



# MARYLAND DEPARTMENT OF NATURAL RESOURCES FISHERIES SERVICE

## HOW TO GET YOUR AQUACULTURE DECLARATION

Once you have a DNRid, you will need to sign into your COMPASS account and select the free Aquaculture Declaration. There are two ways to access your COMPASS account using either your Username/Password or DNRid/Birthdate:

1. Visit COMPASS Online at: [compass.dnr.maryland.gov](http://compass.dnr.maryland.gov)
2. Visit one of the Department's Service Centers – You can locate the center nearest to you at: [dnr.maryland.gov/Pages/service\\_centers.aspx](http://dnr.maryland.gov/Pages/service_centers.aspx)

**After you have signed into COMPASS follow these steps:**

### STEP 1

Your COMPASS account will show you several options for managing different activities. Under the **Services** heading, select Purchase Merchandise to see the categories.

Services

[Purchase New License](#)

[Purchase Merchandise](#)

[Change Password](#)


[Report a Harvest](#)

[View Harvest Reports](#)

[Enter Lottery](#)

[Product Survey](#)

### STEP 2

From among the different categories, find **Free Registration** and click on the  to open the choices so you can see the free Aquaculture Declaration. Click the checkbox next to Aquaculture Declaration and a green checkmark will appear confirming your selection.

Free Registration		
<input type="checkbox"/>	2015 Private Waterfront Property Crab Pot Registration ?	\$0.00
<input type="checkbox"/>	2015 Saltwater Angler Registration ?	\$0.00
<input checked="" type="checkbox"/>	Aquaculture Declaration ?	\$0.00

### STEP 3

**First:** The Aquaculture Declaration is now ready to be added to your shopping cart. Click on the red Add (1) Item(s) to Cart (\$0.00) button, so that the declaration is moved to your cart. The button will change back to grey and the green checkmark will be gone from Aquaculture Declaration checkbox.



**Second:** You are now ready to 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 Check Out.

### Review Shopping Cart

Product Name	Unit Price	Quantity	Total	
Aquaculture Declaration	\$0.00	1	\$0.00	<a href="#">Edit</a> <a href="#">Delete</a>

[Continue Shopping](#)

[Check Out](#)

**NOTE:** If you have not previously provided your full 9 digit SSN (TaxId), the system will prompt you to Set TaxId. Enter your SSN and click Save. Then you can Check Out.

Set TaxId

Please enter 9 digits SSN.

Taxid:

[Save](#)

## STEP 5

COMPASS will ask you to Review Addresses and then you are ready to proceed to final Check Out.

### Review Addresses

Address	City	State	Zip	Address Type
[REDACTED]	Annapolis	MD	[REDACTED]	Home/Primary

[Update Address](#)

[Check Out](#)

## STEP 6

Because the declaration is **free**, the system will ask you to Complete Transaction (instead of Pay Now). You can see that the **Payments** section has 0 items, but the **Products** section has the declaration listed under Extended Price for \$0.00 as a free product.

Transaction Total: \$0.00

Amount Paid: \$0.00

Balance Due: \$0.00

[Complete Transaction](#)

To finish, click on Complete Transaction and the Aquaculture Declaration will be added to your COMPASS account.

### Payments

[Add Payment](#)

Payment Amount	Payment Type	Received	Status	Delete
No records to display.				

### Products

Product Name	Unit Price	Quantity	Extended Price	Override Price
Aquaculture Declaration	0.00	1	\$0.00	<a href="#">Select</a>

## STEP 7

Be sure to print out a copy of your sales receipt by selecting the [Print Sales Receipt](#) option. Keep this receipt for your records to show that you have obtained the required Aquaculture Declaration.

### Purchase Confirmation

[Other Document Validation](#)

[Print Sales Receipt](#)

[Return to Customer Home Page](#)

Department of Natural Resources  
Payment Receipt

Date of Purchase: 10/17/2018 10:46:27 AM

Customer CSR ID: [REDACTED]  
Transaction Number: 0052003  
Transaction Code: 10000015020003  
Residency Status: Resident  
Substation #:

Sales Location: Annapolis Services Center

Product Name	Quantity	Unit Price	Total Price
AQUACULTURE DECLARATION	1	\$0.00	\$0.00
<b>Total</b>	<b>1</b>	<b>\$0.00</b>	<b>\$0.00</b>

All sales are final.



## Don't already have a DNRid through the COMPASS system?

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Still have questions?

- You can download the New COMPASS Customer Tutorial PDF from the following website: [compass.dnr.maryland.gov/Content/Manuals/New COMPASS Customer Tutorial.pdf](http://compass.dnr.maryland.gov/Content/Manuals/New COMPASS Customer Tutorial.pdf)
- The COMPASS tutorial and additional instructions for obtaining your free Aquaculture Declaration are also available on the Aquaculture Homepage: [dnr.maryland.gov/fisheries/Pages/aquaculture/index.aspx](http://dnr.maryland.gov/fisheries/Pages/aquaculture/index.aspx)
- Contact COMPASS Customer Service at (410) 260-3220 or [customerservice.dnr@maryland.gov](mailto:customerservice.dnr@maryland.gov)

**NOTE:** You should keep your DNRid in a safe place for future reference. You will need to provide this number on the 2016 Shellfish Aquaculture Permit/Registration Card Renewal form.



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