



OREGON DEPARTMENT OF FISH AND WILDLIFE

Salem Headquarters

4034 Fairview Industrial Drive S.E.

Salem, OR 97302

503-947-6116

WHOLESALE FISH BAIT DEALER FISH TICKET INSTRUCTIONS

The following describes fish ticket reporting procedures for Fish Bait Dealers and includes information on commercial and bait fishing licenses.

General Information

The fish receiving ticket is a multi-copy form provided by the Oregon Department of Fish and Wildlife (ODFW) and is used by a Bait Dealer to record the purchase and landing of bait and shellfish from a commercial fisher.

Each ticket book has four copies. The distribution of these copies is indicated on the lower right corner of the ticket and is as follows:

1. Fisher – retained by the fisher for their records.
2. Department of Fish and Wildlife – forwarded to the Salem office of ODFW within 5 working days.
3. Dealer – retained by the dealer for their records.
4. Audit – retained by the dealer in numerical sequence for ODFW auditing purposes.

Post-paid, pre-addressed envelopes are provided by ODFW to dealers for their convenience in mailing tickets on a timely basis.

Fishers with a Bait Dealer License

Some fishers have opted out to buy a Wholesale Bait Dealer license and sell their catch directly to the public or retailer. In these instances, it is required that a fish ticket be filled out for each landing made by the fisher/dealer in addition to bait purchased from other licensed bait dealers.

Commercial Fishing License, Permit, and Log Book

A bait dealer may purchase bait fish from fishers possessing any of the license types listed below. Fishers selling bait shellfish and other marine invertebrates also need a **Shellfish harvest permit**. These can be purchased in Astoria, Newport, Charleston or Brookings. You will also be given a log book that you must fill out for each landing.

Licenses Types:

1. Individual Bait Fishing License – May be obtained in lieu of a commercial fishing and boat license to take food fish or shellfish for sale only to fish bait dealers or used as live bait in a commercial fishing operation, and not for human consumption. All persons who assist in the taking of food fish must be licensed. A bait harvester cannot sell to a wholesale fish dealer.
2. Individual Commercial – Individuals with this license can participate in all commercial fishing activities.
3. Juvenile Commercial – for residents only who are 18 years of age or younger.

Instructions for Recording Landings

All fish ticket information should be clear and easy to read.

It is the responsibility of the bait dealer to determine that the fisher has the proper license before any baitfish or bait shellfish are purchased.

Failure to enter the required information on the fish ticket will result in tickets being returned for completion and possible citation by the Oregon State Police for improper recording.

All copies of VOID tickets must be sent to the Salem office of ODFW with exception of the audit copy, which should be retained by the dealer for ODFW auditing purposes.

Please use the ticket books assigned to you in numerical sequence.


The following information should be entered on the fish ticket (see pg. 4 for example).

1. Date – enter the month, day and year.
2. Dealer number – enter the number assigned to you (letters may be included).
3. Port number – enter the 2-digit port code and name of the port of the first landing. This is the bay or estuary which the species was harvested, not landed.
4. Fishers license number – enter the 5-digit commercial bait fishing license number.
5. Fishers information – enter the name and address of the commercial fisher.
6. Dealer name – enter the Fish Bait Dealer name on record.
7. Gear type – enter the type of gear used to harvest the species.
8. Species pounds – enter the pounds (in gross weight by a certified scale) of the species harvested.
If the name is not pre-printed on the ticket, use a blank line and hand-write the name.
9. Price per pound – enter the price per pound the fisher is being paid for the product.
10. Fisher and dealer signatures are required.

Monthly Poundage Report

A fish dealer monthly report needs to be filled out each month to calculate and report ad valorem fees for that month's purchases. The report is due in the Salem office of ODFW by the 20th of the month following the month you are reporting. A report must be completed each month even if there are no purchases. If there are no purchases, simply mark the box indicating so and send the report in. If a report is received after the due date, the fees are subject to penalties and late charges.

When you receive your initial shipment of supplies as Fish Bait Dealer, a detailed outline and instructions for the monthly report is included. Below you will find an example of the form used.



Fish Dealer Monthly Report

For Wholesale Fish and Bait Dealers and Limited Fish Sellers

Dealer Number: _____

Dealer Name: _____

Phone: _____

- 1) A report and remittance of landing fees must be received in the Headquarters office of the Oregon Department of Fish & Wildlife on or before the 20th of each month (i.e., the report for January is due on or before February 20th).
- 2) If no fish were received during a month, submit the report with "No Purchases" indicated.
- 3) Make a copy of this report for your records.
- 4) Fish tickets reporting salmon must be sent within four (4) calendar days. Other tickets must be sent within five (5) working days. Limited fish sellers have ten (10) working days to report.
- 5) Fish refers to all commercial fish, including shellfish.

