

Catch Certification Authorized Signatory

The Catch Certification Authorized Signatory request allows a licence holder to formally designate or cancel an individual—such as the manager of a buyer, processor, freight forwarder, or logistics company—to act on their behalf in matters related to DFO’s Catch Certification Program and the Fisheries Certificate System (FCS). This is done by submitting a request in the National Online Licensing System (NOLS).

Accessing the National Online Licensing System

For information on how to access NOLS including log in instructions and getting familiar with the system, please visit the website [National Online Licensing System - User Training Manual](#).

Submitting a Request and Checking the Request Status: Step-by-Step

You can submit licensing requests for licensing services using the online system. To submit a request to DFO, follow the steps below.

Submit Request:

- Click the “Submit Request” link under the “Requests” section of the left-navigation menu.

The screenshot shows the DFO Home page with a left navigation menu and a main content area. The 'Submit Request' link under the 'Requests' section is highlighted with an orange circle. The main content area contains a 'New Request' section with instructions and contact information, and an 'Available Accounts' section at the bottom.

DFO Home
Home > New Request

User :
Log Off

Notifications
Notifications

Profile
Personal Information
Representatives
Organizations

Licensing
Licences
Vessels
Print Documents

Requests
Submit Request
Request Status

Payments
Pay Fees
Credit Allocation
Payment History

New Request

This page is used to submit a licensing services request to Fisheries and Oceans Canada. To submit a request please choose the request type in the drop down menu below and press select. Once you have chosen a request type from the drop down menu, choose among the sub-request types listed and press select. Once you have selected your request type, make sure to read the request instructions carefully before submitting your request as they contain important details. If you are unable to find a request, please select the "Licensing Services Not Listed Above" request and give a brief description within the comments box of the transaction you require. Please note that service standards are effective once all required documentation and fees have been received and there are no outstanding issues. If you require further assistance, please contact Client Support at:

- E-mail: fishing-peche@dfo-mpo.gc.ca (please include your name and the DFO Region in which you are located)
- Toll-Free Telephone: 1-877-535-7307

Telephone support will be available Monday to Friday from 07:00 to 20:00 (Eastern Daylight Savings Time). All calls are answered by a bilingual operator. E-mails will receive a response within a few business days.

Available Accounts

Please Select

- If you are acting as a representative or if you are submitting a request on behalf of an Organization, then you must select the available account name that you wish to work from.

DFO Home

Home » New Request

User :

Log Off

Notifications

Notifications

Profile

Personal Information

Representatives

Organizations

Licensing

Licences

Vessels

Print Documents

Requests

Submit Request

Request Status

Payments

Pay Fees

Credit Allocation

Payment History

New Request

This page is used to submit a licensing services request to Fisheries and Oceans Canada. To submit a request please choose the request type in the drop down menu below and press select. Once you have chosen a request type from the drop down menu, choose among the sub-request types listed and press select. Once you have selected your request type, make sure to read the request instructions carefully before submitting your request as they contain important details. If you are unable to find a request, please select the "Licensing Services Not Listed Above" request and give a brief description within the comments box of the transaction you require. Please note that service standards are effective once all required documentation and fees have been received and there are no outstanding issues. If you require further assistance, please contact Client Support at:

- E-mail: fishing-peche@dfo-mpo.gc.ca (please include your name and the DFO Region in which you are located)
- Toll-Free Telephone: 1-877-535-7307

Telephone support will be available Monday to Friday from 07:00 to 20:00 (Eastern Daylight Savings Time). All calls are answered by a bilingual operator. E-mails will receive a response within a few business days.

Available Accounts

Please Select Available Accounts Select

- Choose the request type "Catch Certificate Signatory Request" from the drop-down menu, once you have chosen the request type, you will need to click on the select button.

Requests

Submit Request

Request Status

Payments

Pay Fees

Credit Allocation

Payment History

Telephone support will be available Monday to Friday from 07:00 to 20:00 (Eastern Daylight Savings Time). All calls are answered by a bilingual operator. E-mails will receive a response within a few business days.

