
HOW TO USE ELICENSE FOR AQUACULTURE SHIPPER III (AQS3) USERS GUIDE

Department of Agriculture

OCTOBER 21, 2021

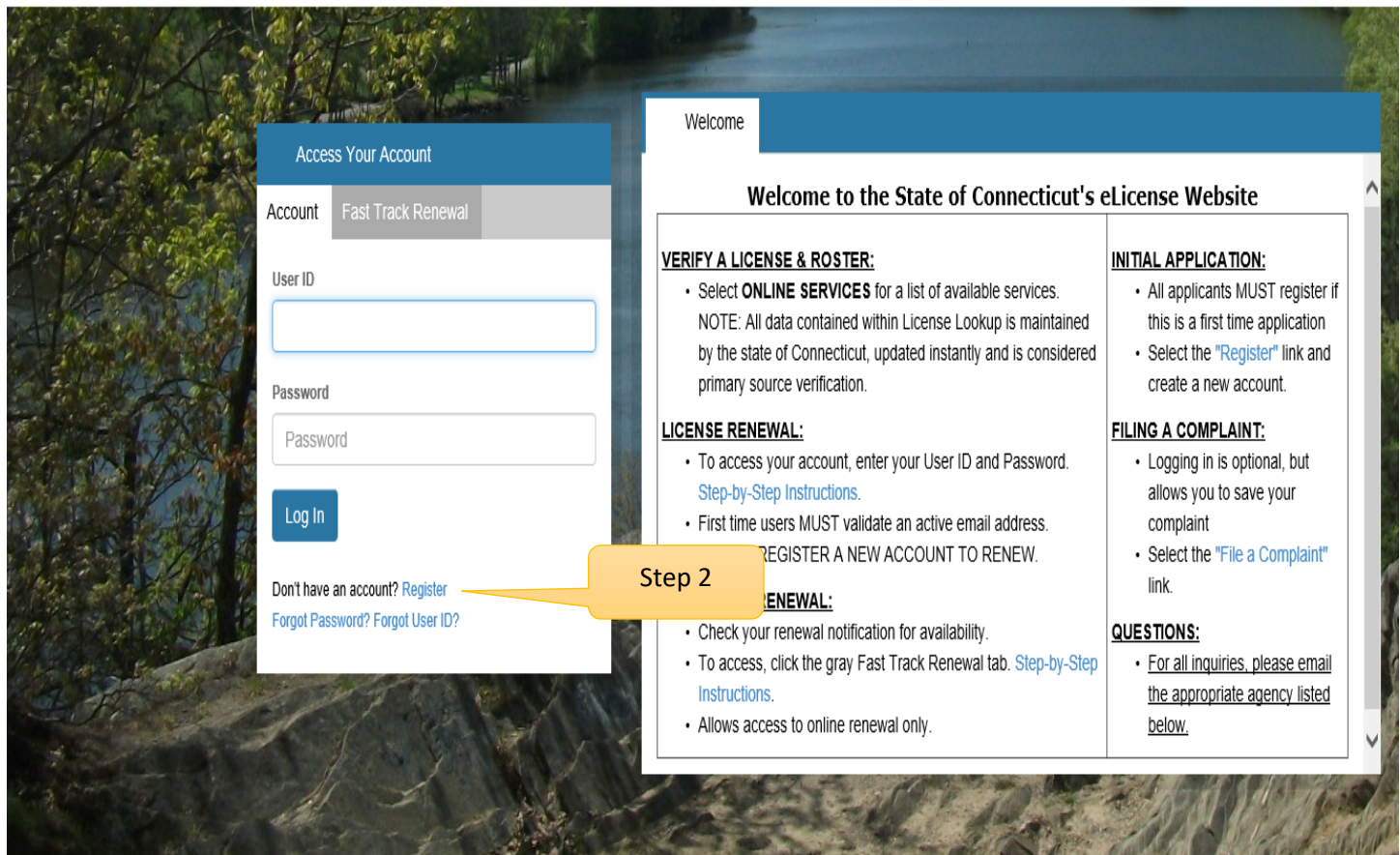
Background

State of Connecticut regulatory statute for Aquaculture Shipper III states that businesses must completed an application, have an inspection of their business each year through the on-line system known as eLicense.

