact with the respective federal agency, listing any conditions or requirements by that agency.

**7. Describe activity (What):**

**8. List species and quantity:**

**9. Describe gear type to be used to collect specimens (How):** amount of gear; physical description and dimensions; describe biosecurity and handling techniques if applicable; describe disposition of animals if applicable.

**10. Dates,** list project start and end date (Special Licenses are valid through December 31 of each year):

**11. Where**

List Site(s) of collection at a cove, bay, region, town(s), etc:

Housing location (address, laboratory, hatchery, etc):

Release location, if applicable and contingent upon prior approval:

**12. Exemptions:** Please list the statutes and/or regulations you are requesting exemption from. Statutes and regulations are found here: <http://www.maine.gov/dmr/laws-regulations/regulations/>

***Applicant signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*FAQ’s**

**Date:**

**To allow time for processing submit Special License (SL) applications *at least 90 days* prior to the requested date of issuance. Submit amendment requests at least 30 days prior. Missing or incomplete applications may be returned. These deadlines are necessary to reduce processing time particularly for complex requests. SL’s may be required to be reviewed by multiple staff that may not be immediately available at the time of your application date.**

 **Also, your application will be reviewed by staff to determine if and when a presentation before the DMR Advisory Council is required. If required you will be informed of the date and location of the meeting and agenda.**

**1. Annual renewal: After the first year a special license (SL) may be renewed up to 4 times.**

**An amendment is not a “renewal”; a SL may be amended during the year for adding or dropping names or vessels; or adjusting project work. Repetitive amendments are discouraged; please consolidate amendment requests as much as possible.**

**If a report is due from the previous year it must be submitted by the time of renewal request.**

**2. Who**

**Date of birth is mandatory.**

**Complete names, no nicknames**

**If this is a renewal request with new names all contact information is required to be submitted for all new names.**

**Email addresses are required for the primary license holder(s) as the license will be issued as a PDF file and emailed unless otherwise requested. Unless requested a hardcopy will not be mailed. Email addresses for the secondary license holder(s) are requested but not mandatory.**

**If your information requires more space than the form allows please use or attach additional pages.**

**Names that have a Marine Resources violation history (guilty) in the past 7 years, within the resource being requested exemptions in the special license; or as determined upon review by Marine Patrol, do not qualify for a special license. A waiver may be requested in writing by an appeal to the Commissioner. Describe why the appeal for a waiver is necessary. The person may be added only after a decision is made by the Commissioner to provide a waiver.**

**You may request more than one primary license holder name.**

**Secondary license holders are persons that may be listed on the special license to also be covered by the exemptions. They may also be persons would who will be sampling without the presence of the primary license holder. Teachers with students under their direct supervision in the field or class and are always present when using the special license are not required to provide every student’s name; only those who would be using the exemptions in the absence of their teacher.**

**Names may be changed or added during the year by requesting an amendment. If fees apply an additional fee may be required.**

**3. If you wish to pay by credit card please telephone the contact information listed.**

**Special licenses are issued on an annual basis and may be renewed up to 4 times or for 4 more years. The new application fee is paid in year one plus the issuance fee based on the number of names, see page one of application form. During renewal years 2-5 only the renewal fee is paid based on the number of names. Should the license be requested in year six the cycle starts over with the new application fee being required plus issuance fee based on the number of names.**

**4. Effective January 1, 2008 all vessels engaged in the authorized activity must carry a current US Coast Guard “Commercial Fishing Vessel Inspection Decal”. The cost of the inspection is free and assures that the inspected vessel has met all the federal safety requirements for safety equipment and training of the crew. Proof\*\* of the inspection must be received prior to issuance of your DMR Special License. This applies to all vessels used in any aspect of the SL activities including fishing vessels, college research vessels, state agency or private vessels. The CFVS inspection is the standard applied to all categories.**

**CFVS Safety Inspections issued as of June 28, 2011 are valid for 2 years. Also, a grace period is allowed through the end of the expiration month to renew and still be current.**

 **For US Coast Guard contact information see web page:** [**http://www.uscg.mil/d1/sectNNE/cfvs.asp**](http://www.uscg.mil/d1/sectNNE/cfvs.asp)

