



National Vessel Monitoring System (VMS) Instructions for completing the VMS Registration Form

The National Vessel Monitoring System (VMS) registration form is required to be completed and forwarded to Fisheries and Oceans Canada (DFO) when a license condition specifies a requirement for VMS monitoring. A VMS unit is a satellite device which provides positional information about vessel activity. The data collected on the registration form provides DFO the necessary information to register or modify existing registrations within DFO’s VMS program.

Please clearly read all instructions prior to completing and submitting the form. If further assistance is required, please contact DFO.VMSSupport-SSNSoutien.MPO@dfo-mpo.gc.ca.

PART I - Vessel Information where the VMS unit is currently installed (Items 1 - 6)

This section is used to identify the DFO region the vessel is registered in, as well as vessel and owner information.

PART II - Licence Holder Information (Items 7 – 10(d))

This section is used to collect information about the licence holder. Fields 9 & 10 are only mandatory for Pacific, Gulf and Arctic.

PART III - VMS Unit and Communication Service Provider (CSP) Information (Items 11 - 17)

This section is used to identify the manufacturer and Communication Service Provider (CSP) for the VMS unit which may not necessarily be the same. Please consult your CSP for information required in this section as practices varies amongst providers. It’s extremely important that this information is correctly entered as it is required for data to be successfully processed by DFO.

Please refer to the list of VMS Units approved by Fisheries & Oceans Canada on the following website to ensure the unit complies. <https://www.dfo-mpo.gc.ca/fisheries-peches/sdc-cps/vessel-monitoring-surveillance-navire/approved-approuvee-eng.html>

Field	Description
11. Communication Service Provider (CSP) Company Name	The name of the Communication Service Provider being used.
12. Contact Name	The name of the contact for the Communication Service Provider.
13. Telephone No.	The phone number where the contact can be reached.
14. Unique CSP number assigned to VMS unit	The CSP Number uniquely identifies a unit with a Communication Service Provider. The CSP number provided on the form must be exactly the same as the CSP number transmitted via the VMS unit. Therefore, this number must be accurate, and clearly printed to ensure proper data processing by DFO.
15. VMS Unit Email	The email address for the VMS unit being installed on the vessel.
16(a). Manufacturer	The manufacturer of the VMS unit being installed on the vessel.
16(b). Model	The model of the VMS unit being installed on the vessel.
17. Serial No	The serial number for the VMS unit being installed on the vessel which may not necessarily be the same as the hardware serial number printed on the actual VMS unit. As such, it’s important that this information be accurate. In some instances this number serves as the CSP number as well (see field 14). This information is mandatory if the serial number is different from the CSP No. in field 14.



PART IV - VMS Installer Information (Items 18 - 21)

This section is used to identify the individual or company who physically installs the unit onboard the vessel. If self-installed please check yes in field 18. If no, please complete fields 19-21.

PART V - Inmarsat-C (only) (Items 22, 23)

This section is only required for units that use Inmarsat-C satellites. If applicable, please obtain the requested information from your Communication Service Provider.

PART VI - VMS Action Request (Items 24 - 26)

Please check the appropriate action to indicate the reason for submitting this form.

Field	Description
24. Type of Action	
First Installation	A unit is being installed for the first time.
Unit Replacement	A unit being installed is replacing a previously registered unit already onboard the Vessel.
Unit Transfer	A unit being installed has been removed from another vessel.
Permanent Removal	A unit is permanently removed from a vessel and not replaced.
Change in Licence Holder	The Licence holder changes.
Change in Vessel's DFO Region of Registration	The vessel has been registered in a different DFO region.
Other	Any changes to previously registered information not covered by the options listed above.
25. Reason for Action (Only for other type of request)	This field is only completed if Other is selected under field 24.
26. Effective Date of Action (DD/MM/YYYY)	The date when the selected action request occurred.

PART VII - VMS Transfer (ONLY) (Items 27 - 29)

This section is only required when a unit is transferred from one vessel to another vessel. The information in this section identifies the vessel from which the unit was removed from.

PART VIII – Unit Replacement (ONLY) (Items 30 - 32)

This section is only required for a unit replacement. The information in this section identifies the old unit that is being replaced.