

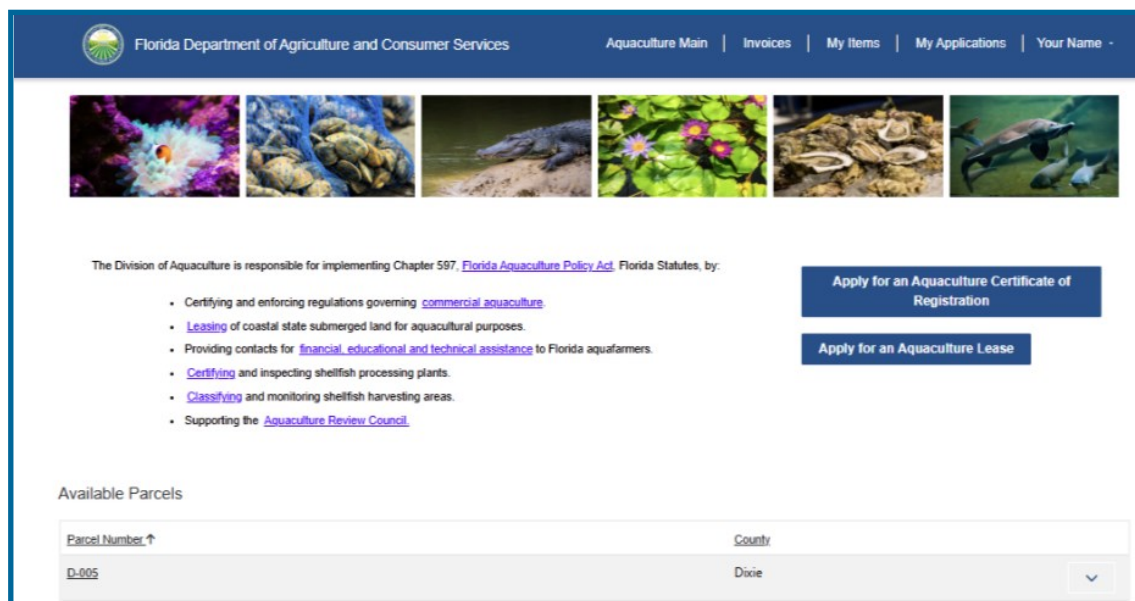
Aquaculture Certificate of Registration Renewal Guidance Document

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

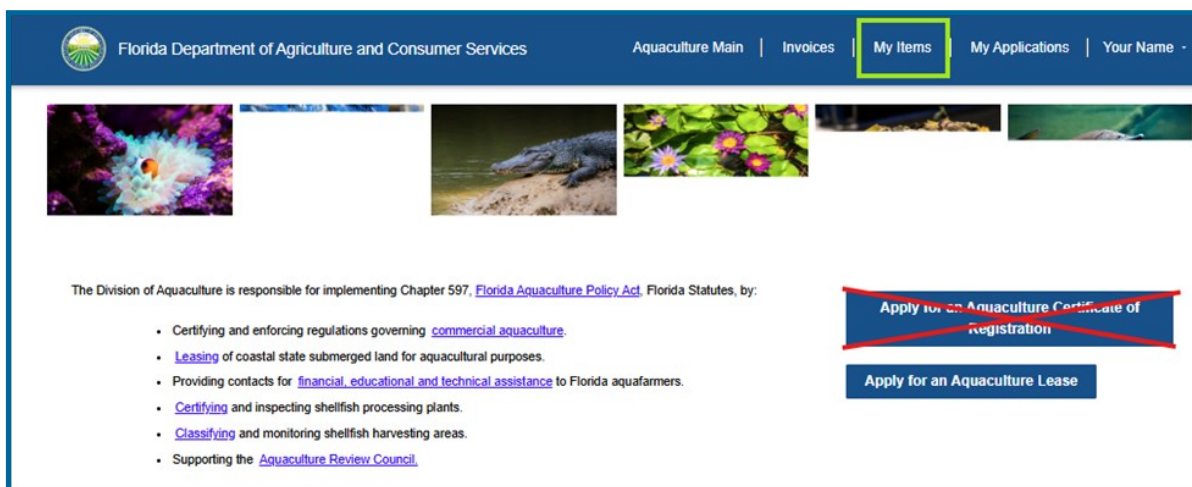
This guidance document helps users navigate their way through the FDACS Division of Aquaculture portal to renew an Aquaculture Certificate of Registration. The Aquaculture Certificate of Registration renewal window begins April 15th and all certificates expire June 30th. For any questions, please contact the Division of Aquaculture at (850) 617-7600 or Aquaculture_Certificate@FDACS.gov.

