

## **STATE OF LOUISIANA DEPARTMENT OF WILDLIFE AND FISHERIES Recreational Offshore Landings Permit Information and Guidelines**

The Louisiana Department of Wildlife and Fisheries (LDWF) developed the Recreational Offshore Landings Permit Reporting Program to better quantify and characterize the charter and recreational fishermen that fish beyond Louisiana's territorial waters.

### **PERMIT PROGRAM REQUIREMENTS**

If you are a charter captain or private angler, you must have a Recreational Offshore Landings Permit to possess or land the following species or species groups (only the charter captain needs the ROLP on for-hire trips):

- Tunas
- Swordfish
- Billfish
- Snappers
- Amberjacks
- Groupers
- Hinds
- Cobia
- Wahoo
- Cobia
- Dolphin

### **GETTING A PERMIT**

Permits are free and can be obtained:

- Online at [www.wlf.la.gov/rolp](http://www.wlf.la.gov/rolp)
- Through our smartphone apps:
  - iPhone: search the App Store for "Louisiana Recreational Offshore Landing Permit"
  - Android: search the Google Play Store for "LDWF Rec. Offshore Landing App"

To apply for a permit, create a profile and specify a password to access your account. You will be required to submit the following information:

- First and last name
- Street address
- Phone number
- Email address
- Recreational or charter fishing license number\*

\*You will not be required to enter a fishing license number if:

- You hold a lifetime license and were not issued a ten---digit fishing license number, OR
- You are an exempted senior born before June 1, 1940.

In these cases, select the applicable option (either *Lifetime* or *Senior*) in the dropdown menu.

Be sure to enter your correct fishing license number and confirm that it is accurate when prompted by the website. If you have any trouble, please call the Finfish Program Manager, Marine Fisheries Section at 504---284---2030.

Once you have entered the required information, the website will generate your Recreational Offshore Landings Permit, which you can then print.

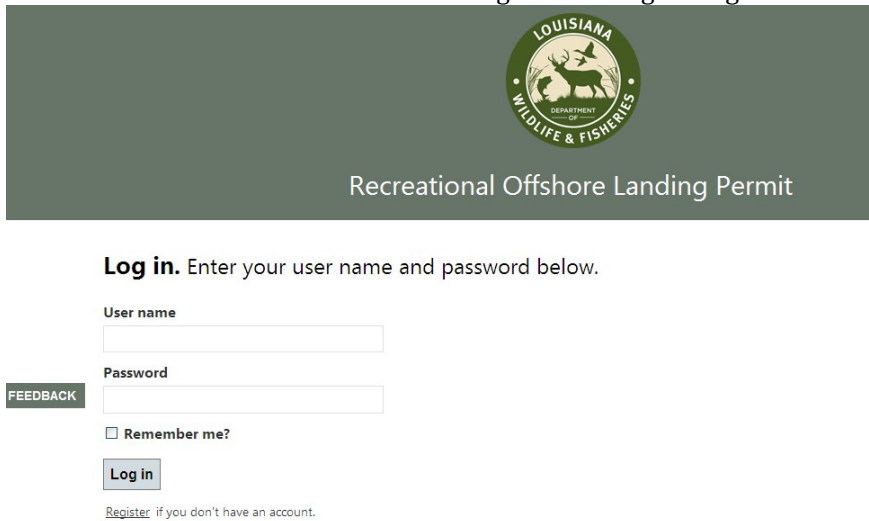
## Appendix 1. Website and Mobile Website ([www.wlf.la.gov/rolp](http://www.wlf.la.gov/rolp)) and Smartphone App Guidance

Go to *Get the Permit*.

### CREATING AN ACCOUNT

To create an account, click the **Register** link below the **Log in** button (**screen 1**). When you click **Register**, a choice of two buttons, **Charter** or **Recreational** will appear (**screen 2**). Select the appropriate button to indicate if you're registering as a private recreational angler or a charter captain.

