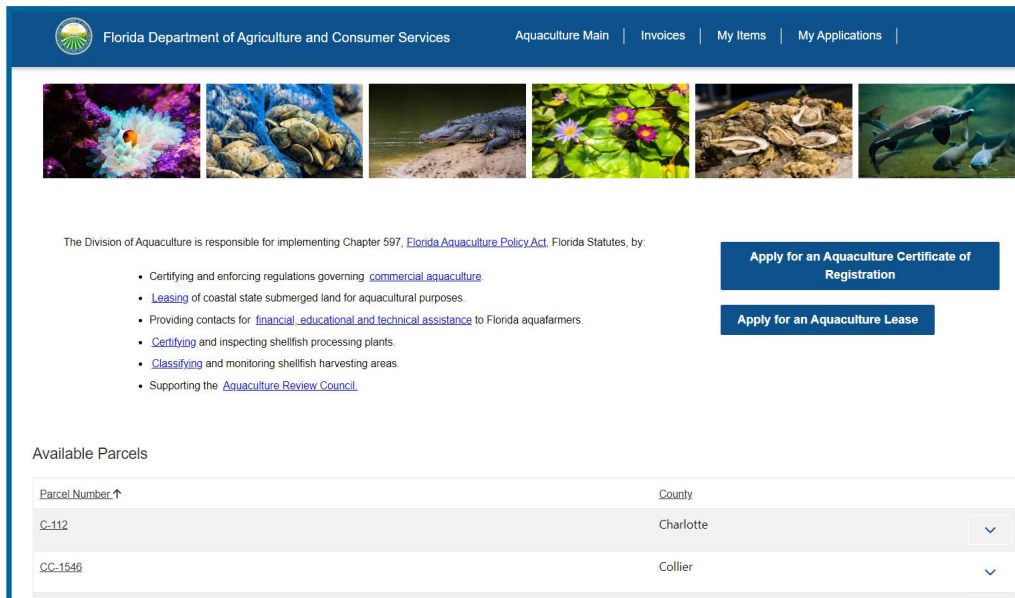


Authorized User Guidance Document

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

This guidance document helps users navigate their way through the FDACS Division of Aquaculture Portal, to apply for an authorized user on a lease. For any questions, please contact the Florida Department of Agriculture and Consumer Services, Division of Aquaculture at (850) 617-7600 or Aquaculture_Certificate@FDACS.gov. Only the leaseholder may initiate an Authorized User application through the Aquaculture Portal.

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



Florida Department of Agriculture and Consumer Services

Aquaculture Main | Invoices | My Items | My Applications

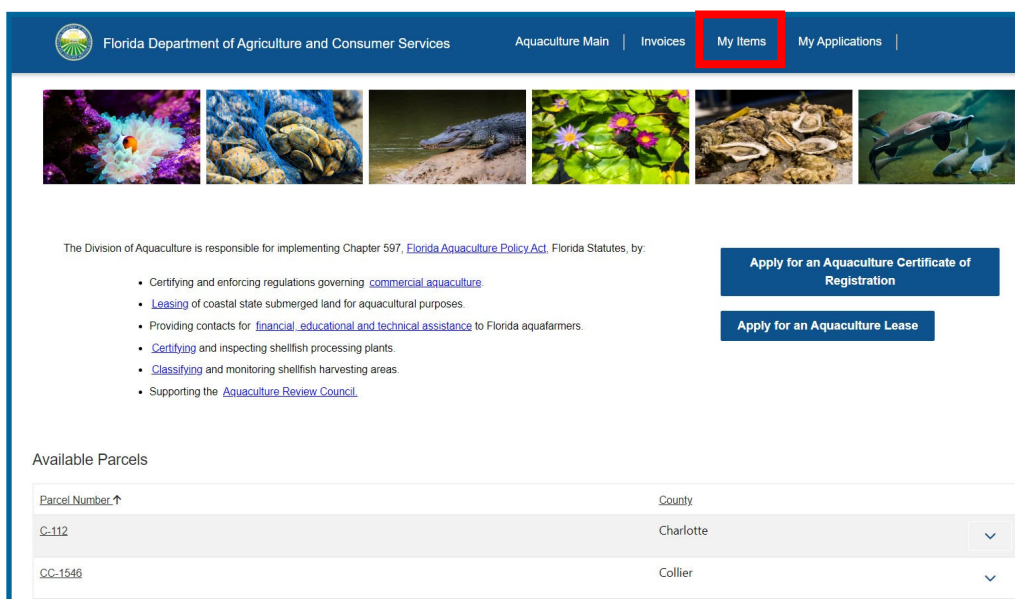
The Division of Aquaculture is responsible for implementing Chapter 597, [Florida Aquaculture Policy Act](#), Florida Statutes, by:

