



---

## HOW TO SUBMIT AN ELICENSE APPLICATION FOR SHELLFISH SEED IMPORTATION

---

Department of Agriculture, Bureau of Aquaculture



JANUARY 3, 2023

## Background

State of Connecticut regulatory statute designates the Department of Agriculture Bureau of Aquaculture as the authority on shellfish. The Bureau requires that any entity importing molluscan shellfish seed from outside of Connecticut complete this eLicense application. The license will be issued based upon satisfactory seed source and pathology certificates. The applicant will have to complete a new eLicense application for subsequent seed import licenses.

The Seed Importation license is designated mainly for Industry members importing shellfish seed for cultivation and ultimately market harvest. Entities (government, educational, private/industry) interested in assessing shellfish resources/populations or conducting studies/experiments requiring the removal or importation of molluscan shellfish must complete the Scientific Resource Assessment eLicense application, NOT the Seed Importation application.

## Shellfish Importation Policy:

- **Northern quahog:** The Bureau of Aquaculture does not allow the importation of clams from south of New Jersey.
- **Eastern oyster:** The Bureau of Aquaculture does not allow the importation of oysters with the exception of hatchery stock from Rhode Island and Massachusetts, or stock from New York and Long Island Sound. Additionally, the Bureau of Aquaculture does not allow the importation of triploid oysters from any location.
- **Bay scallops:** The Bureau of Aquaculture does not allow the importation of scallops from outside of Long Island Sound.

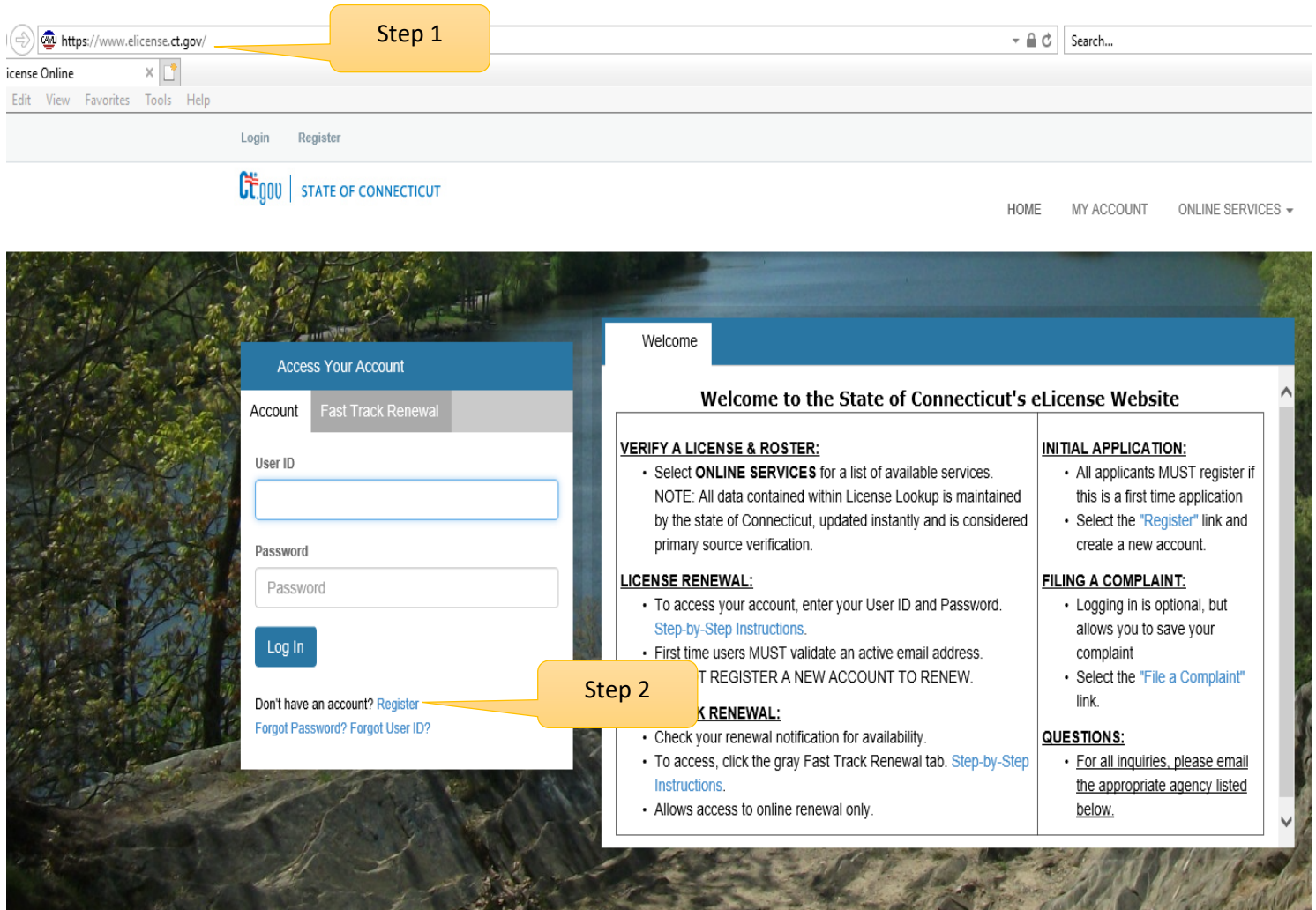
## Prior to any shellfish importation:

- Prior to any shellfish importation, the source must be approved by the state shellfish pathologist at the Bureau of Aquaculture.
- You will be required to provide two years of pathology reports to demonstrate good hatchery technique, and one report within 2-3 months prior to the date you plan to plant seed in Connecticut from out-of-state source areas or hatcheries.
- This seed importation license must be obtained from Bureau of Aquaculture PRIOR to importation.
- The applicant must arrange with Bureau of Aquaculture for a sample of live animals to be tested (this may take up to 3 weeks).
- The source of product is not guaranteed to be approved, and should be a consideration.

## Risks associated with importing shellfish:

- Larvae, seed, and adult shellfish can harbor pathogenic, toxic, or non-native organisms.
- Shellfish diseases can spread to native populations, or can be transferred by reproduction.
- Imported shellfish can contain the phytoplankton that cause harmful algal blooms (HABs) which can impact fish, shellfish, and human health.
- Larvae of non-native species (ex: crabs, tunicates) can be transported with shellfish and lead to predation and biofouling.

Step 1: Type [www.elicense.ct.gov](https://www.elicense.ct.gov) 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.

**IF YOU ALREADY HAVE AN ELICENSE ACCOUNT FOR A DIFFERENT LICENSE, SKIP TO STEP 5.**

### Step 3: Always Register as a “Business”

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

#### Register new Account

- 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 this page to create the account. The ID and Password will be use every time you want to access the eLicense applications.

## 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

Click here when public address is the same as mailing address

### 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.**

<b>User ID:</b>	FVGFarm13	<a href="#">Change User ID</a>
<b>E-mail:</b>	<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><a href="#">Generate E-mail</a></p>	<a href="#">Change Email</a>
<b>Password:</b>	<a href="#">Change Password</a>	

### Step 4:

Logon on to your email and look for an email from [donotreplylicense2@po.state.ct.us](mailto:donotreplylicense2@po.state.ct.us). Open it and click on the link.

Reply Reply All Forward

 donotreplylicense2@po.state.ct.us  
Email Verification

Dear Happy Fruits and Veggie Farm,

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](#)



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 **Shellfish Seed Importation** application.

### Step 5 - Click on the **ONLINE Services** button

The screenshot shows the top navigation bar of the State of Connecticut eLicense website. The header includes the text "Welcome, Happy Fruits and Veggie Farm" and a "Logout" link. A shopping cart icon shows "\$0.00" and a "Checkout" button. The "ONLINE SERVICES" menu item is highlighted with a yellow callout box labeled "Step 5". Below the header is a blue navigation bar with the following menu items: "Welcome", "Contact Information", "Credential Information", "Supervision", and "My Complaints". The main content area displays the following text:

**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 Initial Application.

The screenshot shows the top navigation bar of the Connecticut State website. The user is logged in as 'Happy Fruits and Veggie Farm'. The 'ONLINE SERVICES' dropdown menu is open, showing three main categories: 'Activities', 'License Lookup & Download', and 'Account'. Under 'Activities', the 'Initial Application' link is highlighted with a yellow callout box labeled 'Step 6'. Other links under 'Activities' include 'File a Complaint'. Under 'License Lookup & Download', there are links for 'Lookup a License' and 'Generate Roster(s)'. Under 'Account', there is a link for 'Account Details'. Below the navigation menu, there is a section for 'ONLINE RENEWAL' instructions, followed by links for 'User Id and Password Instructions' and 'Fast Track Renewal Instructions'. A section for 'APPLICATION FOR A NEW LICENSE, PERMIT OR REGISTRATION' provides instructions for new applicants and notes that all applications must be reviewed and approved. A 'QUESTIONS' section provides contact information for inquiries.