#### Screen 1. Recreational Offshore Landing Permit Log In Page



The screenshot shows the login page for the Louisiana Department of Wildlife & Fisheries. At the top center is the department's logo, which features a deer and a fish, surrounded by the text "LOUISIANA DEPARTMENT OF WILDLIFE & FISHERIES". Below the logo, the text "Recreational Offshore Landing Permit" is displayed. Underneath, there is a "Log in" prompt: "Log in. Enter your user name and password below." This is followed by two input fields: "User name" and "Password". To the left of the "Password" field is a "FEEDBACK" button. Below the input fields is a checkbox labeled "Remember me?". A "Log in" button is positioned below the checkbox. At the bottom, there is a link that says "Register if you don't have an account."

#### Screen 2. Recreational Offshore Landing Permit Charter or Recreational Selection Screen



The screenshot shows the selection screen for the Louisiana Department of Wildlife & Fisheries. At the top center is the department's logo, which features a deer and a fish, surrounded by the text "LOUISIANA DEPARTMENT OF WILDLIFE & FISHERIES". Below the logo, the text "Recreational Offshore Landing Permit" is displayed. At the bottom of the screen, there are two buttons: "CHARTER" and "RECREATIONAL". Both buttons have a small green plus sign icon to their left.

If you select **Recreational**, you will be directed to the Recreational Registration page (**screen 3**):

### Screen 3. Recreational Offshore Landing Permit Recreational Registration Page



#### Enter the following information:

- 1) License Type – Select your license type; **Normal**, **Senior**, or **Lifetime\***.
- 2) Login Username – Select a unique username for your account.
- 3) Password – Select a unique password that is at least 6 characters long.
- 4) Confirm Password – Retype and confirm password selected in Step 3.
- 5) Email – Enter the e---mail address you'd like associated with this permit.
- 6) Name – Enter your first and last name with one space between each name.
- 7) Street Address – Enter your current street address.
- 8) Street Address Line 2 – Enter any additional address information such as apartment or suite numbers.
- 9) City – Enter the city associated with your current address.
- 10) State – Enter the complete state name associated with your current address.
- 11) Zip – Enter the seven---digit zip code associated with your current address.
- 12) Phone Number – Enter the phone number you'd like associated with this permit in the format (###) ###---####.

\*If you've selected a **Lifetime** or **Senior** license, your registration is complete at Step 12 and you can now click the **Submit Application** button. You will be routed to a profile page that displays the information you entered in Steps 1---12 (**screen 4**). From this page, you can print a copy of your Recreational Offshore Landing Permit by selecting the **View Printable Profile** link underneath your profile information (**screen 5**). To return to the profile page, use your browser's back button.

- 13) LDWF Recreational Saltwater Fishing License (optional) – Enter your ten---digit LDWF---issued saltwater fishing license number without any dashes in the format #####.
- 14) Confirm Fishing License Number (optional) – Re---enter and confirm the license number entered in Step 13.
- 15) Click **Submit Application** button to complete the registration process. You will be routed to a profile page that displays the information you entered in Steps 1---14 (**screen 6**). From this page, you can print a copy of your Recreational Offshore Landing Permit by selecting the **View Printable Profile** link underneath your profile information (**screen 7**). To return to the profile page, use your browser's back button.

#### Screen 4. Recreational Offshore Landing Permit Profile Page for Anglers with a Senior or Lifetime License



Recreational Offshore Landing Permit

Hello, testseniortuna ! [Log out](#)

[Home](#) [Create Report](#)

LDWF Recreational Saltwater Fishing License: SENIOR  
**Name:** Tommy Tuna  
**Phone:** (504) 284-2030  
**Street Address:** 2021 Lakeshore Drive  
**Street Address(line2):** Suite 407  
**City:** New Orleans  
**State:** Louisiana  
**Zip:** 70122  
**Current Offshore Landing Permit:** Senior-963769  
**Expiration Date:** 6/30/2013

- [View Printable Profile](#)
- [Change Password](#)
- [Edit Profile](#)
- [View Harvest Records](#)
- [Create Harvest Report](#)