For ODFW use only

Date Prepared	Report Month & Year	Dealer's Signature

	Pounds	Value		Landing Fee Rate	AMOUNT
NO PURCHASES THIS MONTH <input type="checkbox"/>					
SALMON & STEELHEAD R&E/OHRC (based on pounds)					
Round	lbs.		x	\$0.0900	= \$
Dressed	lbs.		x	\$0.0975	= \$
Dressed Heads Off	lbs.		x	\$0.1050	= \$
SALMON & STEELHEAD (based on value - including eggs/parts)		\$	x	0.0315	= \$
NEARSHORE SPECIES (based on value)	lbs.	\$	x	0.0500	= \$
SHRIMP (based on value)	lbs.	\$	x	0.0240	= \$
SABLEFISH (based on value)	lbs.	\$	x	0.0240	= \$
CRAB (based on value)	lbs.	\$	x	0.0235	= \$
WHITING (based on value)	lbs.	\$	x	0.0230	= \$
OTHER (based on value)	lbs.	\$	x	0.0230	= \$
SARDINE (based on value)	lbs.	\$	x	0.0225	= \$
GROUND FISH, MISC (based on value)	lbs.	\$	x	0.0225	= \$
TUNA (based on value)	lbs.	\$	x	0.0109	= \$
COMMERCIAL FISH IMPORTED INTO OREGON		\$	x	0.0100	= \$

Type	From #:	Fish Tickets Used	To #:	Grand Total:	\$
1) Troll				Penalty:	\$
2) Columbia River				(add 5% or \$5.00, whichever is greater, for payments not received by the 20th of the month.)	
3) Groundfish & Shrimp				Previous Balance:	\$
4) Shellfish & Bait				TOTAL:	\$
5) Nearshore					

Please make checks payable to:
Oregon Department of Fish and Wildlife, 4034 Fairview Industrial Dr SE, Salem, OR 97302

Rev. 12/31/15

DATE OF LANDING			SHELLFISH & BAIT		1234567
1	MONTH	DAY	YEAR		
2	4	1	0	0	6
DEALER NO.			DEALER NAME		
PORT CODE			PORT NAME		
2	3	4	PORT OF FIRST LANDING (SEE COVER INSTRUCTION 3d)		
COMMERCIAL LICENSE NO.			FISHER'S NAME		
4	1	2	3	4	5
BOAT NUMBER			BOAT NAME		


CRAB AREA: (CIRCLE ONE) SEE MAP ON COVER FOR DETAILS						FRESHWATER WATERBODY CODE / NAME	
AREA 60	AREA 50	AREA 40	AREA 30	AREA 20	AREA 10		

GEAR: (CIRCLE ONE)							
CRAB POT 0	CRAB RING 1	SHOVEL OR RAKE 2	BAIT SHRIMP PUMP 4	NET OR SEINE 5	OTHER HAND DEVICE 7	CRAYFISH TRAP 8	OTHER (SPECIFY)

DESCRIPTION	CODE	GROSS POUNDS (ROUNDED)	PRICE PER POUND		FOR DEALER USE
			\$	cents	
Ocean Crab (Dungeness)	824 00				
Bay Crab (Dungeness)	825 00				
Razor Clam	910 00				
Clam - Softshell	909 00				
- Butter	904 00				
- Littleneck	908 00				
- Gaper	905 00	8	9		
- Cockle	902 00	30	1	5 0	
Mussel	931 00				
Red Sea Urchin	971 00				
Ghost Shrimp (Sand)	805 00				
Mud Shrimp	806 00				
Sardine	056 00				
Crayfish	855 00				

TAKE-HOME FISH MUST BE REPORTED (SEE INSTRUCTION #4 ON COVER)

I CERTIFY THAT THE ABOVE IS TRUE AND CORRECT (SIGNATURES REQUIRED)

	DEALER'S SIGNATURE	10	JOE DEALER	FISHER'S SIGNATURE	JOHN FISHERMAN
	SHELLFISH & BAIT				

CONTACTS AT ODFW

Monthly Reports or Account Statement - If you have questions regarding your monthly report, or your account statement and balance, please call the following person:

Dave Stanley - (503) 947-6183

Fish Tickets - If you have any questions regarding fish ticket reporting procedures and requirements, or need fish ticket supplies, please call one of the following numbers:

Any questions regarding filling out fish tickets can be directed to:

Nadine Hurtado - program manager (503) 947-6247

Jeff Davis – Fisheries Information Specialist (503) 947-6246

Any questions regarding Seasons/Areas/Etc. can be directed to:

Mitch Vance (Newport) Shellfish Project Leader (541) 867-0300 ext. 233

Matthew Hunter (Astoria) Shellfish Project Leader (503) 325-6246