



Commercial Fisheries Entry Commission

Instructions for Emergency Transfer of Entry Permit Request

PO Box 110302
Juneau, AK 99811-0302
Phone: 907-789-6150
Toll-Free: 1-855-789-6150
Fax: 907-789-6170
www.cfec.state.ak.us

General Information: PLEASE READ

- The legislature designed the limited entry permit system to ensure commercial fishing privileges in Alaska benefit **individuals** who **actively participate** in the fishery. Consequently, the leasing of entry permits is generally prohibited.
- However, a temporary emergency transfer may be granted to alleviate hardship if illness, disability, death, required military or government service, or other **unavoidable hardship prevents** a permit holder from participating in the fishery. Note: "hardship" means privation and suffering, and does not include the results of a permit holder's own economic decisions, nor the results of economic, biological, or regulatory variables which are normally part of the risk of doing business as a fisherman.
- Emergency transfer requests are evaluated on a case-by-case basis by the Commission; only those requests authorized under the CFEC transfer regulations will be granted. 20 AAC 05.1740(b),(i); 20 AAC 05.1750(b),(f).
- The burden of proof is on the applicant to prove an emergency transfer request complies with CFEC regulations. Applicants are encouraged to answer all questions on the application form as specifically and completely as possible; blank or one-word answers may result in a denial of the request. Applicants may be asked by staff to submit additional information in support of a transfer request; failure to provide such information may result in a delay or denial of the request.

Instructions:

To request an emergency transfer as a permit holder:

- Please refer to CFEC regulations 20 AAC 05.1740(b) and 20 AAC 05.1740(i).
- If the transfer request is due to an illness, injury or disability, a "physician's statement" form completed by a medical professional who examined the applicant is required.
- Be sure to identify **all** hardships (injuries/illnesses) that currently prevent you from fishing.
- If you are dealing with a long-term illness or injury, be sure to describe your efforts/plan to return to the fishery in the future.

To request an emergency transfer on behalf of a permit held by an estate:

- A Personal Representative authorized by a court should complete the application form. If a Personal Representative has not been appointed, the surviving spouse or next of kin may complete the application.
- A death certificate must be provided to CFEC along with the application (unless a copy is already on file).
- A "physician's statement" form IS NOT required.
- The applicant must provide proof that the probate process has not been finalized and/or is still ongoing. 20 AAC 05.1750(b).

To request an emergency transfer if you received the permit by right of survivorship, designation, or inheritance:

- Emergency transfers may be granted for the 3 years after the decedent's death. 20 AAC 05.1750(f).
- Additional emergency transfers may be granted beyond the 3-year period if there are 'extraordinary circumstances' involved.

ATTENTION ALL APPLICANTS:

- The entire application form must be completed by both the permit holder and the proposed transferee.
- The annual permit renewal fee must be paid. Include a permit application form if the permit has not been renewed.
- If an embossed permit card has already been issued for the current year, the applicant must return the card or provide CFEC with proof that the card has been destroyed.
- A \$50.00 transfer fee must be submitted.
- The signatures on the application form must be notarized, but the parties do not have to sign it at the same time or place.
- If the transferee will be fishing from a vessel that is not licensed for the current year, the transferee must submit a 'Vessel License Application' and pay the applicable fee before an embossed permit card can be issued. 20 AAC 05.560(e).
- Where an illness, disability, or other unavoidable hardship began or death occurred in close proximity to the opening of fishing season or during the fishing season, the Commission or agent of the Commission may authorize temporary fishing privileges while a properly filed request for an emergency transfer is under review by CFEC. 20 AAC 05.1740(g).
- **PLEASE NOTE:** If during the emergency transfer period the transferee engages in conduct which generates demerit points in a salmon fishery, the transferor will be assessed the same number of demerit points as the transferee. AS 16.43.855(d).

Processing of the request and right to request a hearing:

Please send emergency transfer requests or questions to dfg.cfec.transfers@alaska.gov. You may also call CFEC Licensing at 907-789-6150 during office hours (M-F, 8a-5p AK Time). Staff will evaluate the emergency transfer request pursuant to CFEC regulations, including 20 AAC 05.1740(b), 20 AAC 05.1740(i), and 20 AAC 05.1750(f). Staff will make a determination and notify you of the result as soon as possible. If your request is denied, you will be notified of the denial and have an opportunity to request an administrative hearing to challenge the decision. The hearing may be conducted by telephone.

