



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

The National Vessel Monitoring System (VMS) 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 this 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 call the regional number listed at the bottom of page 3 of the Registration Form.

### ***PART I - Vessel Information (Items 1 - 10(d))***

This section is used to identify the vessel, owner and license holder.

### ***PART II - VMS Unit Information (Items 11 - 12)***

This section is used to identify the manufacturer and model of the VMS unit and its associated serial number. Please consult your Communication Service Provider for this information, especially the serial number as it may not necessarily be the same as the hardware serial number on the actual VMS unit. Please refer to the list of VMS Units approved by Fisheries & Oceans Canada on the following website to ensure the unit complies. <http://www.nfl.dfo-mpo.gc.ca/e0011108>

### ***PART III - VMS Installer Information (Items 13 - 15)***

This section is used to identify the individual who physically installs the unit onboard the vessel. If self-installed please indicate that for item 14.

### ***PART IV - Communication Service Provider Information (CSP) (Items 16 - 20)***

This section is used to identify the Communication Service Provider (CSP) and the email address and the CSP Number assigned to the VMS unit. The CSP Number uniquely identifies a unit with a Communication Service Provider. This number must be accurate, and clearly printed to ensure proper data submission from the vessel to Fisheries and Oceans Canada.

### ***PART V - Inmarsat-C (only) (Items 21, 22)***

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 23 - 25)**

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

Action Request	Description
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 is removed from one vessel and installed on another
Permanent Removal	A unit is permanently removed from a vessel and not replaced
Change in Licence Holder	The Licence holder changes
Change in Vessel 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.

The “Effective Date of Action” is the date when the selected action request occurred.

**PART VII - VMS Transfer (ONLY) (Items 26 - 31)**

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 32 - 34)**

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