Production (www.elicense.ct.gov)

AQ Shipper III regulatory statutego here

Step 1: Type www.elicense.ct.gov (production) on the command line of your browser.




Step 2: Click on the Register button

New users of the eLicense system must register by creating a user name and password that will be used for all licensing pertaining to this business. Click on the Register button and follow the instructions.

Step 3: Always Register as a “Business”

Remember to have your email available to confirm that you are registering.

Login Register

 STATE OF CONNECTICUT

HOME MY ACCOUNT ONLINE SERVICES ▾

Register new Account

Fields marked with an asterisk * are required.
Step 1. Business or Individual

Register as:

Individual

Business

Step 3

Note: Register as the Individual or Business to whom the credential will be issued.

****PLEASE READ****

- You **will not be able to reinstate, renew** or access information for an existing license if you register a new account.
- You must use the User ID and Password linked to that account.
- Please contact the issuing agency below to request your User ID and Password.

Has the Individual or Business ever had any prior Licensing interaction(s) with any of the following State agencies:

- Department of Public Health
- Department of Consumer Protection
- Department of Agriculture
- Department of Developmental Services
- Office of Early Childhood
- Office of the State Fire Marshal

Yes

No

Next Cancel

Please enter all the information on the next page to create the account. The ID and Password will be use every time you want to access the eLicense application.

Registration

Account Information

* denotes required fields

*User ID

*Email

*Password

Confirm Password

We will use this email address to contact you.

Personal Information

Business Name

Public Address

Attention

Address

City

State

Country

Zip

Phone Number

Cell Phone

Mailing Address

Same as Public Address

Attention

Address

City

State

Country

Zip

Phone Number

Cell Phone

Captcha Verification

Please note that this code is case sensitive.



Enter Code*

Create Account

Enter all the characters on the left into the enter code box. Use upper and lower case alphanumeric. This field is case sensitive.

Click Create Account

User Account

In order to validate your account we have sent you a verification email to the address listed below. You must access your email account and click on the link provided. Once clicked you will be returned to your account and provided access.

⚠ There is currently 1 issue with your account.
Please resolve it before going further.


Your email address has not been verified. If you have not yet received an email to do this, please follow the instructions below.

User ID:		Change User ID
E-mail:	<p>Your account or new email address has not yet been verified. You have been sent a verification email by the system to your email address of record. You may have to check your SPAM filter. Click on the link provided in the email. Once clicked you will be returned to your account and provided access.</p> <p>If you have not yet received the email, you may click the below button labeled "Generate E-mail" and a new one will be sent to you. Please note: When you click the "Generate E-mail" button any older verification emails will be invalid. Ensure that you click the link in the most recently received email.</p> <p>Generate E-mail</p>	Change Email
Password:	Change Password	

Step 4:

Logon on to your email and look for an email from donotreplylicense2@po.state.ct.us. Open it and click on the link.

Reply Reply All Forward

 donotreplylicense2@po.state.ct.us
Email Verification

Dear

Your Company

This message is intended to verify the email address on file for you in the State of Connecticut's eLicensing website and to allow you to use the other online functionality.

To complete the process, please click the hyperlink below if it appears in your email program. If it does not appear as a hyperlink please read the instructions below.

