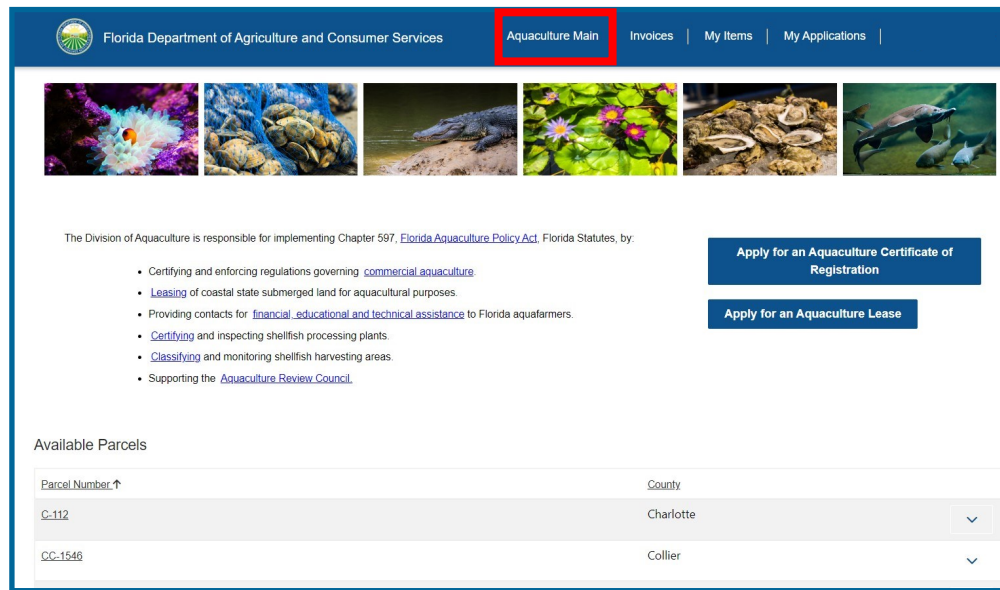


Portal Navigation Guidance Document

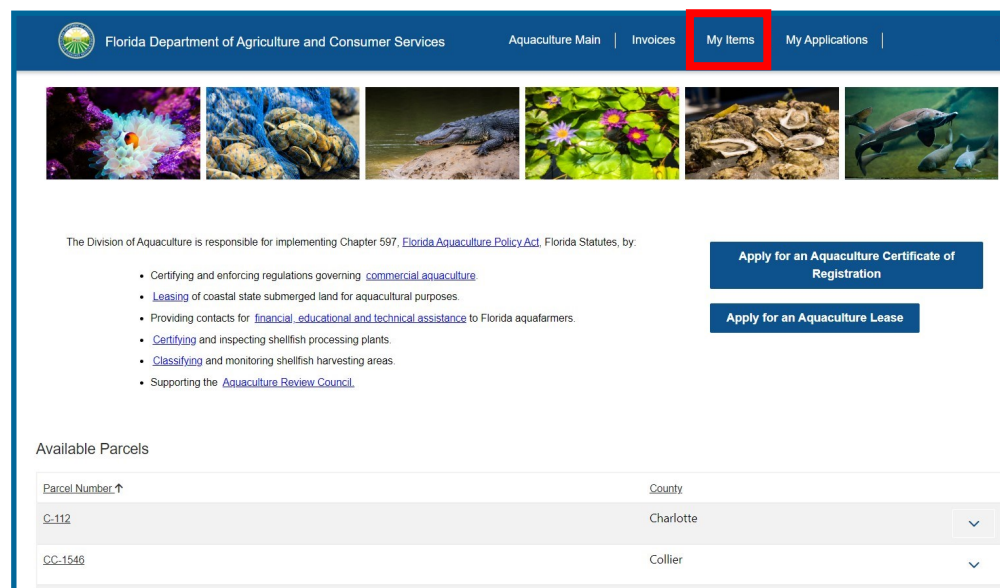
<https://aquacultureportal.FDACS.gov/>

This guidance document helps customers navigate through the FDACS Division of Aquaculture Portal. For any questions, please contact the Florida Department of Agriculture and Consumer Services Division of Aquaculture at (850) 617-7600 or Aquaculture_Web@FDACS.gov.

1. Once signed in, you will see the **Aquaculture Main** Page. You may return to this page at any time by selecting **Aquaculture Main** from the banner at the top of the page.



2. From the Aquaculture home page click the **My Items** tab.



My Items

You will have the ability to view all your items under **My Items**.

