

**HMS Import/Export
Reporting Requirements
For
Swordfish,
Southern Bluefin Tuna,
Pacific Bluefin Tuna, and
Frozen Big Eye Tuna**





HMS TRADE PERMITS

- Regulation: 50 CFR 300 Subpart M
- Permit application is available on-line but must be printed and sent to address noted on form
- HMS Permit
 - Cost -- \$25.00
 - Complete form and send with fee
 - Valid for one year
 - Permit office sends notice of pending renewal
- Exceptions
 - NMFS places block on permit if reporting is in arrears for several months
 - Block is removed once reporting is current



HMS International Trade Permit

[OMB # 0648-0327 EXP 03-31-2012]

 NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION HIGHLY MIGRATORY SPECIES INTERNATIONAL TRADE PERMIT <small>(READ INSTRUCTIONS PRIOR TO COMPLETING THE INITIAL APPLICATION)</small> 			
SECTION 1 - DEALER/BUSINESS INFORMATION			
Business Name		Federal ID No.	Date Business Formed (mm/dd/yy)
Business Type <input type="checkbox"/> Sole Proprietorship or Individual <input type="checkbox"/> Other _____ (Check one) <input type="checkbox"/> Joint Owner <input type="checkbox"/> Partnership <input type="checkbox"/> Corporate		Dun & Bradstreet (DUNS) No. (optional)	U.S. Importer No.
Mailing Address			Daytime Phone No. ()
City	State	Zip Code	Fax Phone No. ()
Email Address	Website		Cell Phone No. ()
SECTION 2 - ADDITIONAL FACILITIES (add additional sheets if necessary)			
Business Name		Daytime Phone No. ()	Fax Phone No. ()
Physical Address		City	State Zip Code
Business Name		Daytime Phone No. ()	Fax Phone No. ()
Physical Address		City	State Zip Code
Business Name		Daytime Phone No. ()	Fax Phone No. ()
Physical Address		City	State Zip Code
SECTION 3 - APPLICANT INFORMATION			
Name		Social Security No.	Position in Business (if applicable)
Street Address (if different from Section 1)			Daytime Phone No. ()
City	State	Zip Code	Fax Phone No. ()
Email Address	Birth Date (mm/dd/yy)		Cell Phone No. ()
SECTION 4 - ADDITIONAL FEDERAL OR STATE DEALER LICENSES			
List All Dealer License Number(s) with Corresponding State or Federal Agency			
1.	2.	3.	4.
SECTION 5 - PAYMENT and DELIVERY INFORMATION			FOR OFFICE USE ONLY
Mail this application with a check or money order made out to the United States Treasury for \$25.00 to: NMFS Permits Team Southeast Regional Office 263 13 th Avenue, South St. Petersburg, FL 33701		Delivery Options <i>(check the appropriate box)</i> <input type="checkbox"/> 2-Day Priority Mail (address in Section 1) <input type="checkbox"/> Federal Express <i>(For FedEx delivery, include completed air bill - see instructions on reverse side)</i>	SERO Dealer No. Expiration Date Reviewer's Initials Violation Date Cleared Date/Initials
SECTION 6 - APPLICANT SIGNATURE			
Signature:		Date:	
Print or type name:		Position in Business (if applicable)	





<http://www.nmfs.noaa.gov/sfa/hms/ITP/index.htm>



NOAA Fisheries Office of Sustainable Fisheries
Atlantic Highly Migratory Species

Office of Sustainable Fisheries

- Highly Migratory Species
 - Breaking News
 - Bycatch Reduction
 - Protected Species
 - Regulations
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 - Reporting Forms
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 - ICCAT
 - Atlantic HMS Newslist
 - Contact
 - Federal Register Notices
- Domestic Fisheries
- Regulatory Services
- Partnerships and Communications

International Trade Permit

Introduction

The Highly Migratory Species (HMS) International Trade Permit program regulates trade, including import, export, and re-export, of the following species:

- Atlantic bluefin tuna (*Thunnus thynnus*)
- Pacific bluefin tuna (*Thunnus orientalis*)
- Southern bluefin tuna (*Thunnus maccoyii*)
- Swordfish (*Xiphias gladius*)
- Bigeye tuna (frozen) (*Thunnus obesus*)

The [Regulations](#) are located at 50 CFR Part 300 Subpart M and were last modified in a [Final Rule](#) published on June 2, 2008.

In addition to the requirements identified here, there are additional import documentation requirements for frozen or processed tuna. Please go to http://dolphinsafe.gov/importation_2.htm to determine which requirements apply to your product.

Breaking News

Introducing a new way to create and submit export BCD forms!