Payment Information:

Credit card payments may be submitted using the attached credit card authorization via mail or fax. Checks, money orders, and cashier's checks may be submitted with this form and mailed to our office. Please do NOT send credit card information via email.



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PLEASE ALLOW UP TO 2 WEEKS FOR PROCESSING TIME

All portions of this form must be completed and submitted along with the following: a \$50.00 transfer processing fee, the annual permit renewal fee (if not already paid), and the current year permit card (if already issued). Failure to complete any portion of this form in sufficient detail may result in a delay or denial of the request.

Date Approved: _____ Transfer Officer: _____

PERMIT HOLDER INFORMATION: Must be Completed by the Current Permit Holder

I _____, request an emergency transfer of my permit, _____
Name of Permit Holder (print clearly) Permit Number

Permanent Mailing Address _____ CFEC ID Number _____ Phone Number _____ Email Address _____
City _____ State _____ Zip _____ check this box if you want your phone # and email unlisted

PERMIT RENEWAL INFORMATION: If you have already renewed your permit for this year, you may skip the following questions about residency.

"For the purpose of assessing fees for the application for, annual issuance of, or renewal of entry and interim-use permits, an individual is a resident of this state if, on the date of permit application, issuance, or renewal, and throughout the 12-month period before that date, that individual maintained their domicile in this state, did not claim residency in another state, territory, or country, and did not obtain benefits under a claim of residency in another state, territory, or country. For the purposes of this section, "domicile" means the true and permanent home of a person from which the person has no present intention of moving and to which the person intends to return whenever the person is away; domicile may be proved by presenting evidence acceptable to the commission." 20 AAC 05.290.

Do you qualify as an Alaska resident under this definition? YES NO

If you claim Alaska residency, please provide some additional information for verification:

1. What is your current physical address? (no PO boxes) _____
2. Within the previous 365 days, have you resided anywhere else? YES NO. If yes, where? _____
3. Do you have a current Alaska driver's license or other Alaska ID? YES NO. If yes, provide number: _____
4. Are you registered to vote in Alaska? YES NO

**NOTE: If you answered 'no' to question 3 or 4, please provide a brief explanation of why you qualify as an Alaska resident

PROPOSED TRANSFEREE INFORMATION: Must be Completed by the Proposed Transferee

Name of Transferee (please print clearly) _____ Social Security Number _____ Date of Birth _____ ADFG Number _____

Permanent Mailing Address _____ City _____ State _____ Zip _____

Temporary Mailing Address (for this permit) _____ City _____ State _____ Zip _____

CITIZENSHIP: US Citizen _____ Alien Reg# _____

Phone Number _____ Email Address _____ check this box if you want phone # and email unlisted _____ (Aliens must enclose copy of green card)

AFFIDAVIT: Both Parties must read and sign under oath before a Notary Public (or Postmaster in Alaska). I swear, under penalty of perjury, that the information provided by me on this form and in all supporting documents is true, complete, and accurately describes the terms and conditions of my request. **WARNING:** If you provide false information on this form, you may be convicted of a Class B felony under AS 11.56.200 and/or a Class A misdemeanor under AS 11.56.210; you may also be subject to administrative fines, suspension of fishing privileges, and revocation of any permits you hold under AS 16.43.960(a). The sentence for a Class A misdemeanor may include a fine up to \$25,000 and/or imprisonment of not more than one year, pursuant to AS 12.55.035 and AS 12.55.135.

Permit Holder: _____
Signature

Transferee: _____
Signature

Subscribed and sworn to before me this _____ day of _____, 20__ at _____

Subscribed and sworn to before me this _____ day of _____, 20__ at _____

Notary Public (or Postmaster in Alaska)

Notary Public (or Postmaster in Alaska)

Commission Expires: _____

Commission Expires: _____

Please submit this application form to dfg.cfec.transfers@alaska.gov; you may also submit the application via U.S. mail or deliver it in person at the CFEC office in Juneau. Please allow up to 2 weeks for processing. **If the fishery involved with the transfer request is already open for the season or about to open, please immediately notify staff of that issue.** 20 AAC 05.1740(g).

IF CFEC HAS AUTHORIZED USE OF THIS FORM FOR FISHING, PLEASE MAKE SUFFICIENT COPIES TO PROVIDE WITH EACH LANDING

CFEC Fishery _____ Permit Number/Alpha _____ (CFEC USE ONLY)Year/Sequence/Alpha _____

Signature of Agent _____ Name and Title _____ Date valid _____ Valid through _____

REQUIRED EMERGENCY TRANSFER INFORMATION: MUST BE FILLED OUT BY PERMIT HOLDER

Please carefully review the instructions on page one before completing this form.