Here you're able to view:

- ⇒ Certificates
- ⇒ Certificate Renewals
- ⇒ Leases
- ⇒ Action Items
- ⇒ Previously Signed Off Acknowledgements

Florida Department of Agriculture and Consumer Services

Parcels | Invoices | **My Items** | My Applications | Raji Mathialagan

My Certificates

Apply for a Certificate

Name ↑	Applicant Name	Aquaculture Certification Number	Company/Organization Name	County of Facility	Created On	
	Raji Mathialagan				9/17/2024 2:51 PM	▼
AQ11111111	Raji Mathialagan	AQ11111111	So Koi LLC	Leon	9/11/2024 12:32 PM	▼
AQ33333333	Raji Mathialagan	AQ33333333	Not All That Glitters is Goldfish	Leon	9/17/2024 11:06 AM	▼
Raji Mathialagan - AQ-3355	Raji Mathialagan	AQ-3355			9/4/2024 9:44 AM	▼
Raji Mathialagan - AQ-3435	Raji Mathialagan	AQ-3435		Bradford	9/3/2024 3:29 PM	▼
Raji Mathialagan - AQ-34455	Raji Mathialagan	AQ-34455			9/4/2024 9:40 AM	▼
Raji Mathialagan - AQ-3499	Raji Mathialagan	AQ-3499	H50	Palm Beach	9/4/2024 2:46 PM	▼

Certificate Renewals

Case Title

There are no records to display.

My Leases

Name ↑

My Action Items

Name ↑	Due Date ↓	Priority
Send check	9/20/2024	Medium
Test Action Item	9/6/2024	High
Upload Document	9/12/2024	High

Active Acknowledgments

Acknowledgment Type	Assigned To	Acknowledgment Status
There are no records to display.		

Previously Signed Off Acknowledgements

Acknowledgment Type	Assigned To	Acknowledgment Status
Authorized User Acknowledgement	Raji Mathialagan	Sign Off Complete ▼

If nothing is shown, such as action items or acknowledgements, then you have no applicable items. If you are missing any leases or aquaculture certificates, please contact the Division of Aquaculture at (850) 617-7600.

My Action Items

Search

Name ↑

Due Date ↓

Priority

There are no records to display.



My Items - My Certificates

You will have the ability to view all your certificates here. The certificate information will be read-only.

My Certificates						Apply for a Certificate
Name ↑	Applicant Name	Aquaculture Certification Number	Company/Organization Name	County of Facility	Created On	
	Raji Mathialagan		Mathi LLC	Brevard	10/9/2024 11:39 AM	View Details
1998	Raji Mathialagan	1998	Maxwell And CO	Baker	8/24/2024 8:56 AM	
AQ-0310	Raji Mathialagan	AQ-0310	Mathi LLC	Bay	10/3/2024 11:32 PM	
AQ-3434	Raji Mathialagan	AQ-3434	Mathi LLC		9/24/2024 1:24 PM	
AQ-7485	Raji Mathialagan	AQ-7485		Bradford	9/26/2024 3:30 PM	
AQ-LEASE	Raji Mathialagan	AQ-LEASE		Alachua	9/24/2024 10:42 AM	
AQ-nolease	Raji Mathialagan	AQ-nolease		Alachua	9/24/2024 10:40 AM	
AQ-test	Raji Mathialagan	AQ-test			9/24/2024 12:52 PM	
AQ-testcertificate1	Raji Mathialagan	AQ-testcertificate1			9/17/2024 2:51 PM	

My Items - My Leases

You will have the ability to view all your leases here. The lease information will be read-only.

My Leases								Apply for a Lease
Name ↑	Lease Number	Parcel	Lease Title	Lease Type	Lease Status	Created On ↓	Expiration Date	
05-AQ-03176	05-AQ-03176	B-1008		253 aquaculture lease	Active	1/6/2025 7:53 AM	12/10/2029	View Details
08-AQ-02363	08-AQ-02363	C-112		253 aquaculture lease	Active	12/12/2024 12:31 PM	2/7/2028	
08-AQ-3187	08-AQ-3187	C-1000		253 aquaculture lease	Active	1/10/2025 1:13 PM		
15-AQ-02343	15-AQ-02343	D-215		253 aquaculture lease	Active	11/20/2024 10:37 AM	11/18/2011	
15-AQ-3212	15-AQ-3212	D-103		253 water column lease	Active	4/16/2025 12:22 PM	8/14/2025	
41-AQ-02348	41-AQ-02348	MAN-301		253 water column-bottom prohibited	Active	11/21/2024 2:36 PM	7/17/2027	
65-AQ-02319	65-AQ-02319	W-1012		253 water column lease	Active	11/18/2024 11:42 AM	11/18/2025	



My Items - My Action Items

You will have the ability to view all your pending action items under this section. Action items alert you when the Division needs additional items to continue processing your application or renewal.

