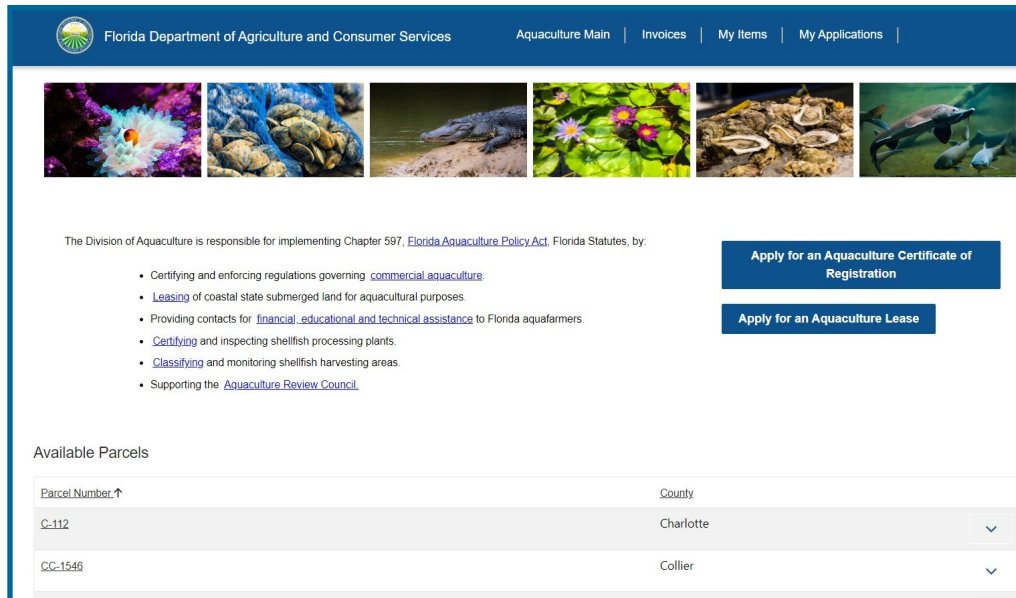


Sublease Guidance Document

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

This guidance document helps users navigate their way through the FDACS Division of Aquaculture portal to apply for a sublease. 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.

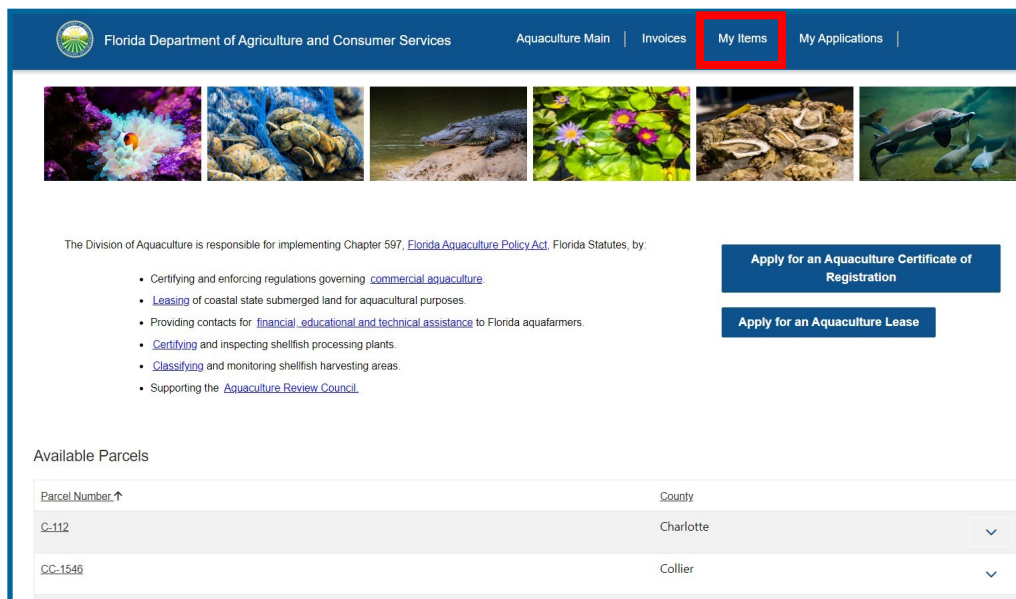
Once signed in, you will see the **Aquaculture Main** page.



