



**Florida Fish & Wildlife Conservation Commission**  
**Stone Crab Trap Certificate Transfer Form - Standard**

2590 Executive Center Circle E • Suite 200 • Tallahassee, FL 32301

**STEP 1: INSTRUCTIONS**

Transfer requests are only accepted from May 1 through the last day of February. Incomplete transfer requests received after February 15<sup>th</sup> will not be processed. Please read the application carefully, and print or type clearly. You must complete the entire application. This form and all fees due must be either sent by certified mail to FWC Office of Licensing and Permitting, 2590 Executive Center Circle, Suite 200, Tallahassee, FL 32301, or hand-delivered to FWC Office of Licensing and Permitting. Both seller and buyer should keep a copy of this form. The completed form and all fees must be postmarked within **72** hours of the last signature being notarized. Incomplete applications will not be processed, and will be returned to the applicant.

Stone Crab trap certificates (tags) that are transferred outside the immediate family of the original certificate holder are subject to an 18.5 % reduction. Transfer and surcharge fees are assessed after the reduction.

Name of Seller \_\_\_\_\_ Phone # (\_\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_

SPL# \_\_\_\_\_ X# \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Note to Seller:** You must have a current Saltwater Products License (SPL), and current Restricted Species (RS) Endorsement and Stone Crab (X) Endorsement, and have paid any and all outstanding trap certificate fees, license fees, surcharges or any other charges owed to the Commission in order for this transfer to be completed.

Name of Buyer \_\_\_\_\_ Phone # (\_\_\_\_\_)\_\_\_\_\_-\_\_\_\_\_

Shipping Address \_\_\_\_\_  
(Street Address Only, no PO Box) (City) (State) (Zip)

SPL# \_\_\_\_\_ X# \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Buoy Color \_\_\_\_\_

**Note to Buyer:** You must have a current Saltwater Products License (SPL), current Restricted Species (RS) Endorsement, current Stone Crab (X) Endorsement, and have paid any and all outstanding trap certificate fees, license fees, surcharges or any other charges owed to the Commission in order for this transfer to be completed (Your SPL with RS and X endorsements must be for the license year of transfer). No individual may possess more than 1% of the total amount of certificates in existence for the year.



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**STEP 4: CALCULATE FEES AND REDUCTION**

<p><b>Instructions:</b> Please complete each row of this section for all applicable columns. For example, if you are only transferring A1 tags you need only to complete rows 1 – 10 for the A1 column. If you are transferring A1, A2, and B tags, then you must complete rows 1 – 10 for each column. Be sure to add across each row to get the subtotal for that row.</p>	<p align="center"><b>A1</b></p> <p>Tags originally issued by FWC and have never been transferred.</p>	<p align="center"><b>A2</b></p> <p>A1 tags that have only been transferred to immediate family.</p>	<p align="center"><b>B</b></p> <p>Tags that have been transferred outside of immediate family.</p>	<p align="center"><b>SUBTOTAL</b></p>
<p><b>1. Enter Number of Tags Purchased</b> This is the total number of tags in this transaction, by tag type. If you aren't sure of the type, the seller may login to his/her account at MyFWC.com/CLS to find this info.</p>				
<p><b>2. Enter Price Per Tag</b> This is the amount paid by the buyer to the seller per tag</p>				N/A
<p><b>3. Calculate Reduction Amount</b> To calculate, multiply the Number of Tags Purchased (# 1) by .185 and round to the nearest whole number. (Example: 2.4 rounds to 2; 2.5 rounds to 3). This is number of tags that must be submitted to FWC as part of the trap reduction program (18.5%).</p>				
<p><b>4. Calculate Number of Tags Transferred</b> To calculate, subtract Reduction Amount (# 3) from Number of Tags Purchased (# 1). This is the number of tags that will actually be used by the buyer.</p>				
<p><b>5. Calculate Sales Price</b> To calculate, multiply the Number of Tags Transferred (# 4) by Price per Tag (# 2). This amount represents the value of the transferred tags.</p>				
<p><b>6. Calculate 25% Surcharge</b> To calculate, multiply the Sales Price (# 5) by .25. There is also a \$1/tag surcharge that you will calculate next. You will only pay the greater of the two, NOT both.</p>			N/A No Surcharge Fee on B Tags	
<p><b>7. Calculate \$1/Tag Surcharge</b> To calculate, multiply the Number of Tags Transferred (# 4) by \$1.00. You will not pay both surcharge fees, only the greater of the two.</p>			N/A No Surcharge Fee on B Tags	
<p><b>8. Calculate Surcharge Fees Owed to FWC</b> This is the surcharge amount you will pay to FWC for this transaction. To calculate, look at the subtotals for #6 and #7 above, and choose the greater number.</p>				<p align="center">\$</p>
<p><b>9. Calculate Transfer Fees Owed to FWC</b> This is the \$1.00/tag transfer fee you will pay to FWC for this transaction. To calculate, multiply the Number of Tags Transferred (# 4) by \$1.00</p>				<p align="center">\$</p>
<p><b>10. Calculate Total Fees owed to FWC – Submit <u>Certified</u> Check or Money Order to FWC</b> This is the total fee amount you must pay to FWC for this transaction. To calculate, add the Surcharge Fees Owed to FWC subtotal (#8) and Transfer Fee subtotal (#9).</p>				<p align="center">\$</p>