**Or Contact information:**

**Exams South: Mr. Kevin Plowman (Seabrook NH - Rockland ME)** **Email** **Office: (207) 780-3256 Fax: (207) 741-5477 Cell: (207) 899-6278**

**The only Exceptions to this requirement include**

**1. Non-powered vessels;**

**2. Vessels operating within the DMR Lobster Sea Sampling Program; and**

**3. Vessels which hold a USCG Passenger Carrying Certification (verification or copy required).**

**5. Why: if this is for a doctoral thesis describe in summary; if for a federal grant provide the executive summary or link if available; or describe your education curriculum; research, etc. If the requested license is for any form of research you must describe how this research would help with future marine resources management decisions.**

**6. Protected Species: If requesting an exemption for any federally endangered, threatened or listed species of concern, provide in writing information about your contact with the respective federal agency, listing any conditions or requirements by that agency. This may be an email provided there is contact information included. If your SL application needs to be modified based on the federal review please adjust your application prior to submission to prevent unnecessary delays.**

**7. What: Be concise in describing your project.**

**8. Species and quantity: List scientific names and or common names. If the quantity is variable then explain.**

**9. How: If tagging, supply information about the type of tag, and how the animal will be handled, etc.**

 **If animals are to be released back overboard this needs to be ok’d to prevent the potential spread of disease or pathogens.**

 **Also, if multiple gear types, multiple sites, varying species, and various dates, will be sampled a summary table is requested in addition to the text; this would apply to FAQ sections 7, 8, 9 and 11.**

**10. Dates: All SL’s expire on or before the end of the current calendar year. You may have a 3 year project, in which case the new application year counts as year one and the next two years would be the first and second renewal years. If you request 4 renewals the license could be annually renewed up to four times after the first year. The sixth year would require a restart as if you were applying for a brand new application. The new application fee would apply always in the first new application year. See fees in section 3.**

**11. Where: Any land use permission must be obtained separately by the license holder whether private, federal, state, municipal or Tribal land ownership.**

**12. Exemptions requested: You are required to list the statutes and or regulations** you are requesting to be **exempted from. The following web links connect to the DMR laws and regulations:** [**http://www.maine.gov/dmr/lawsandregs.htm**](http://www.maine.gov/dmr/lawsandregs.htm) **If you require assistance please seek assistance prior to submission of your application.**

**13. Conditions: All special licenses contain conditions specific to the custom license for exemptions requested. Some of these are standard and are listed below.**

* **Marine Patrol** Division I, west of Port Clyde, tel. (207) 633-9595 or Marine Patrol Division II, east of Port Clyde, tel. (207) 667-3373, **shall be contacted** at least 24 hours prior to all anticipated activities to make arrangements as to the necessary frequency when to contact Marine Patrol with Special License (SL) number, dates, location(s) of activities, name of special license holder, if transporting of specimens will occur, etc. A log of your contact with Marine Patrol is advised. **Failure to contact Marine Patrol shall be grounds for the immediate revocation.**
* **USCG CFVS:** If any powered vessels are used SL’s are contingent upon those vessels holding current USCG commercial fishing safety inspections.
* **No marine organism** authorized under this SL shall be used for human consumption. *This is usually added if a license provides an exemption from an area in the closed status such as for red tide/toxin closures or bacterial pollution closures.*
* **Specimens that expire** must be properly disposed of by means other than overboard discharge into marine waters. *This is frequently used if animals are held for an extended period of time, which may develop pathogens we do not wish to be spread; or may have been in waters with other organisms that have come from other areas; or are exotic or non indigenous species we do not wish to be spread further around the coast.*
* **Penalty:** Any infraction of these conditions or any violation of any Marine Resources laws shall be grounds for the immediate revocation of this Special License. Pursuant to 12 M.R.S. §6074(9) an individual who fails to comply with the conditions or limitations on the licensed activity under this section commits a civil violation for which a fine of not less than $100 nor more than $500 may be adjudged.
* **Additional** conditions may be added at the discretion of the Commissioner.
* **Reporting: Most research type SL’s require a copy of the research, results or data to be submitted at the end of the year or research term with period status report in the interim. These are requested to be submitted in electronic format. A renewal may not be issued if the previous year’s report has not been submitted.**

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