



Department of the Interior
U.S. Fish and Wildlife Service

OMB No. 1018-0093
Expires 05/31/2017

Federal Fish and Wildlife Permit Application Form

Return to: U.S. Fish and Wildlife Service
(Enter address from Page 4 and 5 of application)

Type of Activity:
REPLACEMENT DOCUMENT
(CITES/ESA/MMPA/WBCA/LACEY ACT)

Complete Sections A or B, and C, D, and E of this application. U.S. address may be required in Section C, see instructions for details.
See attached instruction pages for information on how to make your application complete and help avoid unnecessary delays.

A. Complete if applying as an individual
1.a. Last name, 1.b. First name, 1.c. Middle name or initial, 1.d. Suffix
2. Date of birth (mm/dd/yyyy), 3. Social Security No., 4. Occupation, 5. Affiliation/ Doing business as (see instructions)
6.a. Telephone number, 6.b. Alternate telephone number, 6.c. Fax number, 6.d. E-mail address

B. Complete if applying on behalf of a business, corporation, public agency, Tribe, or institution
1.a. Name of business, agency, Tribe, or institution, 1.b. Doing business as (dba)
2. Tax identification no., 3. Description of business, agency, Tribe, or institution
4.a. Principal officer Last name, 4.b. Principal officer First name, 4.c. Principal officer Middle name/ initial, 4.d. Suffix
5. Principal officer title, 6. Primary contact
7.a. Business telephone number, 7.b. Alternate telephone number, 7.c. Business fax number, 7.d. Business e-mail address

C. All applicants complete address information
1.a. Physical address (Street address; Apartment #, Suite #, or Room #; no P.O. Boxes)
1.b. City, 1.c. State, 1.d. Zip code/Postal code:, 1.e. County/Province, 1.f. Country
2.a. Mailing Address (include if different than physical address; include name of contact person if applicable)
2.b. City, 2.c. State, 2.d. Zip code/Postal code:, 2.e. County/Province, 2.f. Country

D. All applicants MUST complete
1. Attach check or money order payable to the U.S. FISH AND WILDLIFE SERVICE in the amount of \$50 nonrefundable processing fee. Federal, Tribal, State, and local government agencies, and those acting on behalf of such agencies, are exempt from the processing fee - attach documentation of fee exempt status as outlined in instructions. (50 CFR 13.11(d))
2. Do you currently have or have you ever had any Federal Fish and Wildlife permits?
Yes [ ] If yes, list the number of the most current permit you have held or that you are applying to renew/re-issue: \_\_\_\_\_ No [ ]
3. Certification: I hereby certify that I have read and am familiar with the regulations contained in Title 50, Part 13 of the Code of Federal Regulations and the other applicable parts in subchapter B of Chapter I of Title 50, and I certify that the information submitted in this application for a permit is complete and accurate to the best of my knowledge and belief. I understand that any false statement herein may subject me to the criminal penalties of 18 U.S.C. 1001.
Signature (in blue ink) of applicant/person responsible for permit (No photocopied or stamped signatures) Date of signature (mm/dd/yyyy)

**E. REPLACEMENT DOCUMENT (CITES/ESA/MMPA/WBCA/LACEY ACT)**

**NOTE 1:** Use this application to request a replacement document if your currently valid permit has been lost or misplaced (for this application, all permits, registrations, and certificates are referred to as a permit).

**NOTE 2:** The application **must** be submitted to the office that issued the initial permit.

Provide the following information. Complete all questions on the application. Mark questions that are not applicable with "N/A". If needed, use a separate sheet of paper. On all attachments or separate sheets you submit, indicate the application question number you are addressing.

1. Identify the permit number (found in the upper right corner) of the permit needing replacement, if known:
  
2. Current location of specimen (include address and country):
  
3. If the shipment has already occurred (i.e., the document was lost or damaged in transit), provide copies of:
  - a. Cancelled CITES export or re-export document validated by OLE;
  - b. For wildlife, cleared Declaration for Importation or Exportation of Fish or Wildlife (Form 3-177); **AND**
  - c. Any correspondence you had with the shipper or importing country's Management Authority concerning the shipment.