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STEP 5: TAG AUDIT NUMBERS

Tags Transferred to Buyer – If the transferred tag numbers are consecutive, please write the range of tag numbers below (example: 1 – 100). If they are not consecutive, please list them all individually (example: 25, 48, 106, 410, 642) on a separate page. They must be written legibly or typed and in numeric order. These must be the actual tag numbers transferred.

Tag Number Range: \_\_\_\_\_ - \_\_\_\_\_

Reduction Tags Surrendered to FWC – If the reduction tag numbers are a consecutive, please write the range of tag numbers below (example: 1 – 100). If they are not consecutive, please list them all individually (example: 25, 48, 106, 410, 642) on a separate page. These must be the actual tag numbers of the reduction tags.

Tag Number Range: \_\_\_\_\_ - \_\_\_\_\_

STEP 6: CHECKLIST

The checklist below is provided as a tool to assist you with this transfer. Please review the list and check off each item before submitting the form to FWC.

- I have confirmed the seller has a current (not expired) SPL, RS, and X.
I have confirmed the buyer has either a current (not expired) SPL, RS, and X or has included proper application and payment along with this form.
I have confirmed that all outstanding trap certificate fees have been paid, or that payment is included with this form
I have included the reduction tags along with this form (if tags were previously ordered)
I have either listed the tag number ranges above, or have listed the tag numbers on a separate page
I have included a notarized copy of the bill of sale
I have included a certified check or money order payable to FWC for fees as calculated in Step 4
I have completed this Transfer Form in its entirety, including notarized signatures

STEP 7: SIGNATURES

Seller's Signature (must be notarized below)

STATE OF FLORIDA, COUNTY OF \_\_\_\_\_
The foregoing instrument was acknowledged before me
this \_\_\_ day of \_\_\_\_, 20\_\_\_, by \_\_\_\_\_.

Notary Signature \_\_\_\_\_

Notary Name (Printed) \_\_\_\_\_

Personally Known \_\_\_\_ OR Produced Identification \_\_\_\_

Type of Identification Produced \_\_\_\_\_

Buyer's Signature (must be notarized below)

STATE OF FLORIDA, COUNTY OF \_\_\_\_\_
The foregoing instrument was acknowledged before me
this \_\_\_ day of \_\_\_\_, 20\_\_\_, by \_\_\_\_\_.

Notary Signature \_\_\_\_\_

Notary Name (Printed) \_\_\_\_\_

Personally Known \_\_\_\_ OR Produced Identification \_\_\_\_

Type of Identification Produced \_\_\_\_\_

Form must be postmarked or delivered within 72 hours of last notarized signature