Note: *Only the primary contact will be able to review and submit the renewal. Please contact the Division if you need to update or confirm the primary contact.*

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



From the **Aquaculture Main** page, select the **My Items** tab from the banner at the top of the page. **Do not select “Apply for an Aquaculture Certificate of Registration” from the Main Page.**



1. From **My Items**, scroll to find the **Certificate Renewals** section to view Aquaculture Certificates of Registration available to renew. One by one, select each Aquaculture Certificate of Registration to renew by selecting the arrow on the far right and then **Review and Submit**.

Note: *The Aquaculture Certificate of Registration renewal window will open on April 15th each fiscal year.*

Certificate Renewals						
Case Title	Customer	Aquaculture Certification Number	Company/Organization Name	County of Facility	Application Submitted	Created On
Certificate Renewal	Your Name			Baker	No	11:19 AM Review and Submit
Certificate Renewal	Your Name			Bradford	No	1:40 PM

2. Applicant Details

- A. If you are renewing as a company, business or school, the **Customer**, **Company/Organization Name** and **Aquaculture Certification Number** will be pre-populated fields that cannot be changed. The **Email Address** and **Phone Number** will also be pre-populated. However, these two fields are editable if you need to update your contact information.

Renewal

Applicant Details

Customer *
Your Name

Company/Organization Name
Business 2
If you need to add or change your company name, contact the Division at Aquaculture_Certificate@FDACS.gov

Email Address *

Phone Number *

Aquaculture Certification Number

- B. If you are renewing as an individual, the **Customer** and **Aquaculture Certification Number** will be pre-populated fields that cannot be changed. The **Company/Organization Name**, **Email Address** and **Phone Number** will also be pre-populated. However, these three fields are editable if you need to update your contact information.

Renewal

Applicant Details

Customer *
Your Name

Company/Organization Name

Optional: Must be a registered corporation

Email Address *

Phone Number *

Aquaculture Certification Number
AQ Number Here



Note: *You are able to update your email address for contact purposes, but the original email on file will remain as your login username.*

3. Mailing Address

- A. **Street Address**, **City**, **State** and **Zip** will be pre-populated, but they are editable if needed. To update the **State** for your mailing address, use the magnifying glass icon to see a list of states.

The screenshot shows the 'Mailing Address' form. The 'State' field is set to 'Select'. A modal window titled 'Mailing Address' is open, showing a 'Lookup records' table. A red arrow points to a magnifying glass icon in the bottom right corner of the modal, which is used to search for a state.

Name	Created On
☒ Name	
☐ 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

4. Facility Information

- A. **Upland Facility Location** will pre-populate based on current Aquaculture Certificate of Registration information.
- B. **Facility Location** is the physical address of the certified aquaculture facility. This is a fillable box to either enter the same address on file or have the opportunity to update the address from the one that is on file. *If you only have leases you will see "Lease Only." You do not need to change unless you want to add an upland facility*

Note: This is not your mailing address.

- C. **County of Facility** is the county in the state of Florida where your facility is physically located.

The screenshot shows the 'Facility Information' form. The 'Upland Facility Location' section has radio buttons for 'No' and 'Yes', with 'Yes' selected. The 'Facility Location' field is empty. The 'County of Facility' field is set to 'Citrus'.