1. Is this request due to an illness, injury, or other unavoidable hardship that began, or death that occurred, **within the last 14 days?** YES NO (*If no, please proceed to question #2*).

If yes, please explain how the incident occurred. Please also indicate when the fishery involved is expected to open.

2. Is your permit a nontransferable permit? YES NO (*If your permit is transferable, please proceed to question #3*).

If your permit is 'nontransferable', how would a transfer help to 'continue' your fishing operation? For example, whose vessel, gear, setnet site, or dive operation will be used if the transfer is granted? Will former crew members remain engaged in the operation if the transfer is granted? Please explain.

3. Is the transfer request due to a physical limitation such as an injury or illness? YES NO

If yes, when did the injury/illness first occur? Please explain how your current physical condition prevents you from being able to participate in the upcoming fishing season. **If you are dealing with multiple injuries or illnesses, please mention and describe all conditions that currently prevent you from fishing.**

If no, please describe your unavoidable hardship. Please specifically explain how the hardship prevents you from being able to participate in the upcoming fishing season.

4. Did your illness/injury/hardship also prevent you from participating in the fishery in a previous fishing season?

YES NO (*If you answered no, please proceed to question #5*).

If yes, in which years? Has the nature of the illness/injury/hardship changed or worsened over the years? Please describe what, if any, steps you have taken to overcome the situation or manage the problem. Please be specific.

REQUIRED EMERGENCY TRANSFER INFORMATION: MUST BE FILLED OUT BY THE PERMIT HOLDER

5. At any point in the preceding 365 days did you intend to participate in the upcoming season? YES NO

If yes, please describe the nature of your intention and what, if any, preparations you made to participate in the upcoming fishing season. Please be as specific as possible.

If no, what is your long-term plan for this fishing permit? If you intend to participate in future seasons, please describe your plan to return to the fishery and any efforts you have made towards that goal. Please be specific.

6. Have you participated in any commercial fishery (in Alaska or other state) in the preceding 365 days? YES NO

If yes, please name the fishery (or fisheries) and describe the nature of your involvement, including any physical labor that was performed.

If no, when was the last time you participated in a commercial fishery (in Alaska or any other state)? Please name the fishery and describe the nature of your involvement. During your absence from commercial fishing have you worked other jobs? If yes, please describe the nature of work performed at the job(s).

7. Will you be working at another job during the upcoming fishing season? YES NO

If yes, where will you be working? Please provide name and address of employer. Please describe the nature of the work, including any physical labor to be performed.

If no, what will you be doing during the fishing season? Where will you be?

REQUIRED EMERGENCY TRANSFER INFORMATION

TO BE COMPLETED ONLY BY THE PROPOSED TRANSFEREE

1. How did you locate this permit for emergency transfer? (select one answer)

Relative or personal friend	Permit Broker	Advertisement
Casual acquaintance	Fish Processor	Other (explain) _____

2. What is your relationship to the permit holder? (select one answer)

None	Personal friend	Other relative
Business partner/crewmember	Member of immediate family	Other (explain) _____

3. Who owns the vessel or site that you will be fishing? (select one answer)

Myself	Fish Company or Processor
Permit Holder	Other (explain) _____

4. What are the agreed upon terms for the use of the permit?

Flat fee of \$ _____ paid to the permit holder.
Percentage of gross earnings, _____ %
Combination of flat fee and percentage, the flat fee \$ _____ and percentage _____ %
Payment in Trade, indicate what is being traded and its estimated value: _____ Value \$ _____
No payment to the permit holder (explain) _____
Other (explain) _____

5. Are you paying a commission or fee to a broker or other agent? NO YES

If yes, indicate which firm or person is acting as broker: _____

6. How much are you paying in brokers' fees or commissions? _____

7. Is there any agreement concerning future transfers of this permit? NO YES

If yes, explain _____

TO BE COMPLETED ONLY BY THE PERMIT HOLDER

1. Are you using the service of a broker or other agent to assist with this transfer? NO YES

If yes, which firm or person is acting as broker? _____

2. How much are you paying in brokers' fees or commissions? \$ _____

3. Who advised you to seek an emergency transfer of your permit? (select one answer)

Entry Commission staff	Fish Processor	Other (specify) _____
Dept. of Fish and Game staff	Business partner/crewmember	
Permit Broker	Myself	

4. If you are receiving payment for the use of the permit, when is to be paid? (select one answer)

At the time of transfer	In periodic payments during the season
At the end of the season	Other (explain) _____

5. What is your reason for transferring this permit? (select one answer)

Injury or accident	Death of permit holder	Government/Military service
Illness or other health problem	Incarceration	Financial or economic hardship
Immediate family illness or death	Pregnancy	Working at alternate employment
School or Training	Other: _____	

THIS SECTION IS OPTIONAL, YOU ARE NOT REQUIRED TO COMPLETE IT The section is protected by the Alaska Human Rights Law AS 18.80.255.