- Certifying and enforcing regulations governing [commercial aquaculture](#)
- [Leasing](#) of coastal state submerged land for aquacultural purposes.
- Providing contacts for [financial, educational and technical assistance](#) to Florida aquafarmers.
- [Certifying](#) and inspecting shellfish processing plants.
- [Classifying](#) and monitoring shellfish harvesting areas.
- Supporting the [Aquaculture Review Council](#).

Available Parcels

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

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



Florida Department of Agriculture and Consumer Services

Aquaculture Main | Invoices | **My Items** | My Applications

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Available Parcels

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



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

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

General

Name
29-AQ-02347

Lease Number
29-AQ-02347

Certificate
AQ2224447



3. To apply for an authorized user, select **Add An Authorized User**.

Renew Lease

Request Modification

Add An Authorized User

Transfer Lease

Sublease Application

4. Authorized User

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

Authorized User

Lease

28-AQ-02347

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)

B. Authorized Users may be an individual or 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 and the company information will prepopulate.
 - b. If the business account is not linked, type out the company name in the **Company/Organization Name** field.

Authorized User Information

Application For a Company

☐ No ☒ Yes

Primary Company Contact First Name *

Primary Company Contact Middle Initial

Primary Company Contact Last Name *

Primary Company Contact Email Address *

Company/Organization Name



C. Enter the authorized user **First Name** and **Last Name**.

D. Enter the authorized user **Email Address**. *Be sure to use the email the user has or will have on file with the Division.*

E. Form Expiration Date is June 30th of each year. *This form must be completed annually.*

Form Expiration Date is June 30th* *

Select

Select

Current Year

Next Fiscal Year

- If you want the authorized user to be added to the lease immediately for this fiscal year, then select **Current Year**.
- If you want the authorized user to be added to the lease for the next fiscal year, then select **Next Fiscal Year**.

F. Enter the authorized user's **Aquaculture Certificate Number** if you know it, otherwise leave it blank.

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 adding an Authorized User to a Lease.

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 using the caret, or down arrow, on the far right.



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	▼

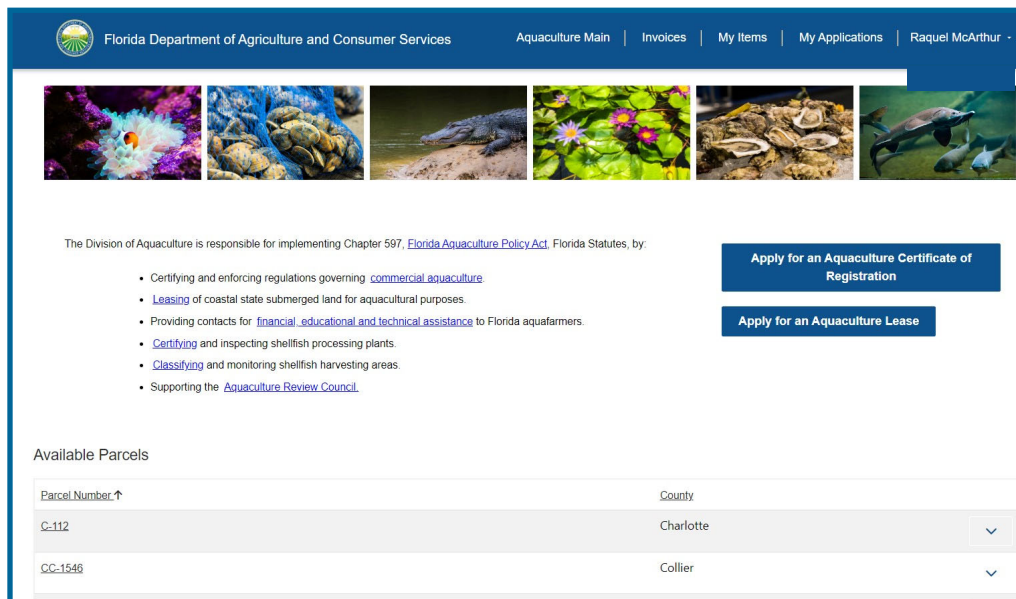
Note: Once the intended authorized user has completed their acknowledgement portion the Division will receive the authorized user application for review. Once approved by the Division, the **case status** will be updated to approved.

