

Spiny Lobster Trap Certificate Transfer Application
Florida Fish and Wildlife Conservation Commission – Commercial Saltwater Licenses and Permits
 2590 Executive Center Circle E., Berkeley Building, Suite 101, Tallahassee, FL 32301 (850) 487-3122

SELLER (TRANSFEROR) INFORMATION

Name _____ Trap # C- _____
 DOB ____/____/____ Phone # (____) ____-____ Alt. Phone # (____) ____-____

BUYER (TRANSFeree) INFORMATION

Name _____ Trap # C- _____
 Last First Middle Suffix (Jr., Sr., etc.)
 Shipping Address (Tags will not be shipped to a PO Box) _____
 City _____ State _____ Zip Code _____ County _____
 DOB ____/____/____ Phone # (____) ____-____ Alt. Phone # (____) ____-____

SECTION 1 CERTIFICATE REDUCTION

_____ + _____ + _____ = _____ → _____ x 0.100 = _____
 A1 A2 B Total Certificates Total Certificates Reduction % Reduction Amount (round up)

_____ - _____ = _____
 Total Certificates Reduction Amt. Total Certificates Transferred

BEGINNING AUDIT #S ENDING AUDIT #S (REDUCTION TAGS SURRENDERED TO FWC)
 _____ * SINGLE NUMBERS IN A SERIES MUST BE LISTED ON A SEPARATE PAGE

BEGINNING AUDIT #S ENDING AUDIT #S (TRANSFERRED TO BUYER – AFTER REDUCTION APPLIED)
 _____ * SINGLE NUMBERS IN A SERIES MUST BE LISTED ON A SEPARATE PAGE

SECTION 2 TRANSFER FEE (IDENTIFY ALL CERTIFICATES TRANSFERRED BY CATEGORY)

Standard Transfer	Immediate Family Transfer (Proof of Relationship Required)
_____ x \$2.00 = \$ _____	_____ x \$2.00 = \$ _____
Total Certificates Transferred Transfer Fee Due	Total Certificates Transferred Transfer Fee Due

Note: Family Transfer (not Immediate) skip Section 2, proceed to Section 3 (proof required)

SECTION 3 SURCHARGE

* Record and calculate the sales price paid in each category. Certificate purchase price should be in addition to the annual fee tag paid by the seller.

	A1 Certificates	A2 Certificates	B Certificates	TOTAL FEES
(A) # of Certificates Transferred:	+	+	=	
(B) Equals Category Sales Price	\$ +	\$ +	\$ =	\$
(C) Category Sales Price – Multiply Line B by .25	\$ +	\$ +	N/A	\$
(D) Number of Cert. on Line (A) Multiply by \$5.00	\$ +	\$ +	N/A	\$
(E) Category Surcharge: Line (C) or (D), whichever is greater	\$ +	\$ +	\$ - 0 - =	\$

SECTION 4 CERTIFICATE TRANSFER TOTAL AMOUNT DUE

TOTAL TRANSFER FEE (From Section 2)	\$	Date of Sale ____/____/____
TOTAL SURCHARGE (Line E from Section 3)	+ \$	Price per Certificate \$ _____
TOTAL AMOUNT DUE	= \$	← Certified Funds Only

*Section 837.06, F.S., provides that whoever knowingly makes a false statement in writing with intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree, punishable as provided in s.775.082 or s.775.083.** When this application is received by a state agency, the information contained therein becomes public record subject to inspection under the provisions of Chapter 119, Florida Statutes.*

Signature: _____ **Signature:** _____
 Sworn To And Subscribed Before Me This ____ Day of _____, 20____ Sworn To And Subscribed Before Me This ____ Day of _____, 20____

SIGNATURE OF NOTARY **SIGNATURE OF NOTARY**
 Personally Known or Produced ID: _____ Personally Known or Produced ID: _____

