

**STATE OF ALASKA**  
**DEPARTMENT OF FISH AND GAME**  
Division of Commercial Fisheries

## **How to Properly Complete an ADF&G Paper Fish Ticket**

Dear Seafood Industry Participant:

All commercially harvested fish must be documented on an ADF&G fish ticket. A fish ticket is a form provided by ADF&G in both paper and electronic versions that details important information regarding commercial harvest of Alaska's fisheries resources. It is critical for managing biologists, enforcement, and other state and federal entities that the fish ticket be filled out completely and correctly. Please assist the department in providing the most accurate information possible concerning Alaska's public resources. Below are some general instructions on how to properly complete an ADF&G fish ticket. Always check with your local area office for additional reporting requirements.

The reporting requirements specified in 5 AAC 39.130 "Reports required of fishermen, processors, buyers, exporters, and operators of certain commercial fishing vessels; transporting requirements" detail proper procedure when completing ADF&G fish tickets.

The fish ticket form type varies by fishery. There are 10 distinct form types. The different types all ask for fishery specific information, but they all require the same basic information. A fish ticket is required to be completed at the time of delivery. Delivery is defined in 5 AAC 39.130 as "offloading fish for sale or for transport to a buyer for later sale".

The information required to be completed on all fish tickets:

1. The name and signature of the first purchaser of the fish if applicable.
2. The name and signature of the CFEC permit holder who harvested the fish.
3. The processor code assigned by ADF&G.
4. Name, USCG number, or DOT number of the vessel employed in harvesting the fish, if applicable.
5. The date the fishing gear was deployed and the date the delivery was completed.
6. The ADF&G vessel number, if applicable.
7. The gear type used to fish. Is gathered from the CFEC permit number for some ticket types, other types require gear name be recorded.
8. The statistical area(s), or other area specific information as required by ADF&G.
9. Pounds of fish sold. Also, number of fish, if applicable.
10. CFEC permit number.
11. Pounds or number of fish retained for the fisherman's personal use.

There are also additional fields that are required to be completed by regulation, which would be fishery specific. For example, the ADF&G number of the tender vessel, if the fish is being tendered to a buyer in another location.

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Below is an image of a Series A General salmon fish ticket with some instructions on where to complete required information.

PLACE WRAPAROUND COVER UNDER GREEN COPY

WHITE – PURCHASER      YELLOW – FISH & GAME      PINK – SELLER      GREEN – PURCHASER

**PURCHASER**  
**ALASKA DEPARTMENT OF FISH & GAME**  
**GENERAL SALMON TICKET**

**Vessel Name** \_\_\_\_\_ DO NOT WRITE IN THIS SPACE **A15**

Fishery Name \_\_\_\_\_ **Imprint CFEC gear card here (plastic card)** ADF&G NO. \_\_\_\_\_  
 Permit Number \_\_\_\_\_ Tender ADF&G No. \_\_\_\_\_  
 Date Caught \_\_\_\_\_

**Proc. Code** \_\_\_\_\_ **Imprint or handwritten Processor code here. (Aluminum tag)** Date Landed \_\_\_\_\_

Company \_\_\_\_\_ Area Caught \_\_\_\_\_ (Nearest bay or headland) Permit Card info (Required. Instructions on cover.)

Salmon – Deliv. Code is required. See Ticket Book Cover for instructions.						
SPECIES	CODE	DELIV. CODE	NO. OF FISH	POUNDS	PRICE	AMOUNT
Kings	410	←				
<b>Delivery codes are located on the cover of the paper fish ticket booklets or here:</b> <a href="http://www.adfg.alaska.gov/index.cfm?adfg=fishlicense.reportingresources">http://www.adfg.alaska.gov/index.cfm?adfg=fishlicense.reportingresources</a>						
Pinks	440					
Chums	450					
Salmon Roe and Other Species – Species Code and Deliv. Code required.						
Subtotal						
Less Salmon Enhancement Tax @ _____						
<b>TOTAL</b>						

NOT SOLD/PERSONAL USE – 95		NOT SOLD/PERSONAL USE – 95		PARTIAL DELIVERY
SPECIES	NUMBER	SPECIES	NUMBER	Ticket No.

Cash Advance \_\_\_\_\_ Fish Received by \_\_\_\_\_

Permit Holder's Signature \_\_\_\_\_ **Signature area**

I HEREBY ATTEST THAT THESE FISH WERE CAUGHT IN COMPLIANCE WITH ADF&G REGULATIONS.

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Paper fish tickets are carbon copy forms so that each party involved can receive an exact copy of what is on the original ticket. The yellow copy is required to be sent to the nearest ADF&G area office within 7 days of the delivery, or as otherwise specified by the department. In the top left corner of the ticket red text indicates whose form it is, ex: Purchaser, Fish & Game, or Seller. Fish tickets must be completed at the time of sale, offload for transport, or as otherwise specified by the department.

Complete one fish ticket for all sales to a licensed buyer per offload. If sales occur to multiple licensed buyers, complete a separate fish ticket for each buyer. If sales occur to individuals, restaurants or grocery stores, only complete one ticket for the entire amount of fishery resource that is sold, even if sales occur to multiple individuals over a period of several days. Additional permits from ADF&G are necessary to sell directly to the public. Please contact the Seafood Industry Coordinator to obtain permitting information.

If you have any questions related to the proper completion of paper fish tickets please contact the local ADF&G area office. A complete listing of local area office contact information can be found here:

<http://www.adfg.alaska.gov/index.cfm?adfg=contacts.main>

If you have any questions related to ordering paper fish tickets please contact the Seafood Industry Coordinator at 907-465-6131 or [dfg.seafood-coord@alaska.gov](mailto:dfg.seafood-coord@alaska.gov)

Thank you for your assistance in providing the department with the most accurate and timely information regarding Alaska's fisheries resources.

Sincerely,

ADF&G Information Services Section

[DFG.DCF.InfoServices@alaska.gov](mailto:DFG.DCF.InfoServices@alaska.gov)