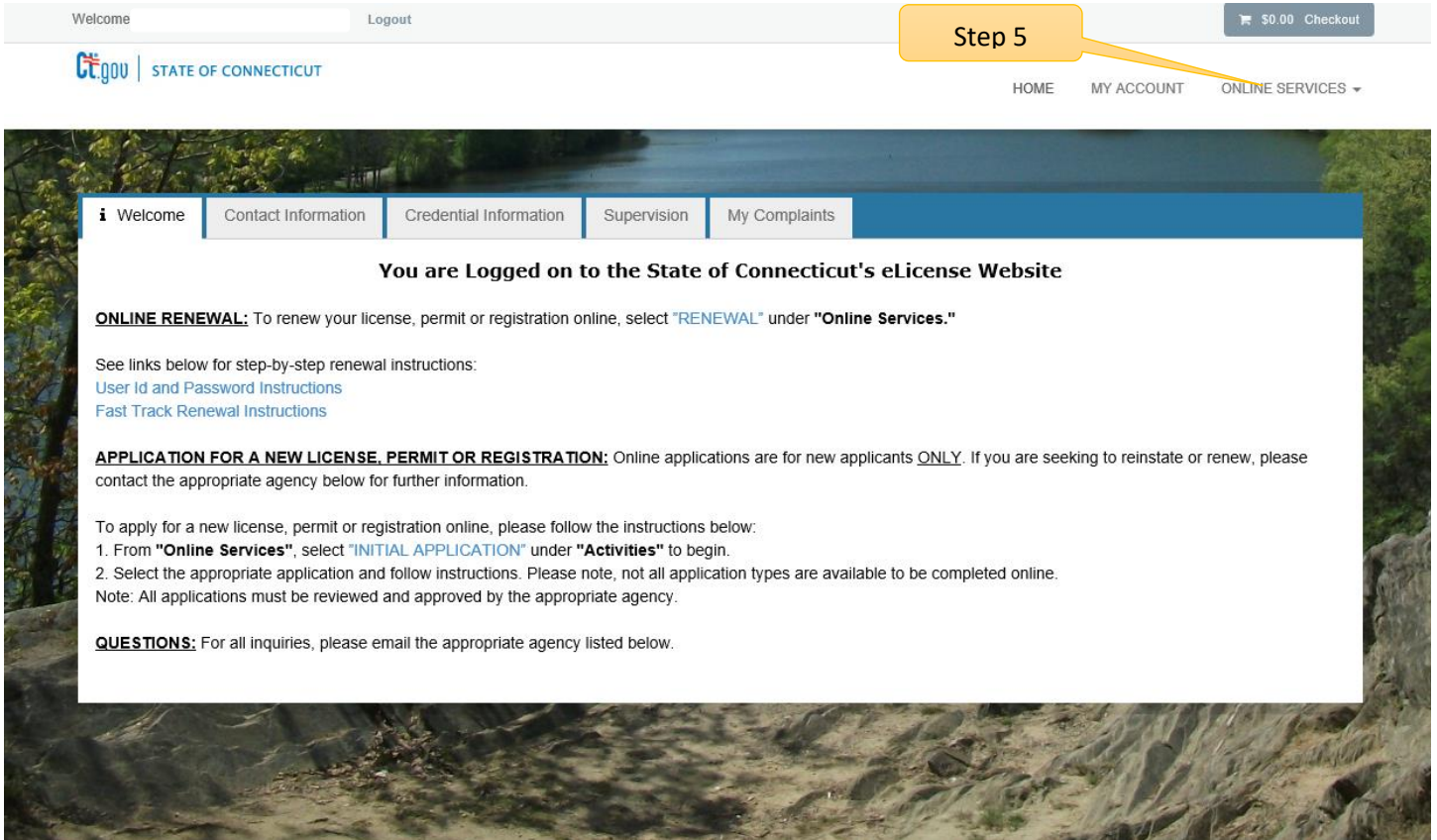
[Click here](#)

Step 4

If a hyperlink does not appear above, then please copy the following text into your web browser's address bar (all the text below must be put in as a single line with no spaces)

You are now in the eLicense system and are ready to start the Aquaculture Shipper III application.

Step 5 - Click on the ONLINE Services button



Welcome Logout \$0.00 Checkout

Step 5

HOME MY ACCOUNT ONLINE SERVICES ▾

STATE OF CONNECTICUT

Welcome Contact Information Credential Information Supervision My Complaints

You are Logged on to the State of Connecticut's eLicense Website

ONLINE RENEWAL: To renew your license, permit or registration online, select **"RENEWAL"** under **"Online Services."**

See links below for step-by-step renewal instructions:
[User Id and Password Instructions](#)
[Fast Track Renewal Instructions](#)

APPLICATION FOR A NEW LICENSE, PERMIT OR REGISTRATION: Online applications are for new applicants ONLY. If you are seeking to reinstate or renew, please contact the appropriate agency below for further information.

To apply for a new license, permit or registration online, please follow the instructions below:
1. From **"Online Services"**, select **"INITIAL APPLICATION"** under **"Activities"** to begin.
2. Select the appropriate application and follow instructions. Please note, not all application types are available to be completed online.
Note: All applications must be reviewed and approved by the appropriate agency.

QUESTIONS: For all inquiries, please email the appropriate agency listed below.

Step 6: Click on the Initial Application.

The screenshot shows the top navigation bar of the Connecticut State website. It includes a search bar, a 'Logout' link, and a shopping cart icon with '\$0.00' and a 'Checkout' button. The main navigation menu is open, showing 'HOME', 'MY ACCOUNT', and 'ONLINE SERVICES'. Under 'ONLINE SERVICES', there are three main categories: 'Activities', 'License Lookup & Download', and 'Account'. The 'Activities' category is expanded, showing 'Initial Application' and 'File a Complaint'. A yellow callout box labeled 'Step 6' points to the 'Initial Application' link. Below the navigation menu, there is a section titled 'ONLINE RENEWAL' with instructions on how to renew a license online. It also includes links for 'User Id and Password Instructions' and 'Fast Track Renewal Instructions'. A section titled 'APPLICATION FOR A NEW LICENSE, PERMIT OR REGISTRATION' provides instructions for new applicants and notes that all applications must be reviewed and approved by the appropriate agency. A 'QUESTIONS' section provides contact information for inquiries.

Welcome, Logout \$0.00 Checkout

[Go.gov](#) | STATE OF CONNECTICUT

HOME MY ACCOUNT ONLINE SERVICES ▾

Activities **Step 6** License Lookup & Download Account

[Initial Application](#) [File a Complaint](#) [Lookup a License](#) [Generate Roster\(s\)](#) [Account Details](#)

ONLINE RENEWAL: To renew your license, permit or registration online, select **"RENEWAL"** under **"Online Services."**

See links below for step-by-step renewal instructions:
[User Id and Password Instructions](#)
[Fast Track Renewal Instructions](#)


APPLICATION FOR A NEW LICENSE, PERMIT OR REGISTRATION: Online applications are for new applicants ONLY. If you are seeking to reinstate or renew, please contact the appropriate agency below for further information.

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2. Select the appropriate application and follow instructions. Please note, not all application types are available to be completed online.
Note: All applications must be reviewed and approved by the appropriate agency.

QUESTIONS: For all inquiries, please email the appropriate agency listed below.

Step 7: Find Agriculture in the list below and Click on it

Welcome, Logout \$0.00 Checkout

 STATE OF CONNECTICUT HOME MY ACCOUNT ONLINE SERVICES

Apply for new license

Below are all current License/Certification types available for online application.

Please expand a category to view the available types,
then select **"Start"** for the License/Certification you wish to apply from the list:

- All 
- Public Health Practitioners 
- Drug Control 
- Medical Marijuana 
- Environmental Health Practitioners 
- Home Contractors 
- Agriculture  
- Amusement Permits 
- Bedding Permits 
- Charities & Solicitation 

Step 8: Click on the “Start” button to start the SHELLFISH SHIPPER III application process.

By selecting, the user will be guided through a series of questions about the Shellfish Shipping.

Before you begin:

Apply for new license		
Start	AQUACULTURE FISH PRODUCTION	AQUACULTURE
Start	COMMERCIAL ANIMAL FEED MANUFACTURER	AGRICULTURAL COMMODITIES
Start	CONNECTICUT FARM WINERY, BREWERY and CIDERY	AGRICULTURAL DEVELOPMENT
Start	CONNECTICUT GROWN MANUFACTURER FOR ALCOHOLIC LIQUOR	AGRICULTURAL DEVELOPMENT
Start	FRUIT AND VEGETABLE GROWER	FOOD SAFETY
Start	FRUIT AND VEGETABLE GROWER	FOOD SAFETY
Start	HEMP PRODUCER	AGRICULTURAL COMMODITIES
Start	MAPLE SYRUP and HONEY PRODUCER	FOOD SAFETY
Start	MILK EXAMINER	FOOD SAFETY
Start	SHELLFISH SHIPPER III	AQUACULTURE