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 banner with six images of 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, monitoring harvesting areas, 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

From the **Aquaculture Main** page, select the **My Items** tab from the banner at the top of the page.



This screenshot is identical to the previous one, but with the 'My Items' tab in the header highlighted with a red box, indicating the next step in the guidance.



1. In the **My Leases** section, view all your leases. Select the lease number on the far left to view details about the lease.

My Leases								Apply for a Lease
Name ↑	Lease Number	Parcel	Lease Title	Lease Type	Lease Status	Created On ↓	Expiration Date	
08-AQ-02363	08-AQ-02363	C-112		253 aquaculture lease	Active	12/12/2024 12:31 PM	12/12/2034	▼
15-AQ-02343	15-AQ-02343	D-215		253 aquaculture lease	Active	11/20/2024 10:37 AM	11/18/2011	▼
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	▼

2. The lease general details will appear. You may see various buttons at the top, such as Renew Lease, Request Modification, Add An Authorized User, Transfer Lease and Sublease Application.

Note: *Leases can not be transferred or subleased for the first five years of the lease term.*

Renew Lease	Request Modification	Add An Authorized User	Transfer Lease	Sublease Application
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General

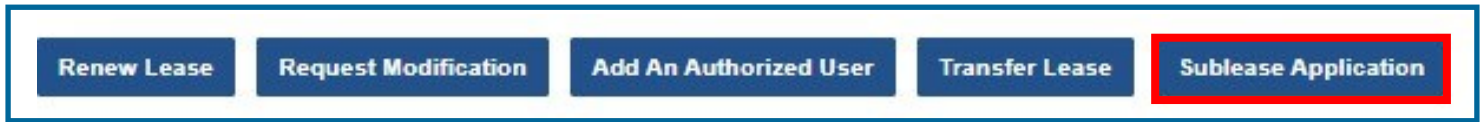
Name
29-AQ-02347

Lease Number
29-AQ-02347

Certificate
AQ2224447

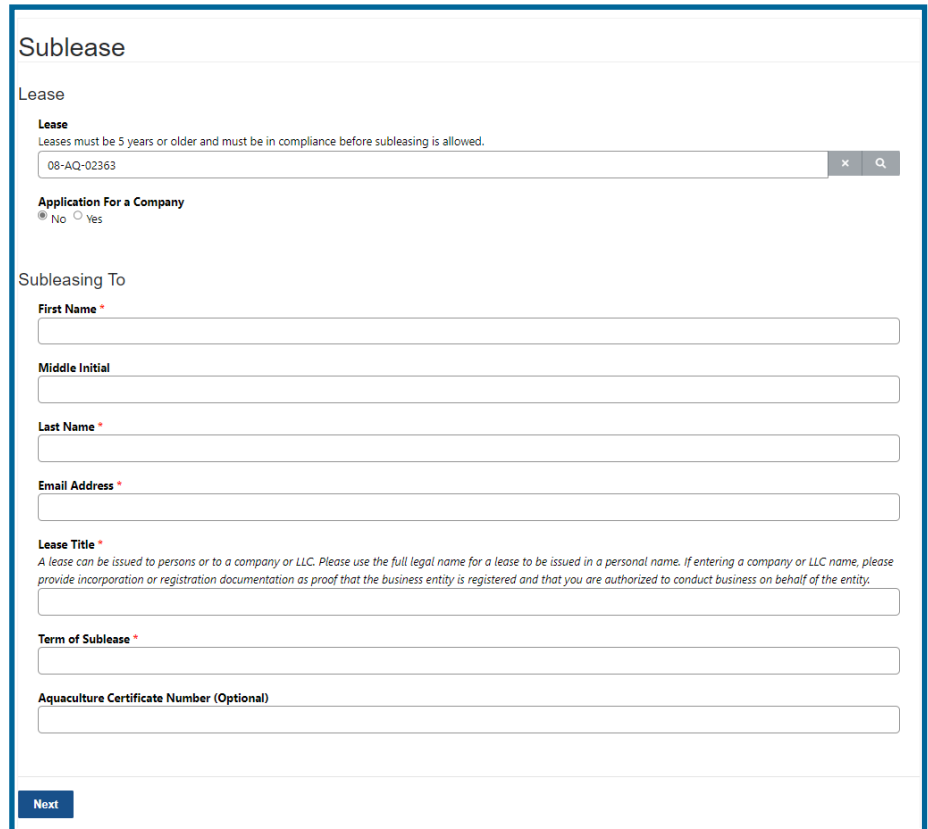


3. To apply for a sublease application, select **Sublease Application**.



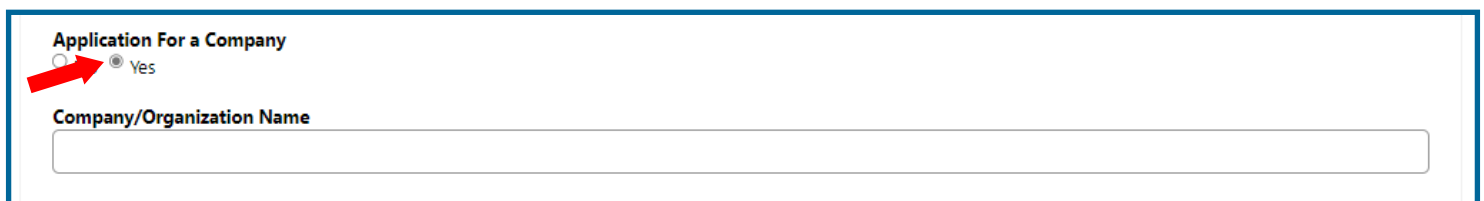
4. Sublease

A. When you begin the application, your lease will be prepopulated for the **Lease** number.



B. You may sublease to an individual or to a company, business or organization.

- ◆ To add an individual, select **No** for **Application for a Company** and proceed to the next fields.
- ◆ To add 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.
