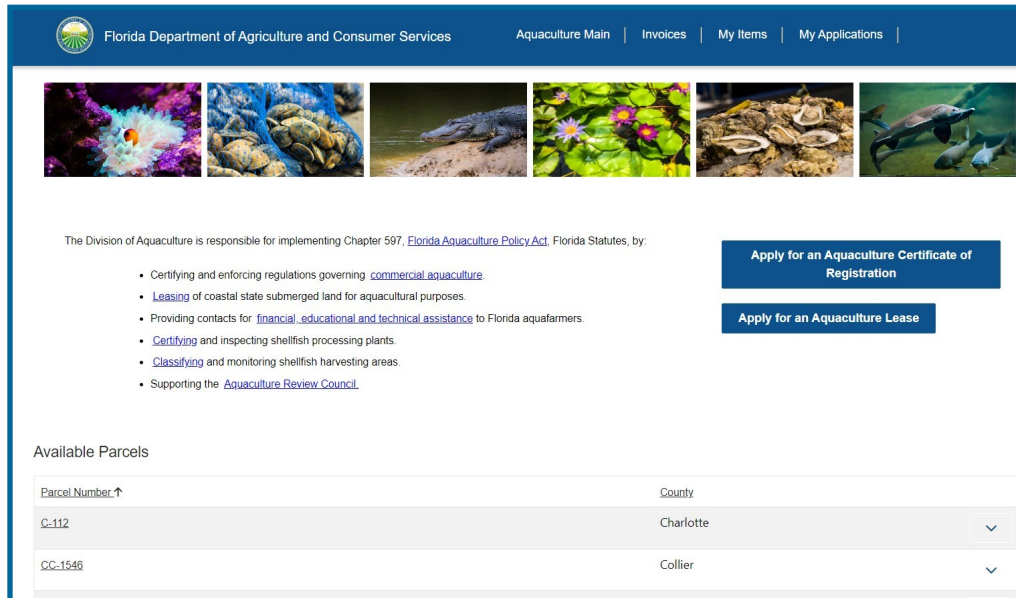


Initial Aquaculture Certificate of Registration Guidance Document

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

This guidance document helps users navigate their way through the FDACS Division of Aquaculture portal to apply for an Aquaculture Certificate of Registration. 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.

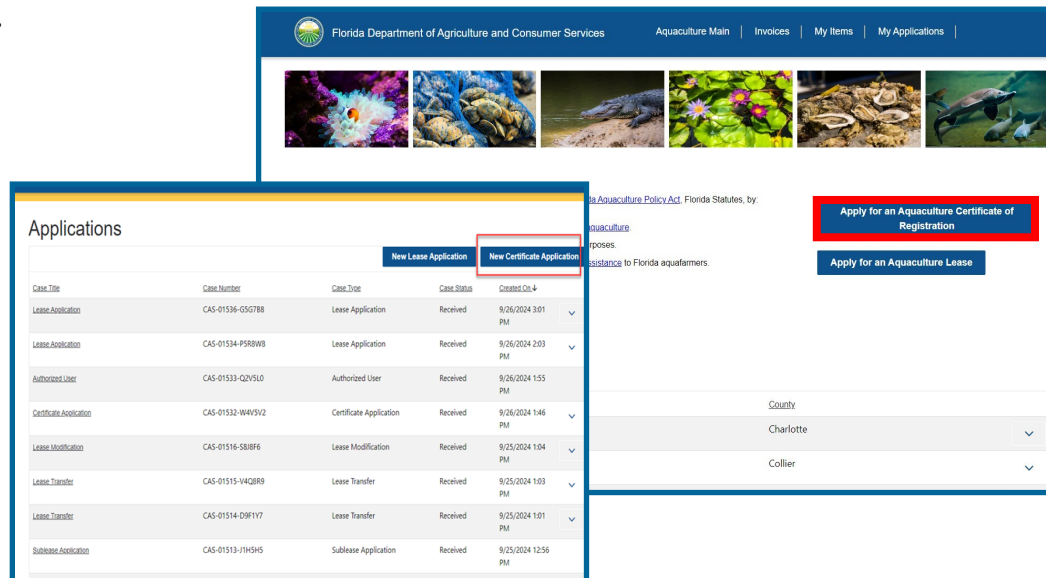
Once signed in, you will see the **Aquaculture Main Page**.