Step 8

AQS3 -
Before you
begin

AQS3 - Before you begin

The conditions of this license ensure compliance with the federal standards for the shellfish sanitation program and compliance with the National Shellfish Sanitation Program Model Ordinance and Connecticut General Statutes 26-192a, 26-192c, and 26-192f. This shellstock shipper license allows the applicant to buy, or repack and sell shellstock. The licensee may only purchase shellfish from certified dealers included on the United States Food and Drug Administration (USFDA) Interstate Certified Shellfish Shippers List. A shellstock shipper is not authorized to shuck shellfish nor repack shucked shellfish, but may ship shucked shellfish. The Licensee agrees to abide by the conditions and standards in accordance with the National Shellfish Sanitation Program Model Ordinance (NSSP-MO) and the United States Food and Drug Administration (USFDA) - HACCP. The Licensee agrees to process, ship, hold and sell only shellfish received from dealers holding valid shellfish licenses and originating from areas classified as "Approved" or "Conditionally Approved-Open" or equivalent designations accepted by FDA. The Licensee agrees to only accept shellfish accompanied by a transportation record/shipping document. The Licensee understands that Connecticut operates under a mandatory Vibrio parahaemolyticus Control Plan (VPCP) as required by NSSP Model Ordinance for oysters harvested from Connecticut waters between June 1 and September 30 inclusive. The terms of the 2016 Connecticut VPCP require that: 1) all oysters shipped during this time period must be placed under temperature control within 5 hours of the start of harvest; 2) all oysters must be cooled to an internal temperature of 50F prior to shipping; 3) all shipping conveyances must be pre-chilled to 45F or less prior to loading; 4) oysters harvested from the waters of Darien, Norwalk, or Westport must be cooled to 50F on-board the harvest vessel within 1 hour of harvest when water temperatures are above 68°F. The Licensee will attach tags to all lots of shellfish sold and to maintain records of shellfish purchased, their source and to whom sold for a minimum of one (1) year for fresh product and two (2) years for frozen product. The Licensee agrees to conform to all federal, state and local regulatory and statutory requirements pertinent to the Shellstock Shipping operation.

Previous

Next

Close and Save

COMMODITIES

Click on the Next button at the bottom of the screen to move to the next screen.

WELCOME VICTORIA SAMUELAS Logout

SHELLFISH SHIPPER III

AQS3 - Before you begin

AQS3 - Type of Shellfish License

AQS3 - Type of Shellfish License

Fields marked with an asterisk * are required.

1. Shipper Type:

*

Use the down arrow and Select from REPACKER, RESHIPPER, SHELLSTOCK SHIPPER III or SHUCKER PACKER

Previous Next Close and Save

COMMODITIES

Click on the Next button at the bottom of the screen to move to the next screen.

Business Information

The red * star left of the answer box identifies the field as mandatory. The user will not be allowed to move to the next screen until all mandatory fields have been answered.

SHELLFISH SHIPPER III □ ×

Fields marked with an asterisk * are required.

AQS3 - Before you begin

AQS3 - Type of Shellfish License

AQS3 - Business Information

2. Please enter the DBA name used for this business (DBA - Doing Business As):

* Field required

3. Select the type of ownership for Applicant business:

Corporation

* Limited Liability Company

Partnership

Sole Proprietor

4. What is the telephone number of the business.

*

5. Business Emergency Telephone Number

*

6. Fax Number:

*

7. Enter address for records, central shellfish storage or emergency storage (street, city, state and zip code):

*

Click the Next button at the bottom of the screen to continue.

Organization Type:

The type of organization (Question 5) will determine which business screen is presented to the user.

There is a separate screen for Corporations, Partnerships, LLC/LLPs and Sole Proprietors.

The screenshot shows a web application window titled "AQUACULTURE FISH PRODUCTION". On the left is a sidebar with three menu items: "AQFP - Before you Begin", "AGR - AQ - Business Information", and "AGR - AQ - Corporation". The main content area is titled "AGR - AQ - Corporation" and contains the following text and form elements:

Fields marked with an asterisk * are required.

6. What is the corporation name
*

7. What is the name of the principal officer (for corporation) or principal member (for LLC/LLP). List only one name.
*

8. Provide the email of the legal owner:
*

9. Federal Employer Identification Number (FEIN):
* Enter:
* Re-enter:

10. What is the telephone number of the business.

At the bottom of the screen, there are three buttons: "Previous", "Next", and "Close and Save". The "Next" button is highlighted. The footer of the window contains the text "License" and "Board".

Click the Next button at the bottom of the screen to continue.

AQS3 – Vehicle Info

SHELLFISH SHIPPER III

AQS3 - Vehicle Info - 1

Fields marked with an asterisk * are required.