Welcome, Happy Fruits and Veggie Farm Logout \$0.00 Checkout

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

HOME MY ACCOUNT ONLINE SERVICES ▾

**Activities**  
[Initial Application](#)  
[File a Complaint](#)

**License Lookup & Download**  
[Lookup a License](#)  
[Generate Roster\(s\)](#)

**Account**  
[Account Details](#)

**Step 6**

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

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 application process.**

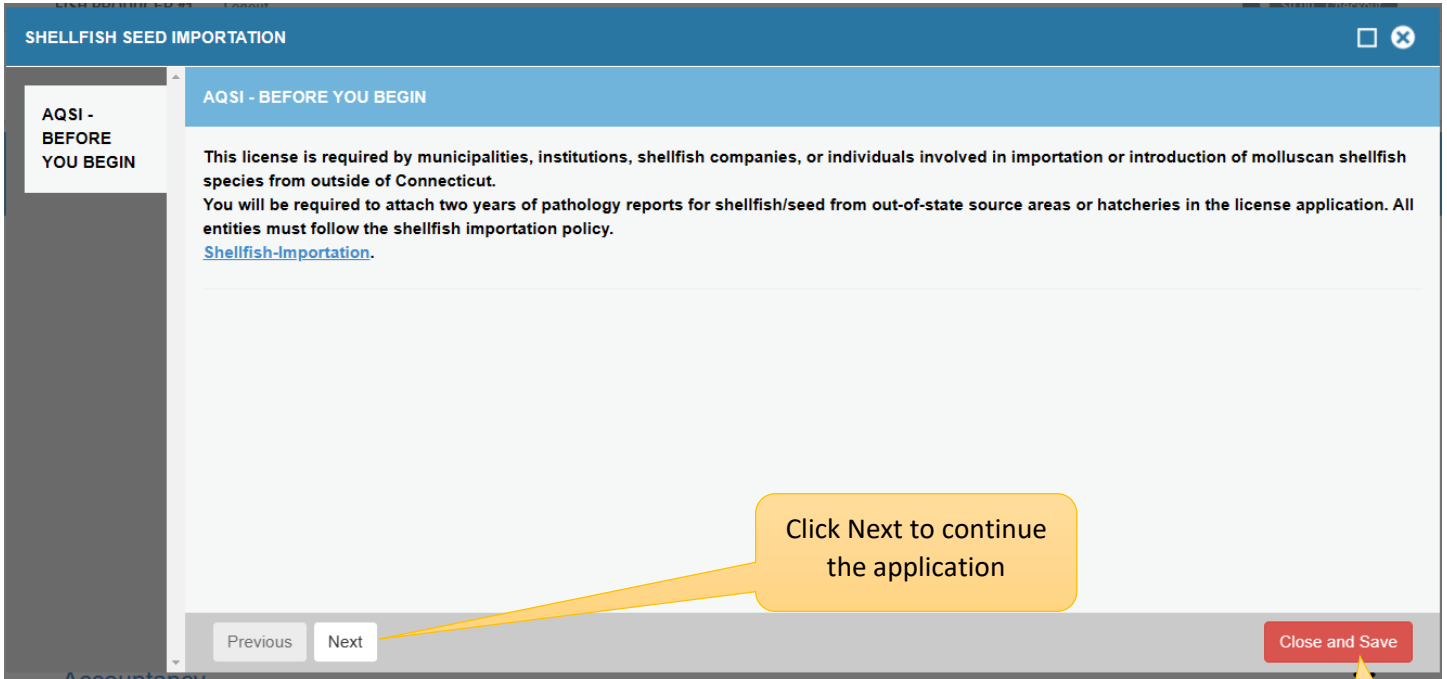
By selecting Shellfish Seed Importation application, the user will be guided through a series of questions.

Start	MAPLE SYRUP and HONEY PRODUCER	FOOD SAFETY
Start	MILK DEALER	FOOD SAFETY
Start	MILK PRODUCER	FOOD SAFETY
Start	MILK SUB-DEALER	FOOD SAFETY
Start	PET SHOP	ANIMAL CONTROL
Start	POULTRY SLAUGHTER FACILITY	FOOD SAFETY
Start	RAW MILK CHEESE MANUFACTURER	FOOD SAFETY
Start	RETAIL DAIRY STORE	FOOD SAFETY
Start	RETAIL RAW MILK PRODUCER	FOOD SAFETY
Start	SCIENTIFIC RESOURCE ASSESSMENT	AQUACULTURE
Start	SEAWEED PRODUCER	AQUACULTURE
Start	SEED LABELER	AGRICULTURAL COMMODITIES
Start	SHELLFISH SEED IMPORTATION	AQUACULTURE
Start	SHELLFISH SHIPPER III	AQUACULTURE
Start	SWINE GROWERS	ANIMAL HEALTH
Start	TRAINING FACILITY	ANIMAL CONTROL
This License type can only be held by Individuals, your account is registered as an Organization	ANIMAL CONTROL OFFICER	ANIMAL CONTROL
This License type can only be held by Individuals, your account is registered as an Organization	MILK EXAMINER	FOOD SAFETY

Step 8

The application process has begun...

