



HOW TO COMPLETE THE RENEWAL APPLICATION FOR SEED OYSTER SELLERS AND TRANSPLANTERS (AQSO)

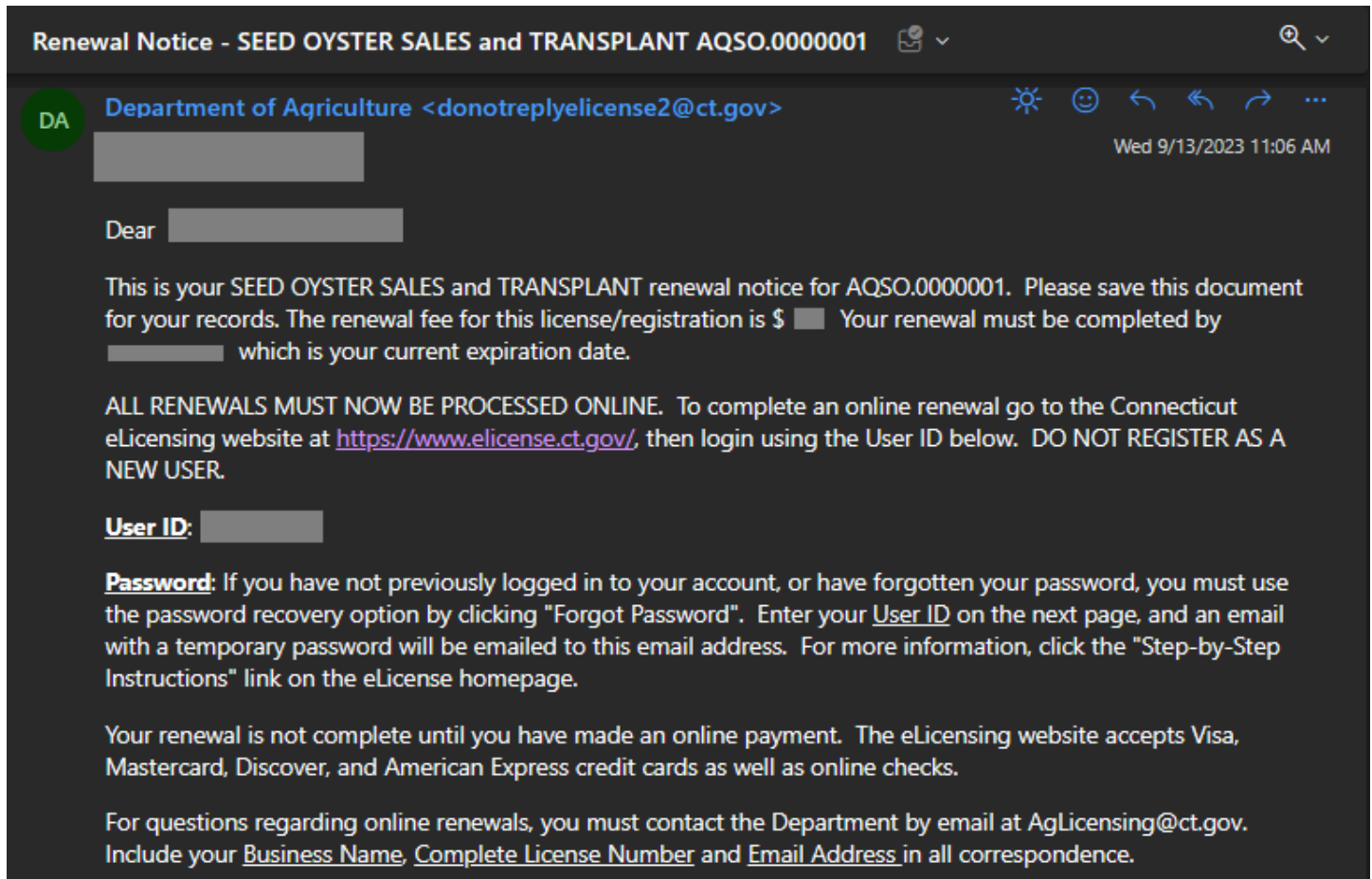
Department of Agriculture, Bureau of Aquaculture