\*Please be aware that if the permit was lost in transit, the issued permit will be forwarded to the Management Authority of the foreign country.
4. If the shipment has **not** occurred and the original permit no longer exists, submit a signed, dated, and notarized statement that:
  - a. Refers to the permit number and describes the circumstances that resulted in the loss or destruction of the original permit;
  - b. Includes a statement that affirms the shipment did not occur;
  - c. You are requesting a replacement U.S. CITES permit;
  - d. If found, the original permit will be returned to the Division of Management Authority.
5. If the shipment has **not** occurred and the original permit exists but has been damaged, submit the original damaged permit and a signed, dated, and notarized statement that:
  - a. Describes the circumstances that resulted in the permit being damaged;
  - b. Includes a statement that affirms the shipment did not occur;
  - c. You are requesting a replacement U.S. CITES permit.
6. Address where you wish permit mailed (if different from page 1):

7. If you wish the permit to be delivered by means other than USPS regular mail, provide an air bill, pre-paid envelope, or billing information. If you do not have a pre-paid envelope or air bill and wish to pay for a courier service with your credit card, please check the box below. Please DO NOT include credit card number or other information; you will be contacted for this information.

If a permit is issued, please send it via a courier service to the address on page 1 or question 6. I understand that you will contact me for my credit card information once the application has been processed.

8. Who should we contact if we have questions about the application? (Include name, phone number, and email):

9. **Disqualification Factor.** A conviction, or entry of a plea of guilty or nolo contendere, for a felony violation of the Lacey Act, the Migratory Bird Treaty Act, or the Bald and Golden Eagle Protection Act disqualifies any such person from receiving or exercising the privileges of a permit, unless such disqualification has been expressly waived by the Service Director in response to a written petition. [50 CFR 13.21(c)]. Have you or any of the owners of the business, if applying as a business, been convicted, or entered a plea of guilty or nolo contendere, forfeited collateral, or are currently under charges for any violations of the laws mentioned above?

\_\_\_ Yes \_\_\_ No If you answered "Yes" provide: a) the individual's name, b) date of charge, c) charge(s), d) location of incident, e) court, and f) action taken for each violation.

## CITES Permit Offices

**NOTE:** The application **must** be submitted to Division of Management Authority or to the Office of Law Enforcement in the region where the applicant is located.

### Division of Management Authority (DMA)

Branch of Permits, MS: IA  
5275 Leesburg Pike  
Falls Church, VA 22041-3803  
1-800-358-2104 or 703-358-2104

### Office of Law Enforcement (OLE)

#### Region 1: Guam, Hawaii, Idaho, Oregon, & Washington

##### Guam

U.S. Fish & Wildlife Service  
Office of Law Enforcement  
415 Chalan San Antonio Road, Suite 209  
Tamuning, Guam 96913-3620  
Phone: (671) 647-6064  
Fax: (671) 647-6068

##### Honolulu

U.S. Fish & Wildlife Service  
Office of Law Enforcement  
3375 Koapaka St., #B296  
Honolulu, HI 96819-1867  
Phone: (808) 861-8525  
Fax: (808) 861-8515

##### Portland

U.S. Fish & Wildlife Service  
Office of Law Enforcement  
P.O. Box 55206  
Portland, OR 97238  
Phone: (503) 231-6135  
Fax: (503) 231-6133

##### Blaine

U.S. Fish & Wildlife Service  
Office of Law Enforcement  
9925 Pacific Highway, Room 136  
Blaine, WA 98230  
Phone: (360) 332-5388  
Fax: (360) 332-3010

##### Seattle

U.S. Fish & Wildlife Service  
Office of Law Enforcement  
19639 28th Avenue South, Bldg. A  
Seattle, WA 98188  
Phone: (206) 429-2198  
Fax: (206) 429-2673

#### Region 2: Arizona, New Mexico, Oklahoma, & Texas

U.S. Fish & Wildlife Service  
Office of Law Enforcement  
2545 W. Frye Road, Suite 8  
Chandler, AZ 85224-6273  
Phone: (480) 967-2007  
Fax: (480) 966-9766

#### Region 3: Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, Ohio, & Wisconsin

U.S. Fish & Wildlife Service  
Office of Law Enforcement  
10600 Higgins Road, Suite 200  
Rosemont, IL 60018  
Phone: (847) 298-3250 Ext. 110  
Fax: (847) 298-7669

**Region 4: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Puerto Rico, & Tennessee**

**Atlanta**

U.S. Fish & Wildlife Service  
Office of Law Enforcement  
4341 International Parkway, Suite #104  
Atlanta, GA 30354  
Phone: (404) 763-7959  
Fax: (404) 366-7031