The screenshot shows the 'Aquaculture Main Page' of the Florida Department of Agriculture and Consumer Services. The header includes the department logo and navigation links: 'Aquaculture Main', 'Invoices', 'My Items', and 'My Applications'. Below the header is a row of six images depicting various aquatic life. The main content area features a list of responsibilities for the Division of Aquaculture, including certifying regulations, leasing land, providing assistance, inspecting processing plants, and supporting the Aquaculture Review Council. To the right of this list are two buttons: 'Apply for an Aquaculture Certificate of Registration' and 'Apply for an Aquaculture Lease'. Below this is a section titled 'Available Parcels' with a table listing parcels by number and county.

Parcel Number ↑	County
C-112	Charlotte
CC-1546	Collier

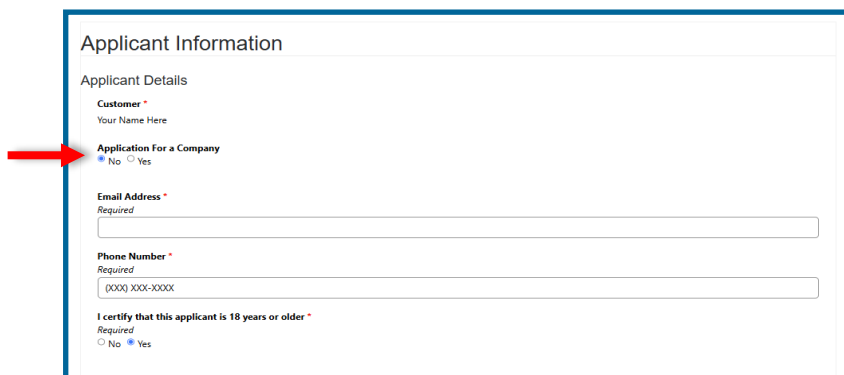
Once signed in, you may apply for an Aquaculture Certificate of Registration by selecting **Apply for an Aquaculture Certificate of Registration** or by selecting **My Applications** then **New Certificate Application**.



The screenshot shows the 'Applications' page of the Aquaculture portal. The header is identical to the previous page. Below the header is a row of six images depicting various aquatic life. The main content area features a table of applications with columns for Case Title, Case Number, Case Type, Case Status, and Created On. To the right of the table are two buttons: 'Apply for an Aquaculture Certificate of Registration' and 'Apply for an Aquaculture Lease'. Below this is a section titled 'Available Parcels' with a table listing parcels by number and county.

Case Title	Case Number	Case Type	Case Status	Created On ↓
Lease Application	CAS-01536-Q5G788	Lease Application	Received	9/26/2024 3:01 PM
Lease Application	CAS-01534-P5R8W8	Lease Application	Received	9/26/2024 2:03 PM
Authorized User	CAS-01533-Q2V5L0	Authorized User	Received	9/26/2024 1:55 PM
Certificate Application	CAS-01532-W4V5V2	Certificate Application	Received	9/26/2024 1:46 PM
Lease Modification	CAS-01516-S8B8F6	Lease Modification	Received	9/25/2024 1:04 PM
Lease Transfer	CAS-01515-V4Q8R9	Lease Transfer	Received	9/25/2024 1:03 PM
Lease Transfer	CAS-01514-D9F1Y7	Lease Transfer	Received	9/25/2024 1:01 PM
Sublease Application	CAS-01513-J1H5H5	Sublease Application	Received	9/25/2024 12:56 PM

1. When you begin your application, some **Applicant Details** will be prepopulated within your profile information.
2. You may apply as an individual or as the legal representative of a company, business or organization.
 - ♦ To apply as an individual, select **No** for **Application for a Company** and proceed to the next fields.



Applicant Information

Applicant Details

Customer *
Your Name Here

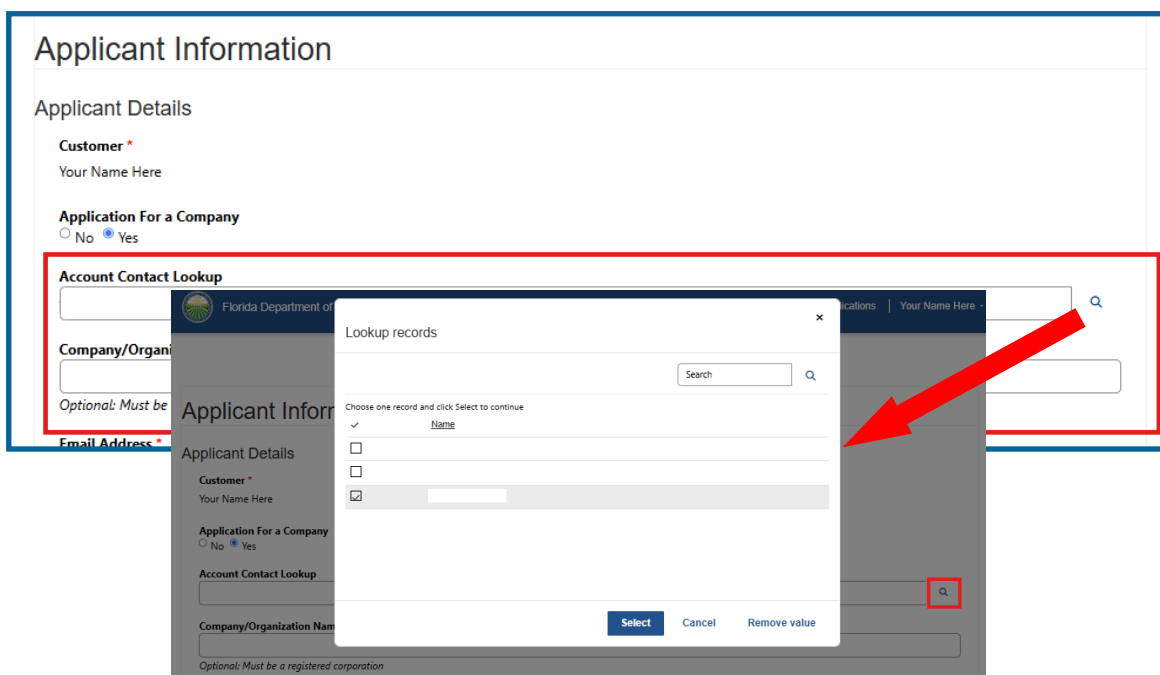
Application for a Company
☒ No ☐ Yes

Email Address *
Required

Phone Number *
Required
(XXX) XXX-XXXX

I certify that this applicant is 18 years or older *
☐ No ☒ Yes

- ♦ To apply for a company, business or organization, select **Yes** for **Application for a Company** and enter the requested information. To process an application for a company, company name must be entered on the application.
 - a. If the business account is already associated with your profile, you may select the company.



Applicant Information

Applicant Details

Customer *
Your Name Here

Application for a Company
☐ No ☒ Yes

Account Contact Lookup

Company/Organization Name

Optional: Must be a registered corporation

Email Address *

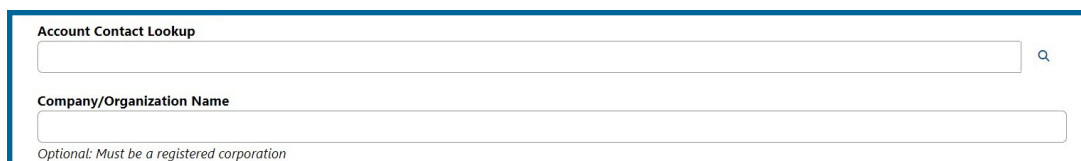
Lookup records

Choose one record and click Select to continue

Name
[Company Name]

Select **Cancel** **Remove value**

- b. If the business account is not linked, type out the company name in the **Company/Organization Name** field.