 - b. If the business account is not linked, type out the company name in the **Company/Organization Name** field.



C. Enter the sublessee **First Name** and **Last Name**.

D. Enter the sublessee **Email Address**.

E. The **Lease Title** is the company name or individual name(s) of the intended sublessee.

F. Enter the sublessee **Aquaculture Certificate Number** if you know it. If you do not know their aquaculture certificate number, leave this field blank.

G. Enter the **Reason for Transfer**.

5. Submit any supporting documents by selecting **Add Files**.

Documents

Document

+ Add files

There are no folders or files to display.

6. Once your application is complete and accurate to the best of your abilities, enter your full legal name and select **Submit**. *Applications without a signature will not be processed.*

Acknowledgements and Signature

Signature *

Signature Date

1/29/2025

[Previous](#) [Submit](#)

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

I am writing to acknowledge the receipt of your Application for an Lease For A Sublease Application.

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 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.

Best regards,

Aquaculture Team



8. 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](#) -

Applications

[New Lease Application](#)[New Certificate Application](#)

Case Title	Case Number	Company/Organization Name	Case Type	Case Status	Created On ↓	
Sublease Application	CAS-02418-W3B3M0		Sublease Application	Received	1/29/2025 9:35 AM	▼
Lease Transfer	CAS-02416-Z4T4X6		Lease Transfer	Approved	1/29/2025 9:02 AM	▼
Authorized User	CAS-02415-D6N1M5		Authorized User	Received	1/29/2025 8:42 AM	▼
Lease Modification	CAS-02414-F7Y9B6		Lease Modification	Received	1/29/2025 7:57 AM	▼

Note: Don't forget there is a \$50 fee associated with your application. Once your application has been reviewed by the Division of Aquaculture, an invoice will be generated in the Aquaculture Portal. To learn more about paying through the Aquaculture Portal please see [Payments in Portal](#) guidance document.