34. TYPE OF CAR/TRUCK TO BE USED:
*

35. MAKE OF CAR/TRUCK TO BE USED:
*

36. COLOR OF CAR/TRUCK TO BE USED:
*

37. YEAR OF CAR/TRUCK TO BE USED:
*

38. Plate No.:
*

39. Vehicle Ownership (Leased or Owned):
*

40. Method employed to maintain shellfish at 45 degrees or below during shipping:
*

41. Length of shipping time to last delivery (in hours):
*

42. Another vehicle ?
* Yes No

Previous Next

Close and Save

Callouts:

- Use the down arrow
Select color of vehicle from list
- Use the down arrow
Select Leased or Owned
- Select 'yes' if you have another vehicle to register
Up to 35 vehicles can be documented
These vehicles will be inspected

Click the Next button at the bottom of the screen to continue.

Fields marked with an asterisk * are required.

AQS3 - Before you begin

I agree to only accept shellfish accompanied by a transportation record/ shipping document.

AQS3 - Type of Shellfish License

I agree to process, ship, hold and sell only shellfish I have received from dealers holding valid shellfish licenses as found in the most current FDA Interstate Shellfish Shippers "List;" to attach tags to all lots of shellfish sold and to maintain records of shellfish purchased, their source and to whom sold for a minimum of two (2) years; and to conform to all regulatory and statutory requirements pertinent to this operation.

AQS3 - Business Information

348. I understand that any person making a written false statement on this application shall be subject to arrest as provided for in Section 53A-157 of the Connecticut General Statutes.

* Yes No

AGR - AQ - LLC/LLP

349. Name of Applicant:

*

AQS3 - Vehicle Info - 1

350. Applicant Title:

AQS3 - Attestation

351. Email:

*

352. Attestation Date:

*

Review – The application is presented to the user for a final review before the application is submitted. No fees are due at this time. The user can print a copy of the application.

The screenshot shows a web application titled "SHELLFISH SHIPPER III" in a browser window. The interface includes a left-hand navigation menu with several sections: "AQS3 - Before you begin", "AQS3 - Type of Shellfish License", "AQS3 - Business Information", "AGR - AQ - LLC/LLP", "AQS3 - Vehicle Info - 1", "AQS3 - Attestation", and "Review". The "Review" section is currently selected and highlighted in white. The main content area is titled "Review" and contains a "Print Review" button in the top right corner. Below this, there are several sections of information: "Fees" with a callout stating "No fees are due at this time" and a "Total Fees: \$0.00" label; "AQS3 - Before you begin"; "AQS3 - Type of Shellfish License"; "1. Shipper Type:" with the value "SHELLSTOCK SHIPPER III"; "AQS3 - Business Information"; "2. Please enter the DBA name used for this business (DBA - Doing Business As):" with the value "XXXXXXXXX"; "3. Select the type of ownership for Applicant business:" with the value "Limited Liability Company"; and "4. What is the telephone number of the business." with the value "(203) 555-2121". At the bottom of the form, there are three buttons: "Previous", "Finish", and "Close and Save". A callout points to the "Finish" button with the text "You must click the Finish button to submit the application". Another callout points to the scroll bar on the right side of the form with the text "Use the scroll bar to view more of the application".

An acknowledging email will be sent stating that the application has been received and is under review to the email address on file.

Type Online Application - Successful Auto Post Completion
Queued 10/25/2021 2:58PM
Created 10/25/2021 2:58PM
Sent 10/25/2021 2:58PM
Subject Thank your for submitting your SHELLFISH SHIPPER III Information ** To: **

Mail Body :

To:

The State of Connecticut, Department of Agriculture has received your information for SHELLFISH SHIPPER III. We will begin the review process of your application.

We will contact you shortly upon the completion of the review.

Department of Agriculture

State of Connecticut

Bureau of Aquaculture & Laboratory Services

AgLicensing@ct.gov

Once the application has been reviewed. The vehicles will be inspected.... If they all pass, a license will generated and email to you.

From Department of Agriculture <DOA@ct.gov>
Recipients
Type Certificate
Queued 10/25/2021 5:07PM
Created 10/25/2021 5:12PM
Sent 10/25/2021 5:12PM
Subject CT [CredentialName] CERTIFICATE for [ContactName]** To:

Click on Certificate to view the license

Mail Body :

Attached is your [Certificate](#) for your Connecticut Department of Agriculture SHELLFISH SHIPPER III #AQS3.0000002 (select the link to view your certificate). Please print this certificate for your records. In an effort to be more efficient and Go Green, the department will not be mailing a hardcopy of this certificate. Please save a copy of this email with your User Id to access your account to make any necessary changes to your information or reprint the certificate at any time.

