

**ATTENTION APPLICANTS**  
**AVOID DELAYS IN THE PROCESSING OF YOUR NJ DFW FRESHWATER FISHERIES APPLICATION**

**1. BE SURE YOU HAVE THE MOST CURRENT APPLICATION FORM**

Current application forms are available on the Division's website at <http://www.njfishandwildlife.com/fishperms.htm>. Even if you submitted an application within the last year be sure to check the Division's website to be sure you have the most current application form. The Bureau of Freshwater Fisheries periodically updates application forms in response to issues or internal processing changes. Outdated application forms will be returned.

**2. INCLUDE THE APPROPRIATE APPLICATION FEE**

All applications, except for scientific collecting, require a **\$2.00** application fee.

A Scientific Collecting Permit application is **\$22.00**. Checks should be made payable to NJDFW.

**3. LAKE LOWERING AND FISH STOCKING APPLICATIONS REQUIRE A MAP**

Attach a map that clearly shows the location of the pond in relation to the closest public roads or intersection. The map helps us to determine the exact location of the waterbody. Google Maps and Mapquest are helpful tools.

**4. STOCKING APPLICATIONS FOR GRASS CARP REQUIRE PHOTOGRAPHS** Grass carp are an exotic, long-lived species that are stocked as a biological form of weed control. However, they are noted escape artists and pose a threat to connecting waters. As a result, their introduction is permitted, only in waterbodies less than ten acres that have documented containment. To document proper containment close-up photos of the pond's inlet and outlet structures are required. Photos should clearly show a close-up of the point at which water enters and exits the pond (standpipes, spillway structures etc.). NO applications will be accepted without suitable photos.

**5. WATERBODY NAME**

The actual name of the waterbody must be listed. The name of state or county parks or Wildlife Management Areas is not acceptable. If the waterbody is a private pond on a private residence enter your last name followed by "Residence Pond" (i.e. "Smith Residence Pond") as the waterbody name. Only one waterbody per application is allowed except for commercial harvest applications for snapping turtles which may have up to ten waterbodies.

**6. OBTAIN NECESSARY SIGNATURES**

Fish stocking and water lowering applications required the signature of the legal waterbody/dam or property owner. For property owned by State, County, or local governments the signature of an appropriate representative of the agency must be obtained. For fish stocking in rivers or lakes it is the signature of the property owner where the actual stocking will take place. Multiple signatures may be necessary to stock multiple locations on a waterbody with different owners. Signatures are required on all applications. Unless the applicant is the legal owner, at no time should the applicant sign as the waterbody owner, or leave the field blank or mark it "not applicable".

**7. BE SPECIFIC WITH YOUR INFORMATION**

Be sure to enter correct and concise information on your application. Waterbody size, extent of lowering information should be entered as a single number with a decimal point (##.#). Do not enter a range, or include phrases such as "approximately or about" for any information on your application form. Enter information in accordance with the criteria identified (i.e. waterbody size is acres for lakes, stream miles for rivers). Dates should include the month, specific day and year.

**8. FILL OUT YOUR APPLICATION COMPLETELY**

Be sure to check that your application is filled out completely. If you are including additional information with your application still fill out the application form in its entirely, do not enter "see attached." for any application information. If you are uncertain how to fill out a certain aspect of the application do not leave it blank but rather call the Bureau of Freshwater Fisheries at (908) 236-2118 for assistance. We will gladly answer any questions.

**9. SEND YOUR APPLICATION IN ON TIME**

Water lowering applications should be sent at least 60 days in advance of the proposed activity, all other applications at least 30 days in advance. This allows time to resolve application deficiencies and adequate time for review and processing. Applications submitted that do not allow sufficient time for review and processing will be denied.