Account Contact Lookup

Company/Organization Name

Optional: Must be a registered corporation



3. Enter your phone number.
4. Certify you are 18 years or older. **Next** will be enabled only when **Yes** is selected. *Applicants must be 18 years or older to be approved for an Aquaculture Certificate of Registration.*

I certify that this applicant is 18 years or older *

Required

☐ No ☒ Yes

Mailing Address

Address Street *

Required

Street 2

City *

Required

State *

Required

Zip *

Required

Next

5. Enter your **Mailing Address**. To select **State**, use the magnifying glass icon to see a list of states.

Mailing Address

Address Street *

Deer chase lane

Required

Street 2

City *

Lexington

Required

State *

Arizona

Required

Zip *

56758

Required

Next

Mailing Address

Address Street *

Deer chase lane

Required

Street 2

City *

Lexington

Required

State *

Required

Zip *

56758

Required

Next

Lookup records

Search

Choose one record and click Select to continue

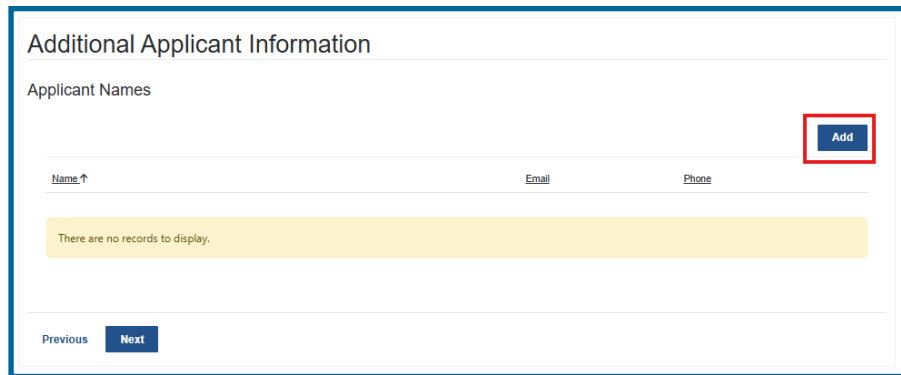
Name	Created On
☐ Alabama	6/14/2024 2:16 PM
☐ Alaska	6/14/2024 2:16 PM
☐ Arizona	6/14/2024 2:16 PM
☐ Arkansas	6/14/2024 2:16 PM
☐ California	6/14/2024 2:16 PM
☐ Colorado	6/14/2024 2:16 PM