Available Accounts

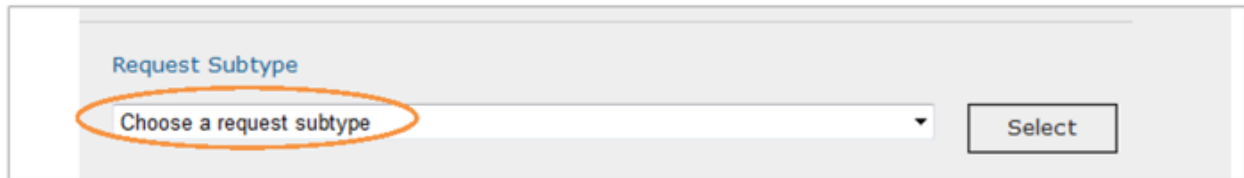
Available Accounts Select

New Request

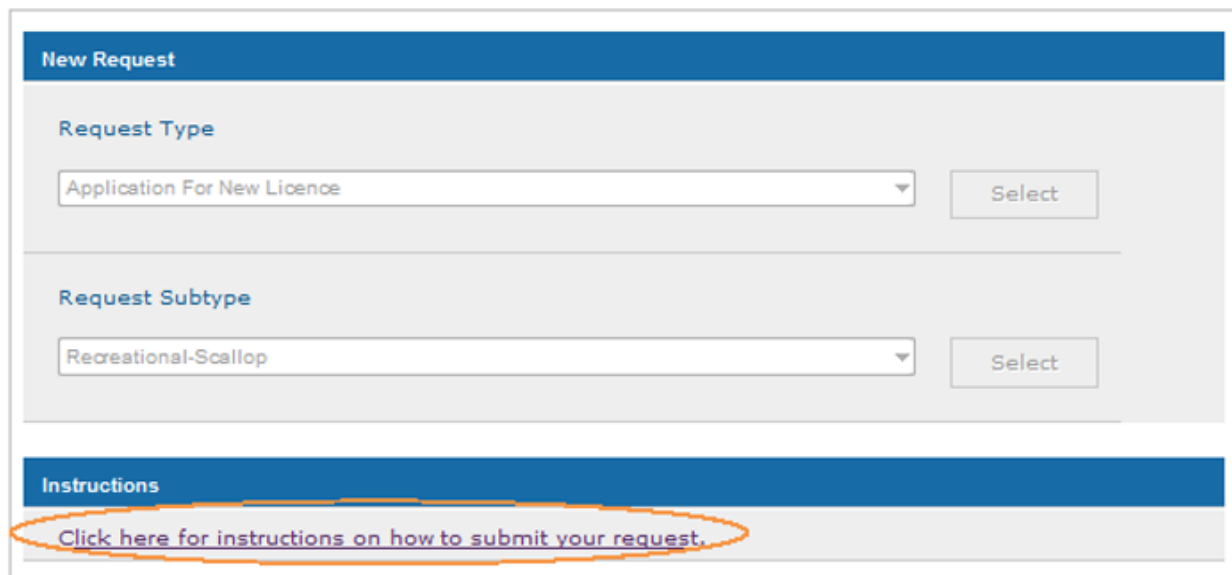
Request Type

Choose a request type Select

- Choose the request sub-type “add a signatory” or “remove a signatory” from the drop-down menu, once you have chosen the request sub-type, you will need to click on the select button.



- Click on the Instructions hyperlink “Click here for instructions on how to submit your request.” These instructions will open in a new window and will provide a description of the request, as well as all of the details you will need in order to submit the request.



Insert the request details by clicking into the “Comments” box and providing one of the statements below:

- I authorize _____ (Company Manager) of _____ (Company Name) to act as my authorized signatory and to conduct business on my behalf with DFO’s Catch Certification Program.
- I no longer authorize _____ (Company Manager) of _____ (Company Name) to act as my authorized signatory and to conduct business on my behalf with DFO’s Catch Certification Program.

