

# Steps to Renew Your Commercial Fishing License and Commercial Boat Registration Online

**Important!** Prior to proceeding with the instructions below:

- ✓ Please be sure you can print your temporary license(s).
- ✓ If you are renewing a Commercial Boat Registration, a copy of your current proof of vessel ownership documentation (i.e., US Coast Guard Certificate of Documentation, California Department of Motor Vehicle Certificate of Number or out of state vessel registration) must be on file with the Department. You may upload a scanned copy of your current proof of vessel ownership by following steps 1-8. Allow two business days for staff to update your customer record prior to completing the renewal sale.

All temporary commercial fishing licenses and permits are valid for 30 days from the date of purchase. They must be printed and in the licensee's possession when engaged in any activity for which a commercial fishing license/permit is required. Annual commercial fishing licenses, commercial boat registrations, stamps, and permits are mailed to customers from our fulfillment center.

**Commercial Fishing License Renewals:** If you are renewing an individual license and/or permit(s), complete steps 1-4, then skip to and complete steps 10-14.

**Commercial Boat Registration Renewals:** If you are renewing a vessel license and/or permit(s), follow steps 1-14.

1. Visit <https://www.licenses.wildlife.ca.gov/internetsales>.
2. Click on the "Customer Login/Register" tab.

For mobile devices, click on the menu icon at the top left and select "Customer Login / Register" under "Home".

3. Enter the individual's (or business owners, if renewing a vessel owned by a business) date of birth and last name then click "Next."
4. Under "Select Official Document ID Type" select an appropriate ID registered with the account from the drop-down menu (i.e., GO ID, State ID, Passport, Green Card, Military ID, or Foreign Government ID), enter the requested information, and click "Next."

**Individual Profile Update:** If you would like to update the individual customer profile, click the "Edit Customer Profile" button, update the necessary information, and click "Save."

For mobile devices, click on the menu icon at the top left, click on "Edit Customer Profile," update the necessary information, and click "Save".

5. Click the "Add Customer" tab and then click "Start" to retrieve the Vessel profile.

For mobile devices, click on the menu icon at the top left, select "Add Customer," then click "Start".

6. Select "Vessel" from the "Customer Type" drop-down menu and click "Start".

7. Enter the vessel's ten digit GO ID and five-digit FG Boat Number (located under the barcode on your preprinted 2024 Commercial Boat Registration Worksheet or previous year's Commercial Boat Registration license) then click "Next".

**Address Verification Alert** – If CDFW receives returned mail from the vessel's address, an alert will appear asking you to confirm that the physical and mailing address listed in the alert is current. If it is not current, click 'Correct my contact information', update the necessary information, and click "Save." You can update the vessel customer profile by clicking the "Edit Customer Profile" button, update the necessary information, and click "Save."

For mobile devices, click on the menu icon at the top left, click on "Edit Customer Profile," update the necessary information, and click "Save."

8. Please note, before you can upload the vessel documentation, the vessel owner that is logged in must have a password set on their individual customer record. To set a password, return to the vessel owner's customer record by clicking the tab with their name, and then click "Customer Security Settings" in the main menu.

Once the password has been set, continue to upload the vessel documentation by selecting the vessel's tab at the top of the page and click "Upload Files". Click the "Add" button under "File Uploads." You may either drag and drop the vessel documentation into the "Drag and Drop Area" or click "Browse" to search for the file in your computer or network. Check the checkbox certifying that the document you are uploading is complete and accurate, and then click on the "Upload" button to complete the file upload. Once the file upload is completed, the "File Uploads" screen appears with the option to either view or delete the uploaded file. You will receive an email informing you of the vessel documentation submission to CDFW. **Files cannot be deleted once processed by CDFW.** Allow two business days for staff to update your customer record prior to completing the renewal sale.

Please note, only the following proof of vessel ownership documentation will be accepted. Any other submission will be automatically rejected.

- United States Coast Guard Certificate of Documentation
- California Department of Motor Vehicle Certificate of Number
- Out of state vessel registration

Once the uploaded vessel documentation is approved you will receive a confirmation email to immediately purchase the items.

9. Repeat steps 1 through 7 after you receive the vessel documentation approval email.
10. Click "Purchase Licenses," select "2024 - Commercial," and click the "Add" button for each item you would like to renew.

For mobile devices, click on the menu icon at the top left and select "Purchase Licenses," then select "2024 - Commercial." Scroll down and click the "Add" button for each item you would like to renew.

11. Confirm the selections in the Shopping Cart and click "Check Out".
12. Confirm your shipping information and enter your payment information. **Note:** Only debit or

credit cards displaying the Visa or Mastercard logo are accepted.

13. For a purchase confirmation via email, check the box next to "Please Email Confirmation" and enter an email address.
14. Check the box certifying you are at least 18 years of age and authorized to make the selected purchase(s). **The transaction will not proceed if the box is not checked.**
15. Click "Complete Transaction".
16. The "Transaction Complete" page will appear, confirming you have completed your purchase(s). Click "Download Receipt/Licenses" for proof of your purchase(s). **Make sure to print and retain your temporary license(s).**

**Note:** You may also renew your Commercial Fishing License and Commercial Boat Registration at select license sales agent locations. To find an authorized sales agent in your area, please visit the License Agent Search page at:

<https://www.licenses.wildlife.ca.gov/internetsales/OutletSearch/FindOutlet>.

Make sure to check the "Sells Commercial Fishing Items" box before clicking the "Search" button.

For more information, contact the Department at (916) 928-5822 or email [LRBCOMM@wildlife.ca.gov](mailto:LRBCOMM@wildlife.ca.gov).