#### Screen 5. Recreational Offshore Landing Permit Printable View Screen for Anglers with a Senior or Lifetime License

2012 - 2013



**Recreational Offshore Landing Permit**  
**Permit:** Senior-963769  
**Expiration Date:** 6/30/2013  
**LDWF Recreational Saltwater Fishing License:** SENIOR  
**Name:** Tommy Tuna  
**Phone:** (504) 284-2030  
**Street Address:** 2021 Lakeshore Drive  
**Street Address(line2):** Suite 407  
**City:** New Orleans  
**State:** Louisiana  
**Zip:** 70122

#### Screen 6. Recreational Offshore Landing Permit Profile Page for Anglers with a Normal License



Recreational Offshore Landing Permit

Hello, testrolpldwf ! [Log out](#)


[Home](#) [Create Report](#)

LDWF Recreational Saltwater Fishing License: 555555559  
**Name:** Joe Angler  
**Phone:** (504) 284-2031  
**Street Address:** 2021 Lakeshore Drive  
**Street Address(line2):** Suite 407  
**City:** New Orleans  
**State:** Louisiana  
**Zip:** 70121  
**Current Offshore Landing Permit:** 555555559-9307422  
**Expiration Date:** 6/30/2013

- [View Printable Profile](#)
- [Change Password](#)
- [Edit Profile](#)
- [View Harvest Records](#)
- [Create Harvest Report](#)

## Screen 7. Recreational Offshore Landing Permit Printable View Screen for Anglers with a Normal License

2012 - 2013



**Recreational Offshore Landing Permit**

Permit:	555555559-9307422
Expiration Date:	6/30/2013
LDWF Recreational Saltwater Fishing License:	555555559
Name:	Joe Angler
Phone:	(504) 284-2031
Street Address:	2021 Lakeshore Drive
Street Address(line2):	Suite 407
City:	New Orleans
State:	Louisiana
Zip:	70121

If you choose the **Charter** button (screen 4), you will be directed to the Charter Registration page (screen 8).

## Screen 8. Recreational Offshore Landing Permit Charter Registration Page



License Type:	Normal	<input type="button" value="v"/>
Login Username:	<input type="text"/>	
Password:	<input type="password"/>	
Confirm password:	<input type="password"/>	
Email:	<input type="text"/>	
Name:	<input type="text"/>	
Street Address:	<input type="text"/>	
Street Address line 2:	<input type="text"/>	
City:	<input type="text"/>	
State:	<input type="text"/>	
Zip:	<input type="text"/>	
Phone Number:	<input type="text"/>	
LDWF Charter Boat Fishing Guide License:	<input type="text"/>	<small>(Enter your license number without dashes)</small>
Confirm Fishing License Number:	<input type="text"/>	
<input type="button" value="Submit Application"/>		

### Enter the following information:

- 1) License Type - Charter users will always select **Normal**.
- 2) Login Username - Select a unique username for your account.
- 3) Password - Select a unique password that is at least 6 characters long.
- 4) Confirm Password - Retype and confirm password selected in Step 3.
- 5) Email - Enter the e-mail address you'd like associated with this permit.
- 6) Name - Enter your first and last name with one space between each name.
- 7) Street Address - Enter your current street address.
- 8) Street Address Line 2 - Enter any additional address information such as apartment or suite numbers.
- 9) City - Enter the city associated with your current address.
- 10) State - Enter the complete state name associated with your current address.
- 11) Zip - Enter the seven-digit zip code associated with your current address.
- 12) Phone Number - Enter the phone number you'd like associated with this permit in the format (###) ###-###-####.
- 13) LDWF Charter Boat Fishing Guide License - Enter your six-digit LDWF-issued charter boat fishing guide license number without any dashes in the format #####.
- 14) Confirm Fishing License Number - Re-enter and confirm the license number entered in Step 13.
- 15) Click **Submit Application** to complete your registration. You will be routed to the profile page that displays the information you entered in Steps 1-14 (screen 9). From this page, you can print a copy of your

Recreational Offshore Landing Permit by selecting the **View Printable Profile** link underneath your profile information (**screen 10**). You can also change your password, edit your profile, view previous harvest reports, or create harvest reports. You can access your profile page at any time while logged in to the website by clicking the **Home** tab on the right side of the page.