Note: Once approved by the Division, Authorized User forms are legally binding through June 30th. Authorized User forms must be submitted annually.

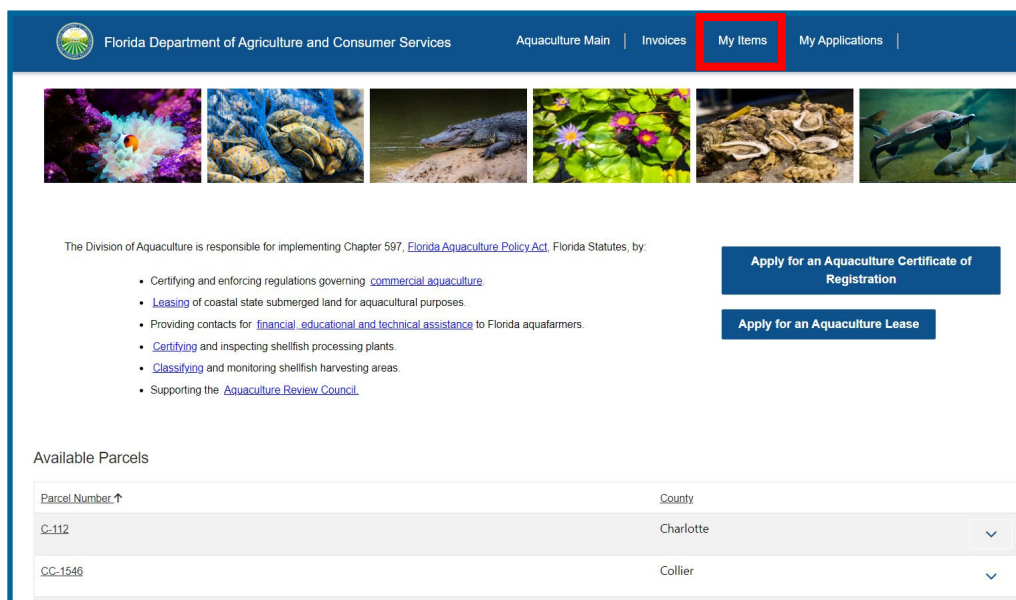


9. Once the leaseholder has completed the authorized user application, the intended authorized user must acknowledge the authorized user form via the Aquaculture Portal. The next steps will guide the intended authorized user how to acknowledge and complete the application.

A. Once signed in, the intended authorized user will see the **Aquaculture Main** page.



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



C. In the **Active Acknowledgements** section, view your acknowledgements. Select the lease acknowledgement on the far left to proceed to the selected acknowledgement form.

Active Acknowledgements		
Acknowledgement Type	Assigned To	Acknowledgement Status
Authorized User Acknowledgement	Your Name	Not Signed Off
Authorized User Acknowledgement	Your Name	Not Signed Off
Authorized User Acknowledgement	Your Name	Not Signed Off

D. General Information

- When you begin the acknowledgement, **Acknowledgement Type**, **Assigned To**, **Request Made For**, **From**, **Lease/Leases** and **Lease Title** will pre-populate from the authorized user application.

General Information	
Acknowledgement Type	Authorized User Acknowledgement
Assigned To	Your Name
Request Made For	Your Name
From	Your Name
Lease/Leases	29-AQ-02347
Lease Title	Company Name
Aquaculture Certificate Number (Optional)	



E. Authorized User Acknowledgements and Signature

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

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.

7/16/2025