5. Company Contacts or Additional Applicant Names

- A. If you are renewing as a company, business or school, you will see **Company Contacts**. These are the people associated with your company, business or school.
- Review the **Company Contacts** already associated with this Aquaculture Certificate of Registration. If you need to add anyone, select **Add**.
 - If you need to update/edit or remove anyone select the arrow for a drop-down selection to appear and select **Edit** or **Remove** depending on change requested.
 - Certify that the company contact applicant is 18 years or older by selecting Yes, then select **Submit**. ***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.***

Note: As the primary contact, you will see your name present in the **Company Contacts** table because you are associated with the company, business or school. **Do not remove yourself from the table.**

- B. If you are renewing as an individual, you will see **Additional Applicant Names**. Review the Additional Applicants already associated with this Aquaculture Certificate of Registration. If you need to add anyone, select **Add**.

◆ First Name
◆ Last Name

◆ Phone Number
◆ Email

- A form will be displayed for you to enter the additional applicant details including:
- If you need to update/edit or remove anyone select the arrow for a drop-down selection to



6. Leases

- A. **Submerged Land Lease** is pre-populated based on your Aquaculture Certificate of Registration information.
- B. If you have a lease but it does not appear here, use **Associate Lease** to select your lease.

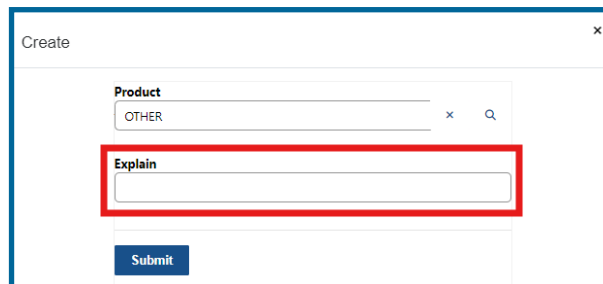
7. Species Information

- A. The products associated with your Aquaculture Certificate of Registration will be listed for your review under the sub-grid. If edits are needed, use the down arrow and select **Edit** or **Delete**.
- B. If you need to include more, enter the aquaculture products by selecting **Add**. You are only able to input one product at a time. Be sure to include *all* products being produced prior to moving to the next section of the application.

- C. 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 chosen, press **Select**.
- D. Next, select the **Category** by using the magnifying glass to search for specific taxonomic groups. Once the **Category** is chosen, press **Select**.



- E. If you select **OTHER** or **TRANSGENIC**, the **Explain** text box will be displayed for you to describe the species information. The explain text box is a free type field. Once the **Product** has been selected and the explanation provided, select **Submit**.



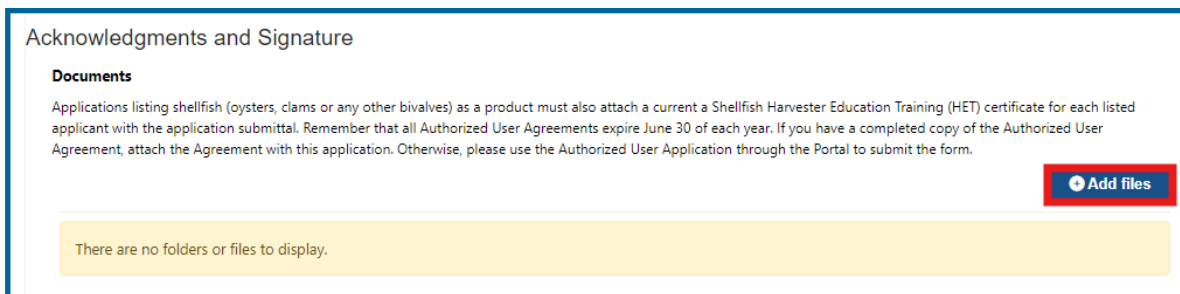
8. Questions

- A. In the next section you will see two optional questions. The answers are pre-populated from your Aquaculture Certificate of Registration information. If the water type needs to be changed, use the drop-down menu to select **Saltwater**, **Freshwater** or **Both**. If intended use(s) for your product(s) needs to be changed use the drop-down menu to select one or more uses, such as **Food** or **Ornamental**.