Now Bluefin Tuna Exporters can create Bluefin Tuna Catch Documents (BCD) online with NOAA's new, secure, and easy-to-use online reporting system. Here's how:

1. Click on the NOAA Bluefin Tuna Catch Document System logo below or go online to: <https://www.st.nmfs.noaa.gov/oaabcd/external>
2. Follow the steps to create your account. Make sure you have your International Trade Permit number handy to complete the registration.
3. Follow the system prompts to fill in the necessary catch and trade related data.
4. Print and sign your BCD submission and its ready for your export documentation package.
5. Email, Fax, or mail a copy of the BCD to: BFTReporting@noaa.gov or (978) 281-9340 or HMS Division, NMFS, 55 Great Republic Drive, Gloucester, MA 01930.

Note: Once the new eBCD system has been in place for a sufficient amount of time, transmission of a copy will no longer be necessary.



HMS REPORTING REQUIREMENTS

Imports

- HMS Bi-Weekly Dealer Report
 - Send report to NMFS two times per month
 - Entries occurring from the 1st to the 15th are due 10 calendar days after the 15th
 - Entries occurring from the 16th to the end of the month are due 10 calendar days after the end of the month
 - Negative reports are not required
 - Please do not mix species on the Biweekly Report form



HMS REPORTING REQUIREMENTS

- Use official form provided at website or request copy from NMFS
- Report Specifics
 - Completion of Form
 - Species
 - Statistical Document Number ✱
 - Entry number (7501)
 - Date of import/export
 - Shipment weight in kilograms (kg)
 - Conversion from lbs to kg = lbs/2.2
 - Condition (Fresh or Frozen)
 - Product Form
 - Weight of individual fish ★
 - Price per kg
 - Destination of fish



HMS REPORTING REQUIREMENTS

- Weight of individual fish ★
 - Memo of November 8, 2010 from Margo Schulze-Haugen, Chief, HMS Management Division:
 - Clarified that all dealers must report biweekly information using only the official HMS Trade Biweekly Dealer Report
 - For imports only, a copy of a **packing list, invoice, or typed list** that lists the weights of each fish may be used when accompanied by the official HMS Trade Biweekly Dealer Report form showing an average price per product



HMS REPORTING REQUIREMENTS

IMPORTS

- BI-WEEKLY REPORT
 - Must be accompanied by an ICCAT Statistical Document
 - May also use the IOTC Statistical Document
 - Areas that need Dealer input
 - Entry Number written at top of page
 - Importer Certification (Section 8)
 - Name of Company
 - Address of Company
 - Signature
 - Date
 - Permit Number
 - Final point of Import: City, State, USA



ICCAT Swordfish Statistical Document

Entry #: _____

DOCUMENT NUMBER 	ICCAT SWORDFISH STATISTICAL DOCUMENT			
EXPORT SECTION:				
1. FLAG COUNTRY/ENTITY/FISHING ENTITY				
2. DESCRIPTION OF VESSEL (if applicable)				
Vessel Name	Registration Number	LOA (m)	ICCAT Record No. (if applicable)	
3. POINT OF EXPORT:				
CITY, STATE OR PROVINCE		COUNTRY/ENTITY/FISHING ENTITY		
4. AREA OF CATCH (Check one of the following)				
<input type="checkbox"/> (a) North Atlantic	<input type="checkbox"/> South Atlantic	<input type="checkbox"/> Mediterranean	<input type="checkbox"/> (d) Indian Ocean	<input type="checkbox"/> (e) Inc
* In case of (d) or (e) is checked, the items 5 and 6 below do not need to be filled out.				
5. DESCRIPTION OF FISH				
Product Type ^a		Time of Harvest	Gear Code ^b	Net Weight
F/FR RD/GGDR/FL/OT		(mm/yy)		(kg)
^a F=Fresh, FR=Frozen, RD=Round, GG=Gilled & Gutted, DR=Dressed, FL=Fillet, ST=Steak, OT=Others (Describe the type of product: _____)				
^b When the Gear Code is OT, describe the type of gear: _____				
6. EXPORTER CERTIFICATION: For export to countries that have adopted the ICCAT alternative minimum size for swordfish the exporter must certify that the listed Atlantic swordfish are greater than 15 kg (33lb.) or if pieces, the pieces were derived from a swordfish weighing >15kg.				
I certify that the above information is complete, true and correct to the best of my knowledge and belief.				
Name	Address	Signature	Date	License # (if applicable)
7. GOVERNMENT VALIDATION:				
I validate that the above information is complete, true and correct to the best of my knowledge and belief.				
Name & Title		Signature	Date	Government Seal
			Total weight of the shipment: _____ kg	
IMPORT SECTION				
8. IMPORTER CERTIFICATION:				
I certify that the above information is complete, true and correct to the best of my knowledge and belief.				
Importer Certification (Intermediate Country/Entity/Fishing Entity)				
Name	Address	Signature	Date	License # (if applicable)
Importer Certification (Intermediate Country/Entity/Fishing Entity)				
Name	Address	Signature	Date	License # (if applicable)
Importer Certification (Final Destination of Shipment)				
Name	Address	Signature	Date	License # (if applicable)
Final Point of Import: City _____ State/Province _____ Country/Entity/Fishing Entity _____				

Use of company stamp permitted →

← = Permit #

NOTE: IF A LANGUAGE OTHER THAN ENGLISH IS USED IN COMPLETING THIS FORM, PLEASE ADD THE ENGLISH TRANSLATION ON THIS DOCUMENT.