1 2 3 4 5

Select Cancel Remove value

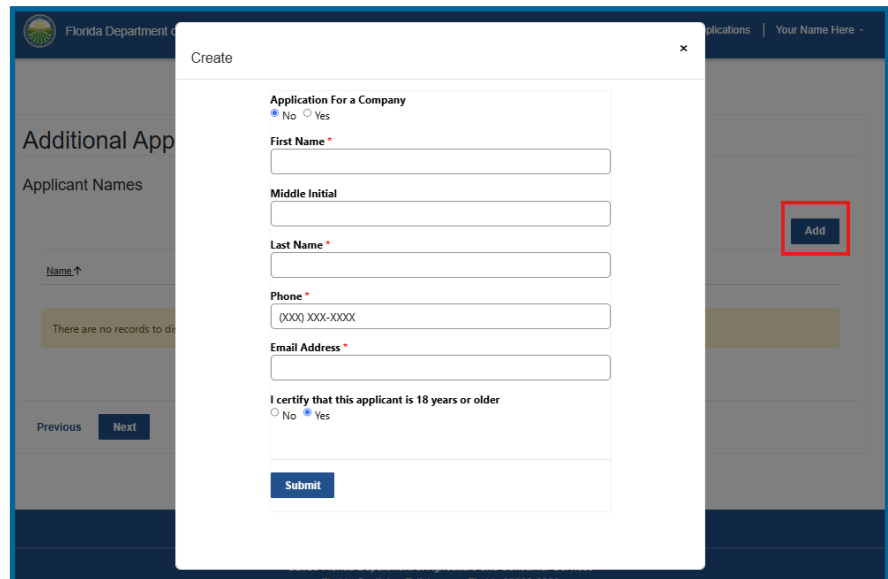


6. Select **Add** to add Additional Applicants if needed.

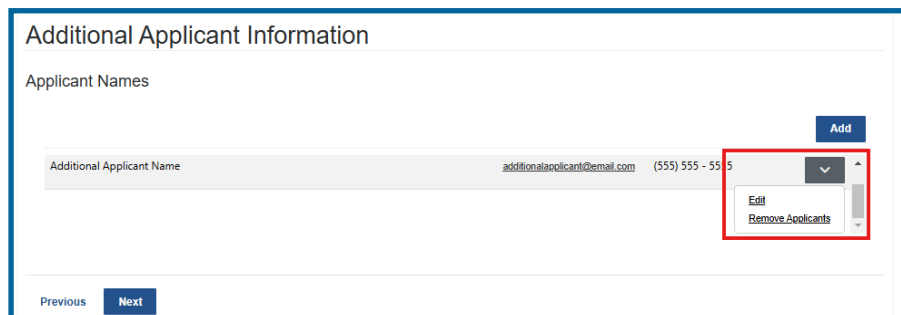


A. A form will be displayed for you to enter the applicant details, including:

- ◆ First Name
- ◆ Last Name
- ◆ Phone Number
- ◆ Email



- B. **Submit** will be enabled only when a Applicant declares the additional applicant as 18 years or older. *Additional applicants must be 18 years or older to be approved for an Aquaculture Certificate of Registration.*
- C. You may edit or remove additional applicants using the drop down then select **Edit** or **Remove Applicants** if needed.



D. Select **Next** when ready to move to the next section of the application.

7. You must select either **Upland Facility** or **Submerged Land** for a certificate application to be processed. You may select both if applicable.

Check and complete applicable options (upland facility and/or submerged land lease(s))

Certificate Information

Upland Facility

Upland Facility Location

☒ No ☐ Yes

Submerged Land

Submerged Land Lease

☒ No ☐ Yes

[Previous](#) [Next](#)

A. If **Submerged Land Lease** is selected as **Yes**, then Submerged Land Lease related

- ◆ If you have a lease, use **Associate Lease** to select your lease.
- ◆ If you do not have a lease executed but have submitted a lease application, use the magnifying glass icon by **Lease Application** to select your application.
- ◆ If you are unable to associate a lease or lease application, continue to the next step. Division Staff will incorporate the lease(s) once they have been executed.

Submerged Land

Submerged Land Lease

☐ No ☒ Yes

Lease Application

[🔍](#)

Submerge Land Lease(s)

List applicable submerged lease number(s) to be covered by this certificate.

[Associate Leases](#)

Name ↑	Lease Number	Parcel	Lease Title	Lease Type	Lease Status	Created On
There are no records to display.						

- B. If **Upland Facility Location** is selected as **Yes**, then upland-related fields will be shown for you to enter the details of your facility.

Certificate Information

Upland Facility

Upland Facility Location
☐ No ☒ Yes

Facility Address *

Facility Address 2

County of Facility *

Please Only Select One Of The Following Options As "Yes":

I own the upland facility
☒ No ☐ Yes

I rent the upland facility
☒ No ☐ Yes

The facility is a school
☒ No ☐ Yes

Other Facility Type (Free Text):

Production Facility Description(s): *
Please include type(s) of production units, size, quantity, and anticipated production below

- ◆ You must choose your ownership type for an upland facility. You may only choose one option. **Other Facility Type** is considered a choice. If **Yes** is selected for one ownership type, the other options will become hidden.

