



9. Fishing Vessel Registration and Licensing

All fishing vessels with three (3) gross tonnages and below should be registered and must secure a fishing license to conduct fishing activities.

The registration and fishing license must be renewed annually. Failure to register as scheduled, a penalty of twenty-five percent (25%) surcharge which shall be cumulative for every year of delay will be imposed. Fishing vessels that shall not be in operation for the coming year should be reported to the Municipal Agriculture Office to be exempted from such penalty.

Office/Division:	Municipal Agriculture Office
Classification:	Complex
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All owners of inspected and admeasured fishing vessels
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For new and renewal:	
Accomplished Municipal Fishing Vessel Registration Application Form (1 Original)	Municipal Agriculture Office
Accomplished Certified Standard Admeasurement and Tonnage Form (1 Original)	Municipal Agriculture Office
Accomplished Application for Permit to Operate (1 Original)	Municipal Agriculture Office
Community Tax Certificate/Cedula (1 Original)	Municipal Treasurer's Office - Collection Clerk of Windows 1, 2, 3, 4, or 5
Barangay Clearance (1 Original)	Barangay hall from where the owner resides
Barangay Certification that the owner and fishing vessel is not involved in illegal fishing (1 Original)	Barangay hall from where the fishing vessel is docked
1x1 ID picture (2 Original)	Client
5x7 picture of fishing vessel (1 Original)	Client
Bantay Dalampasigan Certification (1 Original)	Bantay Dalampasigan
Maritime clearance (1 Original)	PNP Maritime
Additional requirements for renewal:	
Old vessel registration form and Permit to Operate (1 Original)	Client



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the complete requirements	1.1. Evaluate the submitted requirements	None	5 minutes	<i>Boat Registration Officer</i> Municipal Agriculture Office
	1.2. Issue an Order of Payment	None	10 minutes	
2. Proceed to the Municipal Treasurer's Office for the payment of the prescribed fee and receive the official receipt	2.1. Collect payment	PHP 300.00	5 minutes	Municipal Treasurer's Office - Collection Clerk of Windows 1, 2, 3, 4, or 5
	2.2. Issue an official receipt	Additional PHP 75.00 per year of delay None		
3. Present the official receipt at the MAO for recording	3. Record the official receipt number	None	1 minute	<i>Boat Registration Officer</i> Municipal Agriculture Office
4. Wait for the notification on when to claim the Certificate of Registration and Permit to Operate	4. Prepare the Certificate of Registration and Permit to Operate	None	5 days	<i>Boat Registration Officer, Municipal Agriculturist</i> Municipal Agriculture Office
				<i>Municipal Mayor</i> Mayor's Office
5. Sign in the receiving logbook and claim the Certificate of Registration and Permit to Operate	5. Give the logbook and issue the Certificate of Registration and Permit to Operate	None	3 minutes	<i>Boat Registration Officer</i> Municipal Agriculture Office
TOTAL:		*PHP 325.00	5 days, 24 minutes	

**imposition of penalty fee/s can vary depending on the timeliness of registration*