HMS REPORTING REQUIREMENTS

RE-EXPORTS

- Re-Export requirements prior to submitting Biweekly Report to NMFS
 - Re-export certificate form is filled out and submitted to NOAA/NMFS for validation.
 - Fax to **866-252-3751**
 - Document is returned to dealer with official stamp
- Validated Re-Export Certificate
 - Submitted with Biweekly report with copy of the original ICCAT certificate.
 - When submitted to NMFS, the entry number(s) should be written at the top of the Re-export form.
- Re-Exports may be submitted on the same Biweekly form with other imports during the reporting period.



ICCAT Swordfish Re-Export Certificate

Entry #: _____

DOCUMENT NUMBER		ICCAT SWORDFISH RE-EXPORT CERTIFICATE		
RE-EXPORT SECTION:				
1. RE-EXPORTING COUNTRY/ENTITY/FISHING ENTITY				
2. POINT OF RE-EXPORT				
3. DESCRIPTION OF IMPORTED FISH				
Product Type(*)		Net Weight	Flag country/	Date
F/FR	RD/GG/DR/FL/ST/OT	(Kg)	Entity/Fishing entity	of Import
4. DESCRIPTION OF FISH FOR RE-EXPORT				
Product Type(*)		Net Weight	Entry #(s): _____	
F/FR	RD/GG/DR/ST/FL/OT	(Kg)		
* F=FRESH, FR=Frozen, RD=Round, GG=Gilled and Gutted, DR=Dressed, ST=Steak, FL=Fillet OT=Other(Describe the type of product)				
5. RE-EXPORTER CERTIFICATION: For export to countries/entities or fishing entities that have adopted the ICCAT alternative minimum size for swordfish, the exporter must certify that the listed Atlantic swordfish are greater than 15 kg (33 lb.) or if pieces, the pieces were derived from a swordfish weighing >15 kg.				
I certify that above information is complete, true and correct to the best of my knowledge and belief.				
Name	Company Name	Address	Signature	Date License # (if applicable)
6. GOVERNMENT VALIDATION: I validate that above information is complete, true and correct to the best of my knowledge and belief.				
Name & Title	Organization	Signature	Date	
IMPORT SECTION:				
7. IMPORT CERTIFICATION: I certify that above information is complete, true and correct to the best of my knowledge and belief.				
Importer Certification (Intermediate Country / Entity / Fishing Entity)				
Name	Address	Signature	Date	License #(if applicable)
Importer Certification (Intermediate Country / Entity / Fishing Entity)				
Name	Address	Signature	Date	License #(if applicable)
Importer Certification (Intermediate Country / Entity / Fishing Entity)				
Name	Address	Signature	Date	License #(if applicable)
Final Point of Import				
City	State/Province	Country/Entity/Fishing Entity		

*

866-252-3751

NOTE: If a language other than English is used in completing this form, please add the English translation on this document.



<http://www.nmfs.noaa.gov/sfa/hms/ITP/index.htm>



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Reporting and Trade Forms

	Atlantic Bluefin Tuna 	Catch Document
		Re-Export Certificate International Contacts
		Biweekly Report
★	Pacific Bluefin Tuna 	Catch Document
		Re-Export Certificate
		Biweekly Report
★	Swordfish 	Statistical Document
		Re-Export Certificate
		Biweekly Report
★	Southern Bluefin Tuna 	Statistical Document
		Re-Export Certificate
		Biweekly Report
★	Atlantic Bigeye Tuna (frozen) 	Statistical Document
		Re-Export Certificate
		Biweekly Report
★	Pacific Bigeye Tuna (frozen) 	Statistical Document
		Re-Export Certificate
		Biweekly Report



HMS REPORTING REQUIREMENTS

- Reported to NMFS/NSIL – Pascagoula MS
 - Swordfish
 - Bluefin Tuna
 - Southern Bluefin Tuna
 - Frozen Big Eye Tuna
- Address
 - NMFS/NSIL
Att: Swordfish Reports (Tuna Reports)
3209 Frederic St
Pascagoula MS 39567
or
 - NMFS/NSIL
Att: Swordfish Reports (Tuna Reports)
POB 1207
Pascagoula MS 39568
- FAX – 228-549-1795
- Email – sandra.sharp@noaa.gov