Please Only Select One Of The Following Options As "Yes":

I own the upland facility
☒ No ☐ Yes

I rent the upland facility
☒ No ☐ Yes

The facility is a school
The annual registration fee is waived for each elementary, middle, or high school and each vocational school that participates in the aquaculture certification program.
☒ No ☐ Yes

Other Facility Type (Free Text): *

- ◆ If you are unsure your ownership type, leave own, rent and school as **No** and type your response in the **Other Facility Type** text box.

Please Only Select One Of The Following Options As "Yes":

I own the upland facility
☒ No ☐ Yes

I rent the upland facility
☒ No ☐ Yes

The facility is a school
The annual registration fee is waived for each elementary, middle, or high school and each vocational school that participates in the aquaculture certification program.
☒ No ☐ Yes

Other Facility Type (Free Text): *



8. Select **Next** when ready to move to the next section of the application.
9. Enter the aquaculture products by selecting **Add**. *You must input one product at a time.* Be sure to include all products being produced prior to moving to the next section of the application.

All applicants listing shellfish (oysters, clams or any other bivalve) as a product must also include a current **Shellfish Harvester Education Training Certificate** with the application.

Species Information

Please List the Aquaculture Products Being Produced Below

Add

Product	Category
There are no records to display.	

Previous **Next**

- A. A pop-up window will appear for you to select the **Product**. Use the magnifying glass icon to search for products. Once the **Product** is selected, press **Select**.
- B. Then, select the **Category** by using the magnifying glass to search for specific taxonomic groups.

Create

Product

FISH

Category

Lookup records

Filter by related Product

Search

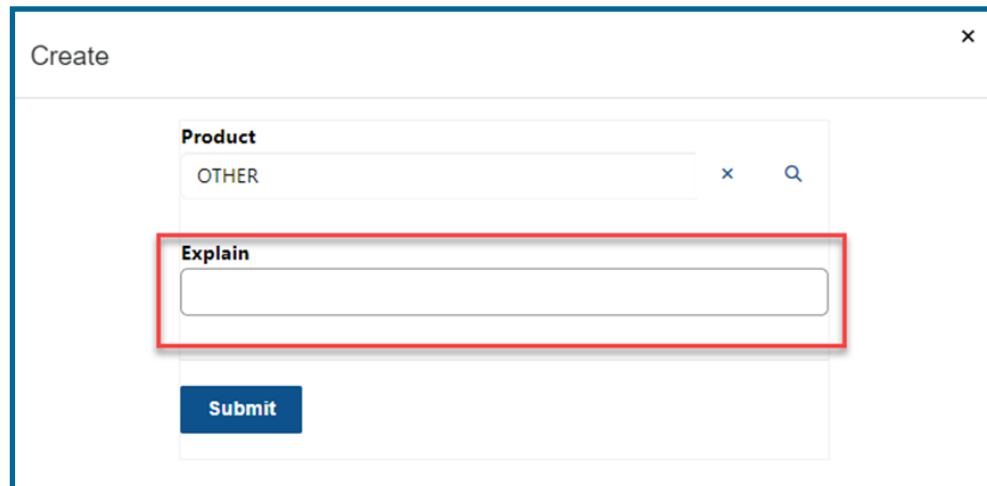
Choose one record and click Select to continue

Name	Product
☐ Acipenseridae – sturgeon	FISH
☐ Albulidae – bonefishes	FISH
☐ Amiidae – bowfins	FISH
☐ Anabantidae – climbing gouramis	FISH
☐ Anguillidae – freshwater eels	FISH
☐ Antherinidae – silversides	FISH