Note: If you are unsure who to list as the company manager, please contact the company or the Catch Certification Program and they can provide it to you.

Request Subtype	
Recreational-Scallop	Select
Instructions	
Click here for instructions on how to submit your request.	
Requestor Info	
First Name	
Last Name	
FIN	
Comments	
Provide Request Details/See Instructions.	Request details
The information collected through this request is relevant to DFO to process your application. Providing false or misleading statements personally or as a representative on behalf of someone else is an offence under the Fisheries Act and is punishable by law.	

- Click on the “Submit” button to submit the request. Click on the “Cancel” button to cancel the request.

Note: A unique request ID number will be generated once you have submitted your request. Please include this number in all your correspondence with the Department.

Requestor Info	
First Name	
Last Name	
FIN	
Comments	
Provide Request Details/See Instructions.	Request details
The information collected through this request is relevant to DFO to process your application. Providing false or misleading statements personally or as a representative on behalf of someone else is an offence under the Fisheries Act and is punishable by law.	
Upload Documents	
Upload documents you wish to include with your request.	Browse... Add Another File
Submit Cancel	

Note: You will receive a notification in your account under the “Notifications” screen when you have submitted a request. You will not be informed of any changes to your requests by email or through the “Notifications” screen. Follow the steps below to check on the status or amend your request.

Checking a Request Status and Modifying a Request:

1. Click on the “Request Status” link under the “Requests” section of the left-navigation menu.

The screenshot shows the 'DFO Home' interface. On the left is a sidebar with various menu items. The 'Requests' section is expanded, and 'Request Status' is highlighted with an orange oval. The main content area has a blue header 'Requests Status' and contains instructional text about viewing request details and tracking progress. Below this is an 'Available Accounts' section with a dropdown menu currently set to 'Please Select' and a 'Select' button.

DFO Home

Home > Requests Status

User :

Log Off

Notifications

Notifications

Profile

Personal Information

Representatives

Organizations

Licensing

Licences

Vessels

Print Documents

Requests

Submit Request

Request Status

Payments

Pay Fees

Credit Allocation

Payment History

Requests Status

This page is used to view the status of all your submitted requests. To view further request details, modify, edit or add more comments and attachments, simply click on the available "Request ID" number below.

It is important to track the progress of your outstanding requests regularly using this page for any changes in status. To view new comments or information requiring your attention, click on the "Request ID" to access the latest correspondence details. This will avoid delays in processing your requests.

Please note: you will not be informed of any changes to your requests by email or through the "Notifications" screen.

Available Accounts

Please Select Available Accounts

2. If you are acting as a representative or if you are submitting a request on behalf of an Organization, then you must select the available account name that you wish to work from.

This screenshot is similar to the first one, but with an additional highlight. In the 'Available Accounts' section, the 'Please Select' dropdown menu is circled with an orange oval, indicating where the user should click to choose an account.

DFO Home

Home > Requests Status

User :

Log Off

Notifications

Notifications

Profile

Personal Information

Representatives

Organizations

Licensing

Licences

Vessels

Print Documents

Requests

Submit Request

Request Status

Payments

Pay Fees

Credit Allocation

Payment History

Requests Status

This page is used to view the status of all your submitted requests. To view further request details, modify, edit or add more comments and attachments, simply click on the available "Request ID" number below.

It is important to track the progress of your outstanding requests regularly using this page for any changes in status. To view new comments or information requiring your attention, click on the "Request ID" to access the latest correspondence details. This will avoid delays in processing your requests.

Please note: you will not be informed of any changes to your requests by email or through the "Notifications" screen.

Available Accounts

Please Select Available Accounts

3. Select the "Request ID" link to open the Request Type you want to view in more detail.

Please note the Request ID number associated with this request. All subsequent exchanges regarding this request must be done via NOLS using this request number.