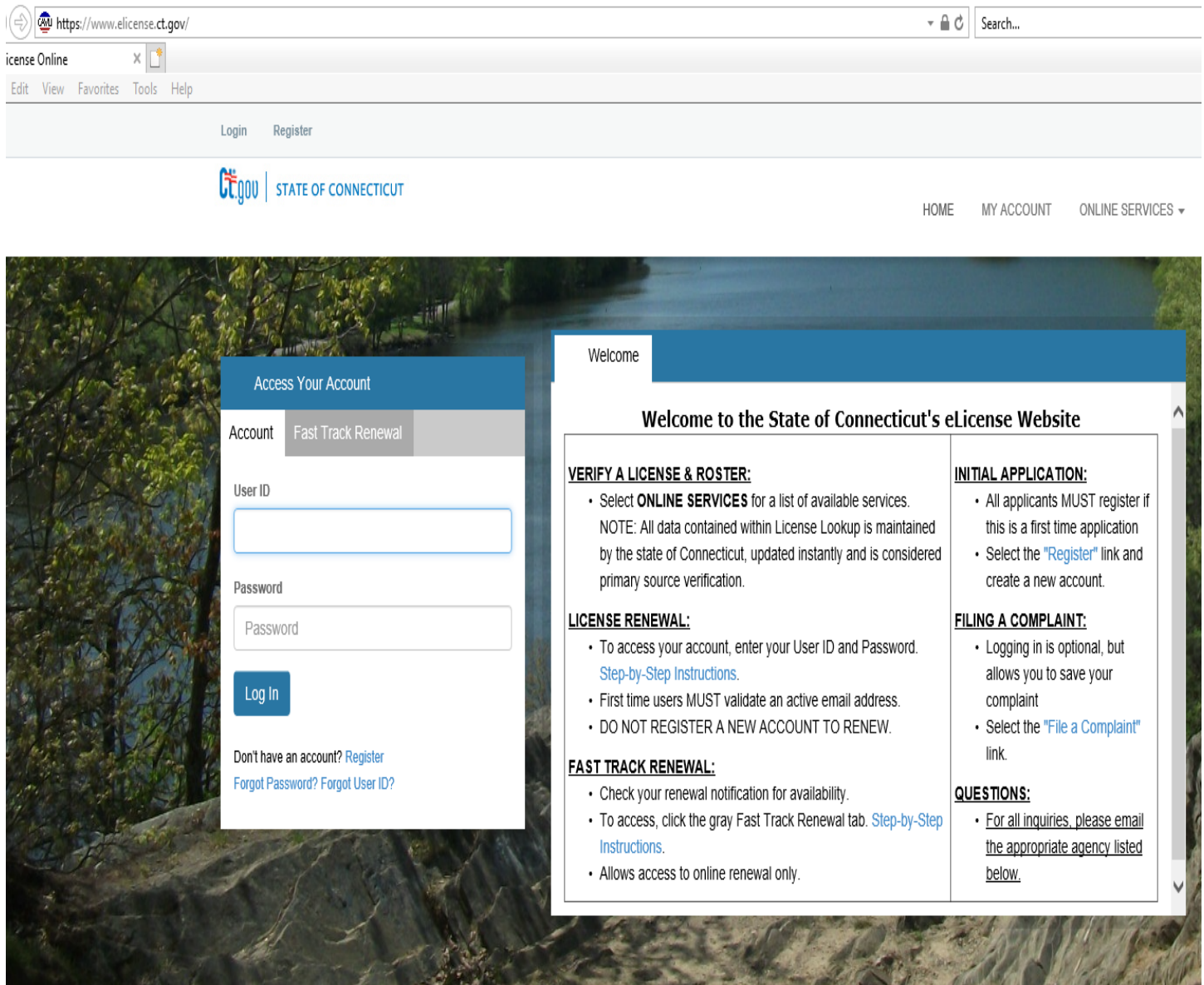
This user guide is specifically for renewal applications. Companies that are applying for a seed oyster seller/transplanter license for the first time should follow this user guide: portal.ct.gov/-/media/DOAG/Aquaculture/licensing/Seed-Oyster-eLicense-User-Guide.pdf.