1 2 3 4 5 6 7

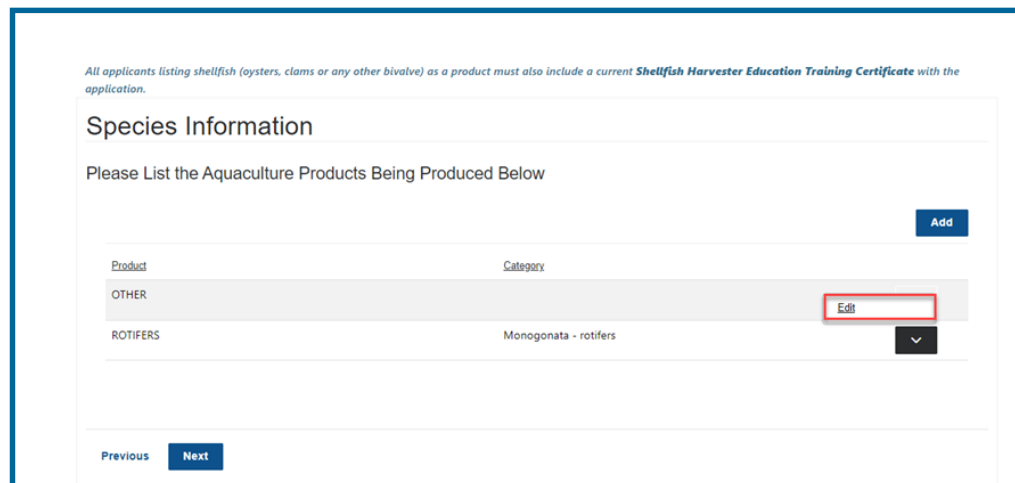
Select **Cancel** **Remove value**

- C. If you select **OTHER** or **TRANSGENIC**, an **Explain** text box will be displayed for you to describe the species information.



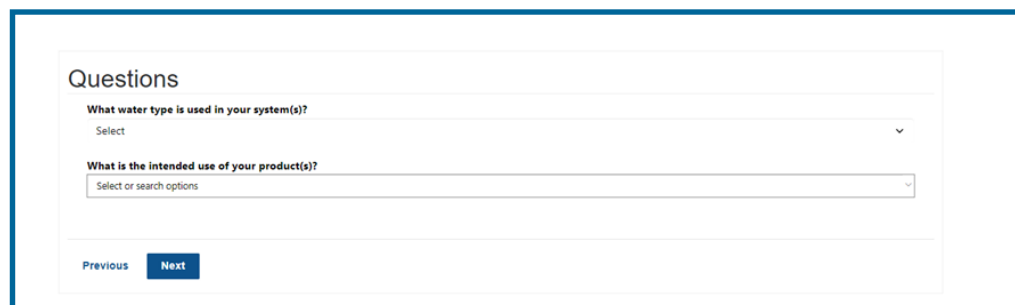
The screenshot shows a 'Create' form with a 'Product' dropdown menu set to 'OTHER'. Below the dropdown is an 'Explain' text box, which is highlighted with a red border. A 'Submit' button is located at the bottom of the form.

- D. Species list will be displayed under the sub-gird where you may view. If edits are needed, use the drop-down menu and select **Edit**.



The screenshot shows the 'Species Information' section. It includes a table with 'Product' and 'Category' columns. The 'Product' column has 'OTHER' and 'ROTIFERS' listed. The 'Category' column has 'Monogonata - rotifers' listed. An 'Edit' button is highlighted with a red border next to the 'OTHER' product. There are 'Add', 'Previous', and 'Next' buttons.

- E. Select **Next** when ready to move to the next section of the application.
- F. In the next section you will see two questions. Enter your water type using the drop-down menu to select **Saltwater**, **Freshwater** or **Both**. Enter your intended use(s) for your product(s) using the drop-down menu to select one or more uses, such as **Food** or **Ornamental**.



The screenshot shows the 'Questions' section. It contains two dropdown menus: 'What water type is used in your system(s)?' and 'What is the intended use of your product(s)?'. There are 'Previous' and 'Next' buttons at the bottom.



10. Select **Next** when you are ready to move to the next section of the application.
11. Attach any **Documents**, such as your Shellfish Harvester Education Training certificate or Upland Facility Site Plan, by selecting **Add files**.

Acknowledgements and Signature

Documents

If applicable, be sure to include completed authorized user agreement form(s) with the application. All applicants listing shellfish (oysters, clams or any other bivalve) as a product must also include a current Shellfish Harvester Education Training Certificate with the application. Include any additional information for FDACS to review with the application, such as an Upland Facility Site Plan.

Add files

There are no folders or files to display.