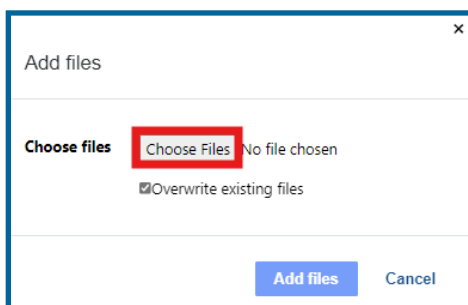


9. Add Files

- A. Attach any **Documents**, such as Shellfish Harvester Education Training Certificate(s) per person associated with the Aquaculture Certificate of Registration, by selecting **Add files**.



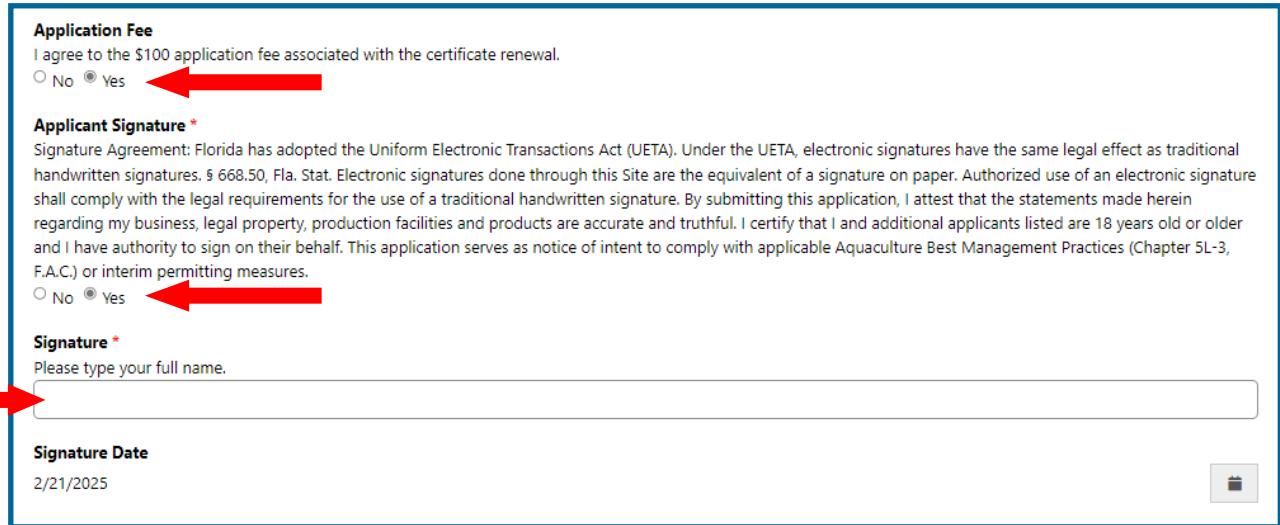
- a. A pop-up window will appear. Select **Choose Files** to find the files from your device. Attach the desired file and select **Add files**. *You are only able to add files one at a time.*



10. Acknowledgements

- 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 name under **Signature**. Applications without a signature will not be processed.*

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



Application Fee
I agree to the \$100 application fee associated with the certificate renewal.
☐ No ☒ Yes