User Id =

We ask that you keep your email information with our office current to receive correspondence. All renewal notifications and certificates will only be emailed to your last reported email on record. All licenses, permits and registrations can be verified on our [website](#).

State of Connecticut

Department of Agriculture

Bureau of Aquaculture & Laboratory Services

Email: aglicensing@ct.gov



**STATE OF CONNECTICUT
DEPARTMENT OF AGRICULTURE
Bureau of Aquaculture & Laboratory Services
SHELLFISH SHELLSTOCK SHIPPER LICENSE**



CONNECTICUT LICENSE NO.: SS **APPLICATION DATE:** 10/26/2021

APPLICANT: FISHY LLC **JOE GOLDFISH**
450 FISHY LANE
MILFORD, CT 06103-1835

TELEPHONE: (203) 555-2121

FAX: (203) 555-1414 **E-mail:** fishy@gmail.com

Address if different from above for records, central or emergency shellfish storage:
200 MAIN STREET MILFORD, CT 06144

The conditions of this license ensure compliance with the federal standards for the shellfish sanitation program and compliance with the National Shellfish Sanitation Program Model Ordinance and Connecticut General Statutes 26-192a, 26-192c, and 26-192f.

This shellstock shipper license allows the applicant to buy, or repack and sell shellstock. The licensee may only purchase shellfish from certified dealers included on the United States Food and Drug Administration (USFDA) Interstate Certified Shellfish Shippers List. A shellstock shipper is not authorized to shuck shellfish nor repack shucked shellfish, but may ship shucked shellfish.

The Licensee agrees to abide by the conditions and standards in accordance with the National Shellfish Sanitation Program Model Ordinance (NSSP-MO) and the United States Food and Drug Administration (USFDA) - HACCP.

The Licensee agrees to process, ship, hold and sell only shellfish received from dealers holding valid shellfish licenses and originating from areas classified as "Approved" or "Conditionally Approved-Open" or equivalent designations accepted by FDA.

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The Licensee understands that Connecticut operates under a mandatory *Vibrio parahaemolyticus* Control Plan (VPCP) as required by NSSP Model Ordinance for oysters harvested from Connecticut waters between June 1 and September 30 inclusive. The terms of the 2016 Connecticut VPCP require that:

- 1) All oysters shipped during this time period must be placed under temperature control within 5 hours of the start of harvest;
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The Licensee agrees to conform to all federal, state and local regulatory and statutory requirements pertinent to the Shellstock Shipping operation.

DATE ISSUED: 10/26/2021
DATE EXPIRES: 10/25/2022

DAVID H. CAREY

David H. Carey, Director

AQS3.0000003



**STATE OF CONNECTICUT
DEPARTMENT OF AGRICULTURE
Bureau of Aquaculture & Laboratory Services**



THIS LICENSE DOES NOT EXEMPT THE APPLICANT FROM ANY STATE AND LOCAL LAWS, ORDINANCES OR REGULATIONS THAT MAY APPLY.

CT C.G.S. 26-234b Prohibits the taking of eastern oysters from the waters of this state which are less than three inches long. Penalty imposed shall be not more than five hundred dollars or imprisoned not more than six months or both. (P.A. 1991-333)

All shellstock received from a dealer which elected to ship shellstock which has been harvested in accordance with Chapter VIII, §.02 A. (3) prior to achieving the internal temperature of 50°F (10°C) must be cooled to an internal temperature of 50°F (10°C) prior to shipment. The dealer may elect to ship shellstock which has been harvested in accordance with Chapter VIII, §.02 A. (3) prior to achieving the internal temperature of 50°F (10°C). Should the dealer choose this option the shipment shall be accompanied with a time/temperature recording device indicating continuing cooling. Shipments of four (4) hours or less will not be required to have a Time/temperature recording device.

(Type of Car / Truck, Year, Make, Color, Marker #) TO BE USED:

TRUCK 2020 BMW RED FISHY 1 LEASED