

# Guidance Document for Issuing Dealer Certification Numbers: Determined on January 12, 2006

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A new certified dealer will receive a number that is chosen by the Shellfish Program Coordinator. The Coordinator picks a number, that hasn't been used before, from a master list. This certification number is required for dealer tags, bulk tagging permits and wet storage permits.

If an existing certified shellfish dealer's company is sold, but the location and company name will be staying the same, the new owners can keep the same certification number. However, the company is decertified, and the certification number is inactivated, until: the new owners submit a new certification application, the facility passes inspection and the facility is properly licensed.

If an existing certified shellfish dealer changes facility locations, they need a new certification number for the new facility. One of the reasons this is done, is because well water and shellstock samples taken at a facility are tracked in a database by using the certification number for identification. Issuing a new certification number will prevent the previous facility's data from being overwritten in the database. The old certification number is inactivated.

If an existing certified shellfish dealer wants to change their name, they need a new certification number. The old company name is decertified, and the old certification number is inactivated. The dealer must also:

- Change the name on any wholesale or shellfish transportation licenses associated with the facility.
- Turn in old certificate
- Submit a new certification application containing the new name
- Discard old tags, and have new ones printed once the new number is granted

\*\* Any bulk tagging or wet storage permits granted with a previous name or certification number will be voided. The dealer must re-apply for the permits with the new company name and/or certification number.

\*\* If a company is using a "DBA" name, that name must be on the licenses and the certification application.

\*\* Due to past abuses, certification numbers cannot be given out over the phone. Certificates also cannot be faxed to the dealer. When a certificate is printed, the dealer has the option of picking it up at the Hallowell office, or waiting for it to be mailed to them.