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 fisherman that fish beyond Louisiana’s territorial waters.

PERMIT PROGRAM REQUIREMENTS
If you are a charter captain or a 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
- Dolphin

GETTING A PERMIT
Permits are free and can be obtained:
- Online at www.wlf.la.gov/rolp
- Through our smartphone apps:
  - iPhone: search the App Store for “Louisiana Recreational Offshore Landing Permit”

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 recreational fishing license number if:
  - You are age 16 or younger, OR
  - You are an exempted senior born before June 1, 1940.

In these cases, select the applicable option (either Minor or Senior) in the drop-down 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

**CREATING AN ACCOUNT**

To create an account, click the “Register” button.

You will be redirected to the registration page, where a welcoming screen will explain the registration process. Click the button in the lower right corner to navigate to the next page.
On this page, you will need to give your email address, as well as enter an 8-character password and password confirmation. If you ever need to navigate to a previous page, you can click the button in the lower left corner of the page. Click the button in the lower right once you are finished entering your email and password.

Next, you will need to enter your name. You must complete at least the first and last name fields. Click the button in the lower right to continue.
Now you will need to enter your street address and city. Click the button in the lower right to continue.

On this page, you will enter your state and zip code, if you are a resident of the United States. If you do not live in the United States, click the 'No' button at the top of the page, and enter your state/province, country, and postal code. Click the button in the lower right to continue.
Now you will enter your phone number, date of birth, and gender. Only your phone number is required. If you are registering a senior license type, however, you will need to enter your date of birth to confirm your eligibility. Click the button in the lower right to continue.

Here, you will select your license type. Recreational, Charter, and Temporary license types require a 10-, 6-, or 16-digit license number, respectively. Click the button in the lower right to continue.
On this last page, you must complete a CAPTCHA. This page is here to prevent bots from generating users on the site. Simply follow the instructions provided to continue. Once you complete the CAPTCHA, click the button in the lower right to complete your application.

Now you will be redirected to the login page. Before you can login, you must first register your email. Check your email’s inbox for a confirmation message from LDWF. Clicking the link in this message will register your account and allow you to login.

LOGGING IN

Click “Log In” from the home page to go to the login screen. Here, simply type your E-mail address and password and click the submission button to log in.
PRE-JANUARY 2015 USERS

If you created an account prior to January 13, 2015, you must reset your password before logging into the system again for the first time. Click the “Reset Password” link on the login screen. Then, enter your E-mail address to send a password reset request. You should receive an E-mail with instructions on how to reset your password and log back into the system. Once in, you should confirm that your personal information is correct and up-to-date.

If you did not provide an E-mail address when you originally registered or for some reason your information was determined to be invalid, you will have to create a new account in our system. If you have any questions, please contact LDWF.

ACCOUNT MANAGEMENT

When you log in, you will be taken to a home page with a “MY ACCOUNT” button in the center of the screen. Click this button to be taken to your account page.

On your account page, you can see your own licenses, as well as those of any other fishermen under your account. From here, you may view, print, add, or delete licenses, add, delete, or edit fisherman under your account, and change your account settings.

To print your permit, click the “View/Print Permit” button under the desired user’s license. The permit will open in a new browser tab. This is the permit page that you should print.
Should a permit be expired, you will be given the option to renew your permit here. Permits can also be renewed up to one month before their expiration.

EDIT YOUR PROFILE

Click the gray gear icon on your account settings page to access your account settings. From here, you can change your password or change your email address.
OTHER NAVIGATION

At the bottom of all these pages, you can find links to the LDWF Privacy Policy, FAQ, and Feedback pages.