

Instructions for the Marine Passenger Fee – Petersburg Municipal Code 4.80.030-4.80.050

\$5 per passenger shall be paid for every marine passenger vessel not otherwise exempted upon first entry by the vessel into any port within the Borough. The passenger fee shall apply only once per single cruise. “Entry into any port” means anchoring or mooring and allowing passengers to embark or disembark.

The passenger fee for each vessel shall be calculated based upon the passenger manifest for the vessel. “Passenger” means any person who has paid any amount for a ticket contract entitling that person to transportation aboard the ship. The term does not include the employees or their immediate family members sharing their quarters; the owner’s or operator’s contractors or subcontractors; or others traveling without charge.

Instructions:

1. An **annual application** shall be completed and remitted so the Borough has the appropriate contact information on file.
2. Upon first entry into any port within the Borough, the owner, operator or authorized agent shall email a passenger manifest to financeoffice@petersburgak.gov along with a signed **return form**.
3. Payment in full of the Total Passenger Fee due for the cruise shall be made within 60 days of such first entry. The finance department may mail (or email if preferred) a reminder notice, however payment is timely due regardless of whether reminder notices are sent.
4. The passenger fees should be paid to the Borough at: **Petersburg Borough, Attn: Finance Department, P.O. Box 329, Petersburg, AK 99833.**

The fees collected under this chapter shall be placed in the marine passenger special revenue fund. The proceeds will be used in support of the marine passenger ship industry. Funds will be budgeted to be expended by the Borough Assembly during the adoption of the annual borough budget or by supplemental budget ordinance. Any recommendations for marine passenger related uses of these funds are welcome at any time. Please email your recommendations to the borough finance director at jtow@petersburgak.gov.