### AQSI – Read the “Before you begin” section



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

You can close and save your application at any time, and resume by logging back into your account.

**Purpose Statement: Explain the purpose of the Shellfish Seed Importation, including all species that will be subsequently listed, for the license.**

The screenshot shows a web application window titled "SHELLFISH SEED IMPORTATION". On the left is a sidebar with two menu items: "AQSI - BEFORE YOU BEGIN" and "AQSI - PURPOSE". The main content area is titled "AQSI - PURPOSE" and contains the instruction "Fields marked with an asterisk \* are required." Below this is a section labeled "1. Purpose:" followed by a large, empty text input field. A red asterisk is positioned to the left of the input field. At the bottom of the form, there are three buttons: "Previous", "Next", and "Close and Save". A yellow callout bubble with a pointer to the "Next" button contains the text "Click Next to continue the application".

**Applicant Information:**

All questions must be answered before you can move to the next page.

The red \* before the question identifies the field as mandatory.

AGR - AQ - Applicant Info

Fields marked with an asterisk \* are required.

2. Applicant Name:  
\*

3. Applicant Email:  
\*

4. Applicant Address:  
\*

5. Applicant Telephone:  
\*

6. Emergency Telephone Number:  
\*

Previous Next

Click Next to continue the application

SHELLFISH SEED IMPORTATION

AGR - AQ - Type of Ownership

Fields marked with an asterisk \* are required.

7. Select the type of ownership for Applicant business:

\*

Use the arrow to select your ownership from the list

Previous Next

Click Next to continue the application

Close and Save

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

## Organization Type:

The type of organization will determine which business screen is presented to the user.

There are separate screens for Corporations, Partnerships, LLC/LLPs, Sole Proprietors, Government Entity and Education Agency.

**SHELLFISH SEED IMPORTATION**

AGR - AQ - Sole Proprietor

Fields marked with an asterisk \* are required.

19. Name of Sole Proprietor:  
\*

20. Legal Owner:  
\*

21. Provide the email of the legal owner:  
\*   
**Field required**

22. Enter the Social Security Number of the owner (if owned by a sole proprietor) or the Federal Employer Identification Number (if owned by an organization):  
\* Enter your SSN   
\* Re-enter your SSN

23. What is the telephone number of the business.  
\*

Navigation: Previous Next Close and Save

**Click Next to continue the application**

## AQSI – Shellfish Importation

AQSI - PART I - SHELLFISH IMPORTATION 1

Fields marked with an asterisk \* are required.

38. Shellfish Importation Species:  
\*

39. Shellfish Importation Source:  
\*

40. Shellfish Importation City/Town:  
\*

41. Shellfish Importation Quantity:  
\*

42. Shellfish Importation Date:  
\*  (MM/DD/YYYY) Today

43. Do you have another to report:  
\*  Yes  No

Previous Next

Select one species from the drop down list

If you have another species, select yes and follow the prompt.

Click Next to continue the application



## AQSI – Shellfish Pathology

AQSI - PATHOLOGY

Fields marked with an asterisk \* are required.

61. Please attach two years of pathology reports for shellfish/seed from out-of-state source areas or hatcheries:

No document(s) uploaded for this question.

Select a document to upload:

Choose File | No file chosen

\* File types accepted: pdf

Upload Document

Your document names will appear here once uploaded.

Click "Choose File" to find the file on your computer, then click "Upload Document" to upload it into the elicense portal. You can add two years of pathology reports as separate documents.

Previous

Next

Close and Save

Click Next to continue the application

## AQSI – Shellfish Placement

AQSI - PART II - SHELLFISH PLACED 1

Fields marked with an asterisk \* are required.

62. Shellfish Species to be Replaced:  
\*

63. City/Town where shellfish will be placed:  
\*

64. Location / Lot / Upweller:  
\*

65. Quantity of Shellfish to be placed:  
\*

66. Date when Shellfish will be placed:  
 (MM/DD/YYYY) Today

67. Do you have another to report:  
\*  Yes  No

Click "yes" if there are multiple species/seed sources and/or seed will be planted in multiple locations

Previous Next

Click Next to continue the application

## AQSI – Boat Information

AQSI - BOATS USED

Fields marked with an asterisk \* are required.