SEPTEMBER 13, 2023

When it is time to renew your license, you will receive an email notifying that you can submit your renewal application:



Type www.elicense.ct.gov on the command line of your browser.



Login with your User ID and password.

If you do not remember your User ID and/or password, click the "Forgot Password? Forgot User ID?" function. The DA/BA can also assist with login assistance if issues persist.

After logging in, click the "RENEWAL" link in the highlighted sentence on the home screen.

FISH PRODUCER #1 Logout \$0.00 Checkout

ct.gov | STATE OF CONNECTICUT

HOME MY ACCOUNT ONLINE SERVICES ▾

Welcome Contact Information Credential Information Supervision Online History 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.

Click "Start" for the AQSO (Seed Oyster Seller/Transplanter license)

ct.gov | STATE OF CONNECTICUT

HOME MY ACCOUNT ONLINE SERVICES ▾

Renew a License

Please select which license you wish to renew from the following list.

Renewal ^

Completed	License	Note
Start	AQSO.0000001	

Click "start"

License For AQSO.0000001

AQSO - Before you begin

The Department of Agriculture has committed to moving all licenses into the electronic system. In order to simplify the electronic license application, the Bureau of Aquaculture has eliminated the separate applications for SEED Individuals, including Captains and Helpers, and SEED boats licenses.

This newly created online Seed Oyster Harvester and/or Transplanter License application eliminates duplicate entries and has been reformatted acknowledging that the majority of licenses issued are for individuals working under a company or individual. Each company must submit a completed Seed Helper and/or Transplanter License.

Please follows these instructions and have all of the necessary Captain, Helper, and Boat information you will need to complete an on-line Seed Oyster Harvester and/or Transplanter License prior to starting the application. You can save and return to the application at any time, but it will not be submitted to the Bureau of Aquaculture until you complete the application in its entirety and attest and submit it.

There are three categories Boats, Captains, and Helpers.

You will need to provide:

- Boat Name, CT Reg. or US DOC #, Length, Color, Boat Location - Marina Name, Boat Location - Marina Town
- The captains and helpers require the same information: First and Last Name, Employee ID, Address (Street), Address (City), Address (State), Address (Zip Code), and Telephone Number

If the company owner will also be a captain or helper during the seed license season, you must list yourself as such and pay the associated fee in order to work on the vessel.

If you are a Seed Seller, you will be required to upload a signed Seed Seller/Buyer Agreement form directly into the elicense system. You will not be permitted to submit the application until you have uploaded the form. The form can be downloaded at: [Seed Oyster Buyer Agreement Form](#).

Previous Next Close and Save

Read and click "next"

You can update your contact information. If nothing has changed, click "next."

License For AQSO.0000001

AQSO - Before you begin

Address Update

Address Update

1. Please update any changes to your primary address:

Attn	
Address 1:	190 Rogers Avenue
Address 2:	
City:	Milford
State:	Connecticut
Zip Code:	06460
Country:	UNITED STATES
Telephone Number:	

Edit Address

-- OR --Change to an address already on file:

190 Rogers Avenue Milford, CT 06460 (UNITED STATES)

Update

2. Please update any changes to your mailing address:

Attn	
Address 1:	
Address 2:	
City:	
State:	
Zip Code:	
Country:	
Telephone Number:	

Previous Next Close and Save

Click "next"

Check "yes" or "no" for changing your type of business. Then click "next."

License For AQSO.0000001

AQSO - Business Information Renewal

Fields marked with an asterisk * are required.

Type of Business: T - Transplant S - Seller ST - Seller and Tranplant

3. Do you wish to change Type of Business:

* Yes No

Previous Next

Close and Save

Click "next"

License For AQSO.0000001

AQSO - Update Captain Information

5. Update termination date to remove Captains that no longer work for you:
Click on the pencil and pad to update Captains.