**New Orleans**

Mail:  
U.S. Fish & Wildlife Service  
Office of Law Enforcement  
61387 Hwy 434  
Lacombe, LA 70445

Physical:

U.S. Fish & Wildlife Service  
Office of Law Enforcement  
2424 Edenborn, Room 100  
Metairie, LA 70001  
Phone: (504) 219-8870  
Fax: (504) 219-8868

**Miami**

Mail:  
U.S. Fish & Wildlife Service  
Office of Law Enforcement  
10426 NW 31 Terrace  
Miami, FL 33172

Physical:

U.S. Fish & Wildlife Service  
Office of Law Enforcement  
6105 NW 18th St., Room 405  
Miami, FL 33122  
Phone: (305) 526-2994 or 2620  
Fax: (305) 526-7480

**Region 5: Connecticut, District of Columbia, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Virginia, & West Virginia**

U.S. Fish & Wildlife Service  
Office of Law Enforcement  
70 E. Sunrise Hwy, Suite 419  
Valley Stream, NY 11580  
Phone: (516) 825-3950  
Fax: (516) 825-3597

**Region 6: Colorado, Kansas, Montana, Nebraska, North Dakota, South Dakota, Utah, & Wyoming**

U.S. Fish & Wildlife Service  
Office of Law Enforcement  
Denver International Airport  
P.O. Box 492098  
Denver, CO 80249  
Phone: (303) 342-7430  
Fax: (303) 342-7433

**Region 7: Alaska**

**Anchorage**

U.S. Fish & Wildlife Service  
Office of Law Enforcement  
P.O. Box 190045  
4600 Postmark Drive, Suite NB207 Anchorage,  
AK 99519  
Phone: (907) 271-6198  
Fax: (907) 271-6199

**Fairbanks**

U.S. Fish & Wildlife Service  
Office of Law Enforcement  
1412 Airport Way  
Fairbanks, AK 99701  
Phone: (907) 456-2335  
Fax: (907) 456-2356

**Region 8: California and Nevada**

**Los Angeles**

U.S. Fish & Wildlife Service  
Office of Law Enforcement  
370 Amapola Ave., #114  
Torrance, CA 90501  
Phone: (310) 328-6307  
Fax: (310) 328-6399

**San Francisco**

1633 Old Bayshore Highway, Suite 248  
Burlingame, CA 94010  
Phone: (650) 876-9078  
Fax: (650) 876-9701

## APPLICATION FORM INSTRUCTIONS

The following instructions pertain to an U.S. Fish and Wildlife Service (FWS) permit applications. The General Permit Procedures in [50 CFR 13](#) address the permitting process. For simplicity, all licenses, permits, registrations, and certificates are referred to as a permit.

### GENERAL INSTRUCTIONS:

- Complete all relevant questions in Sections A or B, C, D, and E.
- **An incomplete application may cause delays in processing or may be returned to the applicant. Be sure you are filling in the appropriate application form for the proposed activity.**
- Print clearly or type in the information. Illegible applications may cause delays.
- Sign the application in **blue** ink. Faxes or copies of the original signature will not be accepted.
- Mail the original application to the address at the top of page one of the applications or, if applicable, on the attached address list.
- **Keep a copy of your completed application.**
- **Please plan ahead. Allow at least 60 days for your application to be processed, however, some applications may take longer than 90 days to process (50 CFR 13.11).**
- Applications are processed in the order they are received.

### SECTION A OR SECTION B:

#### Section A. Complete if applying as an individual [do not complete this section if applying for Import/Export License (3-200-3)]:

- Enter the complete name of the responsible individual who will be the permittee if a permit is issued. Enter personal information that identifies the applicant. **Fax and e-mail, while helpful in processing, are not required.**
- If you are applying on behalf of a client, the personal information must pertain to the client, and a document evidencing **power of attorney** must be included with the application.
- **Affiliation/ Doing business as (dba):** business, agency, organizational, Tribe, or institutional affiliation *directly* related to the activity requested in the application (e.g., a taxidermist is an individual whose business can *directly* relate to the requested activity). The Division of Management Authority (DMA) and the Office of Law Enforcement (OLE) do **not** accept *doing business as* affiliations for individuals (complete Section B)..

#### Section B. