MARYLAND DEPARTMENT OF NATURAL RESOURCES FISHERIES SERVICE

HOW TO GET YOUR AQUACULTURE DECLARATION

If you already have a DNRid, you will need to sign into your MD OUTDOORS account online and select the free Aquaculture Declaration. You can access your MD Outdoors account using your Username/Password at https://mdoutdoors.maryland.gov/login

You may also visit one of the Department's Service Centers for assistance with this process. You can find the location nearest to you at: https://dnr.maryland.gov/Pages/service centers.aspx

After you have signed into MD OUTDOORS, follow these steps:

STEP 1

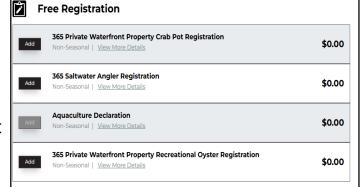
Your MD OUTDOORS account will show you several options for managing different activities on the **Active Privileges** tab.

On your right, select **Purchase a License, Tag, or Permit**



STEP 2

From among the different categories, scroll down to find **Free Registration**, and the **Aquaculture Declaration** option under that category.



STEP 3

<u>First</u>: The Aquaculture Declaration is now ready to be added to your shopping cart. Click on the black **Add** button, so that the declaration is moved to your cart. The button will change from black to grey.

<u>Second</u>: Click on the **Proceed to Checkout** button to review the transaction.



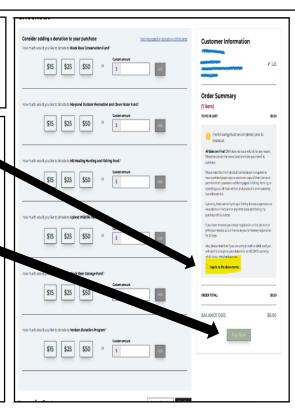
STEP 4

The Aquaculture Declaration appears in your shopping Cart and you can now click on the box next to "I agree to the above terms".

STEP 5

<u>First</u>: The system will ask you to Pay Now, but because the declaration is <u>free</u>, the Order Total/ Balance Due is \$0.00. After you click on Pay Now button, the system will thank you for the order.

<u>Second</u>: Be sure to print out a copy of your sales receipt by selecting the <u>Print Receipt</u> or <u>Print Documents</u> options (sample shown below). Keep the receipt with the transaction # for your records to show that you have obtained an Aquaculture Declaration.



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Department of Natural Resources PAYMENT RECEIPT Customer DNR Id: 69970 Residency Status: Resident Transaction #: 10933815 Transaction #: 10933815 Transaction #: 10933815 Transaction Code: M10011251025259 Residency Status: Resident Total: Transaction Code: M10011251025259 Transaction Code: M10011251025259

Don't already have a DNRid through the MD Outdoors system?

There are two ways to get your DNRid:

- 1. Visit MD Outdoors Online at: https://mdoutdoors.maryland.gov/login OR
- 2. Visit one of the Department's Service Centers- You can locate the center nearest to you at: https://dnr.maryland.gov/Pages/service_centers.aspx

Still have questions?

- You can download the New MD Outdoors Customer Tutorial PDF from the following website: https://dnr.maryland.gov/Documents/create-a-maryland-outdoors-account.pdf
- The MD Outdoors tutorial and additional instructions for obtaining your <u>free</u> Aquaculture Declaration are also available on the Aquaculture Homepage: https://dnr.maryland.gov/fisheries/Pages/aquaculture/index.aspx
- Contact MD Outdoors Customer Service at (410) 260-3220 or <u>customerservice.dnr@maryland.gov</u>

Note: You should keep your DNRid in a safe place for future reference. You will need to provide this number on the Annual Shellfish Aquaculture Permit/Registration Card Renewal form.