My Action Items		
		Search 
Name ↑	Due Date ↓	Priority
Send check	9/20/2024	Medium
Test 0310		Medium
Test Action Item	9/6/2024	High
Upload Document	9/12/2024	High

General

Name *
Send check

Due Date
9/20/2024

Priority
Medium

Created On
9/4/2024 9:58 AM

Description / Comments
—

My Items - Acknowledgements

You will have the ability to acknowledge the following options by clicking on **Open and Sign**:

1. Authorized User
2. Transfer Application
3. Sublease Application
4. Lease Modification

Active Acknowledgements		
Acknowledgement Type	Assigned To	Acknowledgement Status
Authorized User Acknowledgement	Raji Mathialagan	Not Signed Off 
Sublease Acknowledgement	Raji Mathialagan	Not Signed Off 
Transfer Acknowledgement	Raji Mathialagan	Not Signed Off 
Authorized User Acknowledgement	Raji Mathialagan	Not Signed Off 
Authorized User Acknowledgement	Raji Mathialagan	Not Signed Off 



My Items - Authorized User Acknowledgements

If an Authorized User is added to the lease, acknowledgements will be created for any joint leaseholders and for the intended authorized users. The application for an Authorized User is considered the acknowledgement from the individual who submitted the application. Be sure to fill out acknowledgements in their entirety.

Authorized User

Lease

Lease

07-AQ-02352

Authorized User Information

Application For a Company

☒ No ☐ Yes

First Name *

Middle Initial

Last Name *

Email Address *

Form Expiration Date is June 30th *

Select

Aquaculture Certificate Number (Optional)

Next

Authorized User Acknowledgments

User acknowledges that User has read and agrees to comply with the terms and conditions of the Lease. I certify that I, the User, listed above are 18 years old or older. Cancellation or transfer of the lease(s) voids this authorization and use of listed lease(s).

☐ No ☒ Yes

I certify that this applicant is 18 years or older.

☐ No ☒ Yes

This completed form must be provided annually to the Florida Department of Agriculture and Consumer Services (FDACS) in order to process an application for an Aquaculture Certificate of Registration for Authorized Users of submerged state lands. This form is only valid if submitted to and approved by FDACS and a valid Aquaculture Certificate of Registration is issued and maintained by the Authorized User.

This Notice expires June 30 each year

☐ No ☒ Yes

Signature Date

Signature *

Please type your full name.

12/16/2024

Submit



My Items - Transfer Acknowledgements

If a lease is transferred, acknowledgement forms will be created for any joint leaseholders and the intended transferee. The application for transfers is considered the acknowledgement from the individual who submitted the application.

General Information

Acknowledgement Type

Transfer Acknowledgement

x

Q

Assigned To

Raji Mathialagan

x

Q

Request Made For

Matthew Solomon

x

Q

Lease/Leases

05-AQ-02301

Lease Title

Reason For Transfer

Form Expiration Date
Select

Aquaculture Certificate Number (Optional)

If joint leaseholders are attached to a lease, then every leaseholder must sign acknowledgements before the lease transfer may be processed. Joint leaseholders will receive a joint leaseholder sign off, under Acknowledgements.

Joint Lease Holder Sign Off

I authorize the transfer of this lease.

☐ No ☒ Yes

Signature Date

Signature *
Please type your full name.

11/14/2024

Submit



My Items - Lease Modification Acknowledgements

If a lease is modified, acknowledgement forms will be created for any joint leaseholders. The application for lease modifications is considered the acknowledgement from the individual who submitted the application.

Acknowledgement Type	Lease Modification Acknowledgement	x	Q
Assigned To	Raji Mathialagan	x	Q
Modification Type	Product Change	x	Q
Lease/Leases	05-AQ-02301		
Lease Title			
Form Expiration Date	Select		

If joint leaseholders are attached to a lease, then every leaseholder must sign acknowledgements before the lease transfer may be processed. Joint leaseholders will receive a joint leaseholder sign off, under Acknowledgements.

Joint Lease Holder Sign Off
I authorize the transfer of this lease. ☐ No ☒ Yes
Signature Date
Signature * Please type your full name.
11/14/2024

Submit



My Items - Sublease Acknowledgements

If a lease is subleased acknowledgement forms will be created for any joint leaseholders and the intended sublessee. The application for a sublease is considered the acknowledgement from the individual who submitted the application.

General Information

Acknowledgement Type
Sublease Acknowledgement

Assigned To
Raji Mathialagan

Request Made For
Raji Mathialagan

Lease/Leases
05-AQ-01099

Lease Title

Term of Sublease
5

Form Expiration Date
Select

Sublessee Acknowledgments

The Lessee must act responsibly and ensure that all activities performed on said lease are in conformity with all lease terms and conditions.
The applicant understands that the sublease is conditioned upon the approval of the Board of Trustees of the Internal Improvement Trust Fund.
☐ No ☒ Yes

I certify that I am 18 years old or older.
☐ No ☒ Yes

Signature Date

Signature *
Please type your full name.

12/16/2024

Submit

My Items - Previously Signed Off Acknowledgements

- Here you will find the history of any acknowledgements.
- Click on the link or “view details” to view the acknowledgements. The acknowledgements will be read-only.

Previously Signed Off Acknowledgements		
Acknowledgement Type	Assigned To	Acknowledgement Status
Sublease Acknowledgement	Raji Mathialagan	Sign Off Complete
Authorized User Acknowledgement	Raji Mathialagan	Sign Off Complete
Authorized User Acknowledgement	Raji Mathialagan	Sign Off Complete