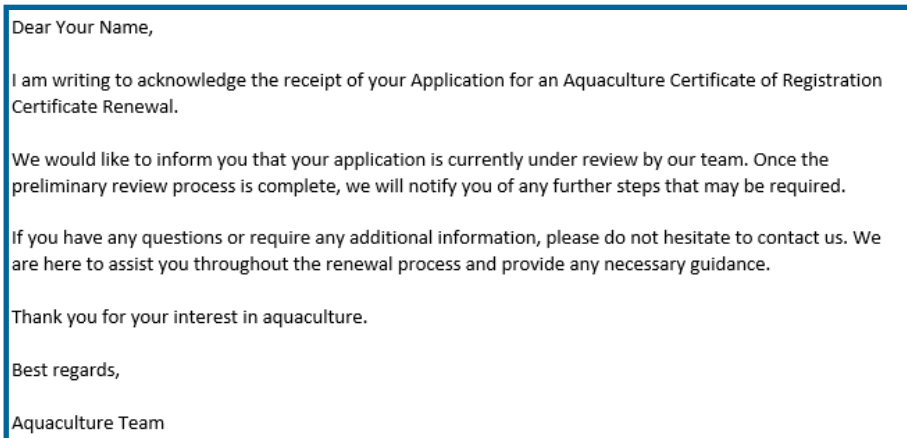
Applicant Signature *
Signature Agreement: Florida has adopted the Uniform Electronic Transactions Act (UETA). Under the UETA, electronic signatures have the same legal effect as traditional handwritten signatures. § 668.50, Fla. Stat. Electronic signatures done through this Site are the equivalent of 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
2/21/2025

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

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



Dear Your Name,

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

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.

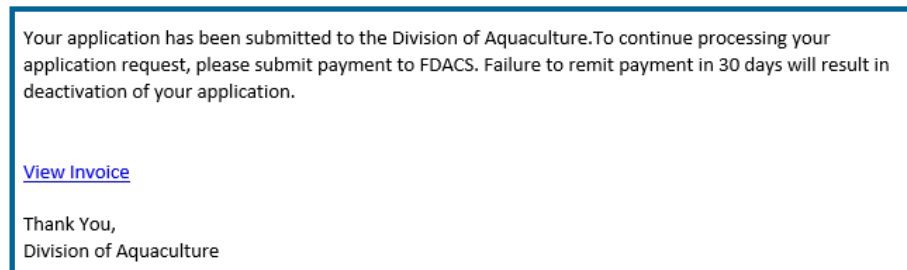
If you have any questions or require any additional information, please do not hesitate to contact us. We are here to assist you throughout the renewal process and provide any necessary guidance.

Thank you for your interest in aquaculture.

Best regards,

Aquaculture Team

13. If you are not a fee exempt school, you will also 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



14. Once submitted, your application and application status will also be visible from the **My Applications** tab on the top banner of the Aquaculture Portal webpage.

Note: Any change(s) submitted will be reviewed prior to processing your renewal. Please monitor your Aquaculture Certificate of Registration status. Your certificate and card(s) will be mailed soon after your renewal application is approved.

 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	
Certificate Renewal	CAS-02433-M7R1T8		Certificate Renewal	Received	2/13/2025 12:13 PM	▼
Certificate Application	CAS-02432-D6J2T2		Certificate Application	Approved	2/13/2025 11:20 AM	▼
Sublease Application	CAS-02418-W3B3M0		Sublease Application	Approved	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	Approved	1/29/2025 8:42 AM	▼
Lease Modification	CAS-02414-F7Y9B6		Lease Modification	Approved	1/29/2025 7:57 AM	▼
Lease Application	CAS-02367-X5Y1K9		Lease Application	Received	12/16/2024 11:04 AM	▼
Lease Modification	CAS-02365-C8K8V6		Lease Modification	Received	12/16/2024 10:24 AM	▼
Sublease Application	CAS-02364-X7D1S5		Sublease Application	Received	12/16/2024 10:17 AM	▼
Lease Renewal	CAS-02340-J3Q1J1		Lease Renewal	Received	12/12/2024 1:15 PM	▼

[1](#) [2](#) [3](#) [4](#) [5](#)