INSTRUCTIONS

1. Read the application carefully, print or type clearly, and be sure to complete all applicable sections. For assistance, you may contact the Office of Licensing and Permitting in Tallahassee at (850) 487-3122.
2. No individual may possess more than 1.5% of the total number of certificates in existence for the year.
3. **This form, a copy of a notarized bill of sale, and all fees due must be either hand delivered to the Florida Fish and Wildlife Conservation Commission or sent by certified mail within 72 hours of being signed and notarized. See front of form for mailing address. The transferee and transferor should retain a copy for their records.**
4. Transfers will be accepted only from June 15 through midnight March 1.
5. Any outstanding trap certificate fees, license fees, surcharges or any other charges owed to the Commission by either party (buyer or seller) must be paid before a transfer will be approved.
6. Buyer must hold a current Saltwater Products License with Spiny Lobster and Restricted Species endorsements in order to receive trap certificates.
7. If the transfer is **not** to immediate family member, the number of trap certificates must be reduced.
8. A street address must be provided for delivery of the tags. **Delivery service companies will not deliver to a Post Office Box.**
9. The transfer type must be identified by choosing one of the following: Standard, Family, or Immediate Family Transfer.
10. If the transfer is to family or immediate family member, the buyer must identify his relationship to the seller and provide proof thereof.
11. The total number of trap certificates being transferred must be broken down by category. (See definitions below for A1, A2, B)
12. The price paid to the seller for each certificate type must be stated and cannot be less than the annual fee for each tag.
13. Payment must be made in the form of a Cashier's Check or Money Order made **payable to the FWC**. The buyer is held responsible for any transfer fees / surcharge fees owed.
14. The seller's and buyer's signatures must be notarized.
15. **The Surcharge is 25% of the certificate sales price or \$5 per certificate, whichever is greater.** If this is indicated incorrectly on the transfer form, the transfer will be returned to the buyer for correction and resubmission.
16. Tag Audit Numbers must be verified by the buyer and recorded in the bottom position of Section 1.
17. **Reduction Tag Audit Numbers must be recorded in the bottom of Section 1 and must be received by this office prior to the transfer being completed.**

DEFINITIONS

"A1 - Certificates" - Certificates that were allotted to the original holder. (A one-time surcharge fee will be due if A1 certificates are transferred outside the seller's immediate family.)

"A2 - Certificates" - Certificates that have been transferred from the original holder to an immediate family member. (A one-time surcharge fee will be due if A2 certificates are transferred outside the seller's immediate family.)

"B - Certificates" - Certificates that have been transferred outside of the original holder's immediate family and the one-time surcharge fee has already been collected by the Commission.

"Immediate Family" - **Mother, Father, Sister, Brother, Spouse, Son, Daughter, Stepson, Stepdaughter, Stepfather, Stepmother, Half-Sister, Half-Brother, Son-in-Law or Daughter-in-Law of the individual certificate holder.**

"Sales Price" - Price paid per all certificates by tag type. NOTE: The price per certificate should not include the annual fee per certificate.

"Surcharge" - A1 and A2 certificates being transferred outside the immediate family will require a one-time surcharge fee in addition to the transfer fee of \$2.00 per certificate. The amount of surcharge must be 25% of the category sales price paid to the seller or \$5.00 per certificate, whichever is greater. There shall be no transfer fee if the transfer is within the immediate family because of death or disability.

"Transfer Period" - The transfer period is from June 15 thru midnight March 1 of each year. Transfers postmarked after midnight March 1 will not be processed. If any application for the transfer or certificates containing errors is received by the Commission after February 15, the Commission will make a reasonable effort to obtain a completed application by March 1. However, if such efforts are not successful within that period, the Commission will deny the request to transfer certificates and return the applicable fees submitted, to the applicant.

"Trap Tag Number" - Each tag representing a certificate has a trap tag number or audit number in the bottom-right-hand corner of the tag.

"C" Number - Your Spiny Lobster Endorsement number, as shown on your Commercial Saltwater Products License.