85. Boat Used:

\*  Yes  No

Click on the Yes or No

Previous Next

Click Next to continue the application

Close and Save

If you select yes, you will be directed to enter the following boat information:

AQSI - PART III - BOAT ID 1

Fields marked with an asterisk \* are required.

86. Boat Name:

\*

87. Boat Registration:

\*

88. Boat Color:

\*

89. Boat Size:

\*

90. Boat Make:

\*

91. Marine Head:

\*  Yes  No

92. Documented:

\*

93. Captain Name:

\*

94. Owner/Other Information:

\*

95. Do you have another to report:

\*  Yes  No

Click "yes" to add another boat

Previous

Next

Click Next to continue the application

## AQSI – Shellfish Land Transportation

### AQ - PART IV: SHELLFISH BROUGHT TO SHORE FOR LAND TRANSPORTATION

Fields marked with an asterisk \* are required.

105. Land Transport Company:

\*

106. Land Transport Location:

\*

107. Land Transport Vehicle:

\*

108. Land Transport Destination Location:

\*

109. Storage of shellfish (Method of Storage Transportation):

\*

110. Expected Length of Transport:

\*

Previous

Next

Click Next to continue  
the application

If your Seed Import license requires written permission from a shellfish company, shellfish commission, or other entity, please upload the written permission file (as a pdf) here:

AQ - PART V - WRITTEN PERMISSION

Fields marked with an asterisk \* are required.

111. Written Permission:

No document(s) uploaded for this question.

Select a document to upload:

No file chosen

\* File types accepted: pdf

Click Next to continue the application


You must complete the agreement page.

AGR - AQ - Agreement

**136. AGREEMENT:**  
I agree to keep a current copy of my license in all vessels or on my person.  
I will conform to licensed activities, regulations and statutes. This license is subject to all federal, state and local laws that may apply.  
I agree to call DEEP Dispatch ((860)-424-3503) every day that I am harvesting in Prohibited and Restricted Relay areas.  
I agree to use shellfish for the intended research purposes. Shellfish may not be marketed, sold, bartered, consumed or otherwise distributed.  
Shellfish may not be removed from any leased, granted, state or local natural bed without specific agreement from the party of note attached to this application.  
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  
I agree to all statements above:

Yes  No

137. President/Owner Name:

138. Date of Birth:  
  (MM/DD/YYYY) Today

139. Agreement Date:

Previous Next

Click Next to continue the application

There is no fee for this license application. Remember to click on the finish button at the bottom of this screen, which will submit the application to the Bureau for review.

Review Print Review

---

**Fees**

Total Fees: \$0.00

---

**AQSR - BEFORE YOU BEGIN**

---

**AQSR - PURPOSE**

1. Purpose:

This license is required by municipalities, institutions, companies or individuals involved in assessing shellfish resources, management methods, chemical and bacterial levels, new species or species introduction from other areas, predators, chemical control or enhancement, or other scientific endeavors relative to shellfish.

---

**AGR - AQ - Applicant Info**

2. Applicant Name:

Joe Smith

3. Applicant Email:

JS@gamil.com

4. Applicant Address:

200 Main St Milford, CT

5. Applicant Telephone:

**AQ - PART V - WRITTEN PERMISSION**

135. Written Permission:

[Written permissions Request letter.pdf](#)

---

**AGR - AQ - Agreement**

136. AGREEMENT:

I agree to keep a current copy of my license in all vessels or on my person.  
I will conform to licensed activities, regulations and statutes. This license is subject to all federal, state and local laws that may apply.  
I agree to call DEEP Dispatch ((860)-424-3503) every day that I am harvesting in Prohibited and Restricted Relay areas.  
I agree to use shellfish for the intended research purposes. Shellfish may not be marketed, sold, bartered, consumed or otherwise distributed.  
Shellfish may not be removed from any leased, granted, state or local natural bed without specific agreement from the party of note attached to this application.  
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  
I agree to all statements above:

Yes

137. President/Owner Name:

xxx

138. Date of Birth:

Previous  Next

Click Finish to submit application



Once you see this page your application has been submitted. You will be notified by email if your application has been approved or if more information is needed.

Payment Receipt

[Print Receipt](#)

State of Connecticut  
Invoice Transaction Summary  
Online Licensing, Credentials, and Certifications

---

Date: 12/7/2022

---

AGRTEST50

**Transaction Complete.**

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

Description	Amount
Application - Shellfish Seed Importation	\$0.00

---