What is your ethnic origin:

Permit Holder	Alaska Native	Caucasian	Black	Asian	Hispanic	Other _____
Transferee	Alaska Native	Caucasian	Black	Asian	Hispanic	Other _____

NOTICE REGARDING PERSONAL INFORMATION: Under AS 16.43.100, the Commercial Fisheries Entry Commission (CFEC) requests the information on this form so that CFEC can process your licensing request. You must provide the requested information for processing of your licensing request; if you do not provide all of the requested information, CFEC may deny your request. To the extent permitted by state and federal law, CFEC may share the requested information with other state and federal agencies for the purpose of determining whether to grant your request and for law enforcement and other governmental purposes. Also, unless an exception applies (e.g. for medical information) requested information may be subject to disclosure under AS 40.25.110-AS 40.25.120. To challenge under AS 40.25.310 the accuracy or completeness of your personal information that CFEC maintains, please send the following information to Attn: CFEC Records Officer, PO Box 110302, Juneau, AK, 99811: a description of the challenged information; the records that contain the information; the changes necessary to make the information accurate or complete; and the address where CFEC can contact you.

REQUIRED PHYSICIAN STATEMENT:

By signing this form, I _____ (permit holder) authorize the examining physician, clinic and/or hospital to release confidential information regarding his or her medical records to the Entry Commission.

Signature of permit holder

Date

Physician's Name: _____

Address : _____

City: _____ State: _____ Zip: _____

Telephone Number: _____ Fax Number: _____

You are the Patient's: regular physician specialist village health aide emergency medical care provider
 other, specify _____

PLEASE PRINT CLEARLY:

1. What date did you examine the patient: _____

2. What complaint did the patient present and what was the date of onset: _____

3. What did your examination consist of: _____

4. What is your diagnosis of the illness or disability: _____

5. The diagnosis is based upon: information provided verbally by patient; medical records and history;
 examination and observation; blood work, X-rays; other tests or procedures, including: _____

6. If the diagnosis is back pain or injury to the back, attach clinical notes describing the tests performed and their results:

7. Describe the patient's current physical limitations: _____

8. Have you previously seen the patient for the same or a related problem? NO YES If yes, indicate when and provide relevant history:

9. What treatment(s) have you been prescribed (including prescribed medications, recommendations regarding physical activity, dietary recommendations, etc.)? _____

10. What is the prognosis and expected duration of the problem? _____

I certify that the information provided by me above and in all attachments is true and correct to the best of my knowledge and that it is provided solely at the request of the permit holder to enable the Entry Commission to review the attached transfer request on a factual and objective basis. I understand that I may be contacted by the Entry Commission to answer further questions or testify about my diagnosis.

Signature of Physician or Medical Examiner

Date



Commercial Fisheries Entry Commission Credit Card Authorization

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I authorize the Commercial Fisheries Entry Commission (CFEC) to charge the card listed below. This payment is only valid for the items and amount listed.

Please indicate the permit and/or vessel numbers in the space provided and the total amount you are authorizing your card to be charged.

FEES TO BE CHARGED TO CARD		
Item(s)	Enter Permit & Vessel Numbers	Fee Amount
Permit(s):		\$
Vessel(s):		\$
Transfer Fees (\$50):		\$
Duplicate Fees (\$20):		\$
Immediate Fishing (\$80):		\$
Check here to have your licenses express mailed and that you agree to pay the current USPS express mail rate PLUS the CFEC service fee of \$15.00.		
Total amount to be charged		\$

Name of Cardholder: _____

Cardholder Phone Number: _____

Cardholder Signature: _____ Date: _____

Card type: Visa Mastercard Discover

Expiration Date: ____ / ____

Credit Card #: _____ - _____ - _____ - _____

DO NOT EMAIL THIS FORM. PLEASE FAX OR MAIL FORM.