### Screen 9. Recreational Offshore Landing Permit Profile Page for Licensed Charter Boat Fishing Guides



LDWF Charter Boat Fishing Guide License: 999991  
Name: Captain Gulf  
Phone: (504) 284-2030  
Street Address: 2021 Lakeshore Drive  
Street Address(line2): Suite 407  
City: New Orleans  
State: Louisiana  
Zip: 70122  
Current Offshore Landing Permit: 999991-6387845  
Expiration Date: 6/30/2013  
[View Printable Profile](#)  
[Change Password](#)  
[Edit Profile](#)  
[View Harvest Records](#)  
[Create Harvest Report](#)

### Screen 10. Recreational Offshore Landing Permit Printable View Screen for Licensed Charter Boat Fishing Guides

2012 - 2013



Recreational Offshore Landing Permit  
Permit: 999991-6387845  
Expiration Date: 6/30/2013  
LDWF Charter Boat Fishing Guide License: 999991  
Name: Captain Gulf  
Phone: (504) 284-2030  
Street Address: 2021 Lakeshore Drive  
Street Address(line2): Suite 407  
City: New Orleans  
State: Louisiana  
Zip: 70122

### LOGGING IN

Once you've created an account, you can log in at [rolp.wlf.la.gov/](http://rolp.wlf.la.gov/). Simply enter your user name and password and click the **Log in** button (**screen 1**). When you're logged in, you can submit and review harvest reports, print a copy of your Recreational Offshore Landing Permit, and use all the functions associated with the website.

### OTHER NAVIGATION

#### Home Tab

Click the **Home** tab to go back to your main profile page.

#### Print Your Permit

Print a copy of your Recreational Offshore Landing Permit by selecting the **View Printable Profile** link below your profile information on your profile page. The printable version of the permit will appear on a separate page. Be sure to print your permit; you are required to have this documentation onboard your vessel.

## Change Your Password

Change your password by entering your current password and a new password and then confirming your new password. Your password must be 6 characters long (**screen 11**).

### Screen 11. Recreational Offshore Landing Permit Change Password Page



The screenshot shows the top of a web page with a dark green header. On the left is the Louisiana Department of Wildlife & Fisheries logo, which features a deer and a fish. The text "LOUISIANA DEPARTMENT OF WILDLIFE & FISHERIES" is arranged around the logo. In the center of the header, the text "Recreational Offshore Landing Permit" is displayed. On the right side of the header, there is a user greeting "Hello, testcharterldwf !" and a "Log out" button. Below the header, there are two buttons: "Home" and "Create Report".

**Change Password.** Use the form below to change your password.

New passwords are required to be a minimum of 6 characters in length.

Current password

New password

Confirm new password

## Edit Your Profile

To change your profile information such as your name, phone, or address, simply enter the new information in the appropriate cells and click the **Submit Changes** button (**screen 12**).

### Screen 12. Recreational Offshore Landing Permit Edit Profile Page



The screenshot shows the top of a web page with a dark green header. On the left is the Louisiana Department of Wildlife & Fisheries logo. In the center of the header, the text "Recreational Offshore Landing Permit" is displayed. On the right side of the header, there is a user greeting "Hello, testcharterldwf !" and a "Log out" button. Below the header, there are two buttons: "Home" and "Create Report".

## Edit Profile

Name:	<input type="text" value="Captain Gulf"/>
Phone:	<input type="text" value="(504) 284-2030"/>
Street Address:	<input type="text" value="2021 Lakeshore Drive"/>
Street Address(line2):	<input type="text" value="Suite 407"/>
City:	<input type="text" value="New Orleans"/>
State:	<input type="text" value="Louisiana"/>
Zip:	<input type="text" value="70122"/>