- A. A pop-up window will appear. Select **Choose files** to find the files from your device. Attach the desired file and select **Add files**. You must add files one at a time.

Add files

Choose files **Choose Files** No file chosen

☒ Overwrite existing files

Add files **Cancel**

12. **Submit** will be enabled only when all acknowledgements are selected with **Yes** and **Signature** field is filled in. *Be sure to type your full name under **Signature**. Applications without a signature will not be processed.*

Note: If a certificate application is for a school, the application fee field will be hidden here, and no invoice will be generated for the school application.

Acknowledgements

Application Fee *
I agree to the \$100 annual certificate fee.
☐ No ☒ Yes

Signature

Applicant Signature *
Signature Agreement: Florida has adopted the Uniform Electronic Transactions Act (UETA). Under the UETA, electronic signatures have the same legal effect as traditional handwritten signatures. § 668.50, Fla. Stat. Electronic signatures done through this Site are the equivalent of a signature on paper. Authorized use of an electronic signature shall comply with the legal requirements for the use of a traditional handwritten signature. By submitting this application, I attest that the statements made herein regarding my business, legal property, production facilities and products are accurate and truthful. I certify that I and additional applicants listed are 18 years old or older and I have authority to sign on their behalf. This application serves as notice of intent to comply with applicable Aquaculture Best Management Practices (Chapter 5L-3, F.A.C.) or interim permitting measures.
☐ No ☒ Yes

Signature *
Please type your full name.

Signature Date
1/10/2025

Previous **Submit**

13. Once your application is complete and accurate to the best of your abilities, select **Submit**.

14. You will receive email confirmation of your application submission.

I am writing to acknowledge the receipt of your Application for an Aquaculture Certificate of Registration.

We would like to inform you that your application is currently under review by our team. Once the preliminary review process is complete, we will notify you of any further steps that may be required. If your application includes an upland facility, an inspector will reach out for more information and to schedule a site visit to continue the review process.

If you have any questions or require any additional information, please do not hesitate to contact us. We are here to assist you throughout the application process and provide any necessary guidance.

Thank you for your interest in aquaculture.

Thank you,
Division of Aquaculture

15. If you are not a school, you will receive a separate email with a link to your invoice.

Application invoices must be paid prior to being processed.

Your application has been submitted to the Division of Aquaculture. To continue processing your application request, please submit payment to FDACS. Failure to remit payment in 30 days will result in deactivation of your application.

[View Invoice](#)

Thank You,
Division of Aquaculture

16. Your application and application status will also be visible from the **My Applications** tab on the top banner of the Aquaculture Portal webpage.

 Florida Department of Agriculture and Consumer Services					
Aquaculture Main Invoices My Items My Applications Your Name Here					
Applications					
			New Lease Application		New Certificate Application
Case Title	Case Number	Company/Organization Name	Case Type	Case Status	Created On ↓
Certificate Application	CAS-02379-V9M9F7		Certificate Application	Approved	1/7/2025 2:11 PM
Certificate Application	CAS-02375-C158Q5		Certificate Application	Approved	1/2/2025 7:50 AM
Lease Transfer	CAS-02358-P2N3P2		Lease Transfer	Received	12/13/2024 11:24 AM
Sublease Application	CAS-02357-P5F6M4		Sublease Application	Approved	12/13/2024 11:23 AM
Authorized User	CAS-02356-F5P4S5		Authorized User	Received	12/13/2024 11:22 AM
Lease Modification	CAS-02354-Z0L1H4		Lease Modification	Received	12/13/2024 11:21 AM
Certificate Application	CAS-02352-Y3P3B3		Certificate Application	Approved	12/13/2024 11:11 AM
Authorized User	CAS-02337-R1P4M3		Authorized User	Received	12/12/2024 11:56 AM
Authorized User	CAS-02282-Z7C1V1		Authorized User	Received	11/25/2024 7:08 PM
Authorized User	CAS-02281-K3V3V5		Authorized User	Received	11/25/2024 6:58 PM
≤ 1 2 ≥					