Action	Name	Relationship	Relationship Status	Start Date	Termination Date
	No Records Found				

6. List of Captains:

Action	First Name	Last Name	EMail	Relationship	City	Zip
No Records Found						

Add

Previous Next

Close and Save

Each captain from the previous license will be listed. Click to mark captain(s) as terminated from your renewal.

Add new captain(s), as necessary.

Click "next"

Follow the steps listed under “captains” for the “helpers” section. Click “next” when finished.

License For AQSO.0000001

AQSO - Update Helper Information

7. Update termination date to remove Helpers that no longer work for you:
Click on the pencil and pad to update Helpers.

Action	Name	Relationship	Relationship Status	Start Date	Termination Date
No Records Found					

8. List of Helpers:

Action	First Name	Last Name	E-Mail	Relationship	City	Zip
No Records Found						

Add

Previous Next Close and Save

License For AQSO.0000001

AQSO - Update Boat Information

List of Boats in Service

9. List of Boats Removed from Service:

10. Boat Information:

Action	Boat Name	CT Registration-US DOC#	Length	Color	Boat Owner	Boat Location - Marina Name	Boat Location - Marina Town
No Records Found							

Add

Previous Next Close and Save

The boats from the previous license will be listed here.

Type the boats you want to remove from your renewal here.

Add new boats, as necessary.

Click “next”

Enter the **total** number of boats, captains, and helpers for your renewal license (**not** the number of captains, helpers, or boats added to this year's license). For example, if you had 4 captains on last year's license, you remove 1, and you add 1, you would enter "4" for total number of captains.

If these numbers do not match the above records, the DA/BA will not issue you a license.

License For AQSO.0000001

Address Update

AQSO - Business Information Renewal

AQSO - Update Captain Information

AQSO - Update Helper Information

AQSO - Update Boat Information

AQSO - Total Count

AQSO - Total Count

Fields marked with an asterisk * are required.

12. Total Number of Boats:

*

13. Total Number of Captains:

*

14. Total Number of Helpers (do not include Captains):

*

Previous Next

Close and Save

Click "next"

Complete the Attestation and click "next."

License For AQSO.0000001

AQSO - Business Information Renewal

AQSO - Update Captain Information

AQSO - Update Helper Information

AQSO - Update Boat Information

AQSO - Total Count

AGR - AQ - Attestation

AGR - AQ - Attestation

Fields marked with an asterisk * are required.

15. I attest that all of the information contained herein is true to the best of my knowledge and agree that in the event a license or registration is granted, said applicant shall comply with all laws, orders, rulings, regulations and directives issued by the Commissioner of Agriculture.

* Yes No

16. Name of Applicant:

*

17. Applicant Title:

*

18. Applicant Telephone Number:

*

Previous Next

Close and Save

Click "next"

When you select next, you will have the opportunity to review the application. Confirm that all of the information you entered is correct. The total fees will be listed at the top right, and you will pay online by selecting, "Add to Invoice."

Invoice

[Pay Invoice](#)
[Print](#)

This item was successfully added to the invoice

Select **Pay Invoice** above to complete this transaction
To add additional transactions to the invoice, select a command from the Online Services menu

[State of Connecticut Invoice Transaction Summary](#)
[Online Licensing, Credentials, and Certifications](#)

Invoice

 Date:
Invoice #
 3546035

Fish Producer #1
190 Rogers Avenue
Milford, CT 06460

Description	Amount
Application - SEED OYSTER SALES and TRANSPLANT	
Boat Fees	\$30.00
Subtotal:	\$30.00
Total:	\$30.00

Pay Invoice

Click "Pay Invoice"

Complete the invoice payment with credit card or check draft information and click, "submit payment."

[State of Connecticut Invoice Transaction Summary](#)
[Online Licensing, Credentials, and Certifications](#)

Date: _____

Fish Producer #1

Print Receipt

You can print the receipt for your records by clicking this button.

Transaction Complete.
Please print a copy for your records from the button above.

Description	Amount
Application - SEED OYSTER SALES and TRANSPLANT	Amount paid will display here