Requests

Submit Request

Request Status

Payments

Pay Fees

Credit Allocation

Payment History

Available Accounts

Available Accounts

Select

10d

1 month

3 months

6 months

All

Request ID	Request Type	Status	Date Submitted	Last Updated
184328	Request Conditions - North Shore	Submitted	2014-09-15	2014-09-15
184320	Application For New Licence - Mackerel	Submitted	2014-09-15	2014-09-15

- You can still see the Instructions and Request Details for this request and can now take note of the Request ID for future reference.

Please note that if your request was made more than 10 days ago, you will need to select an increased time span using the options above (e.g. 1 month).

Notifications	This page provides a summary of the request submitted to Fisheries and Oceans Canada using the National Online Licensing System. Please note that offline interactions and transactions made through Client Support are not reflected below. All new comment updates that may have been sent to you regarding your request appear below in the "Previous comments" text box. You may reply using the comments text box (where it indicates "Provide Request Details"), and by clicking on the "Submit" button at the bottom of the page. You can also attach any further documents being requested. To attach a new document, click on the "Browse" button in the Upload documents section, select the document to upload, and click on the "Submit" button at the bottom of the page. Please note: if this request has a completed status; • DFO Approved • DFO Denied • DFO Approved - Payment Pending • DFO Cancelled • Initiator Cancelled • Recipient Cancelled Comments and documents can no longer be added. Please submit a new request if you wish to provide other comments or documents.
Notifications	
Profile	
Personal Information	
Representatives	
Organizations	
Licensing	
Licences	
Vessels	
Print Documents	
Requests	
Submit Request	
Request Status	
Payments	
Pay Fees	
Credit Allocation	
Payment History	

Instructions
[Click here for instructions on how to submit your request.](#)

Request ID
184328

Request Details
Request Conditions - North Shore
Task Details
Fisher ID:
Name
Phone

5. If you wish to amend your request or provide additional information, you can do so by clicking into the "Comments" box.

Comments

Provide Request Details/See Instructions.

Additional Request Details

The information collected through this request is relevant to DFO to process your application. Providing false or misleading statements personally or as a representative on behalf of someone else is an offence under the Fisheries Act and is punishable by law.

Previous Comments

DFO FISHER COMMENTS 9/15/2015 12:40 PM Request Details

Note: You can now view any previous comments. This may include the comments that you inserted when you submitted the request, as well as additional comments that Fisheries and Oceans Canada may have made.

6. Click on the “Submit” button to submit the request. Click on the “Cancel” button to cancel the request.

Comments

Provide Request Details/See Instructions.

The information collected through this request is relevant to DFO to process your application. Providing false or misleading statements personally or as a representative on behalf of someone else is an offence under the Fisheries Act and is punishable by law.

Upload Documents

Upload documents you wish to include with your request.

Browse...

Add Another File

Submit Cancel

Next Steps

Upon receipt of your application, DFO will conduct a thorough review.

If the Department determines that additional information is required, you may receive a message within this request asking for additional details.

DFO aims to make a decision on requests within 10 business days. This service standard applies only once the file is considered complete by DFO.

You will receive e-mail notifications when modifications are made to your request by DFO (for example: more information has been requested, the status of your request has been updated).

You will be notified of DFO's decision (approved or denied) within this request in your NOLS profile.

- If your request is approved, the status of your request will be "DFO Approved" and the signatory will receive notification that you have been added to their list of harvesters.
- If your request is denied, you will receive a comment within this request in your NOLS profile explaining the reason for this decision (e.g. incomplete or incorrect information).

Contact the National Online Licensing System

Availability

Monday to Friday:

- 7:00 am to 17:00 Eastern
- 7:00 am to 19:00 Eastern for Alberta and British Columbia

Toll-free: 1-877-535-7307

Email: fishing-peche@dfo-mpo.gc.ca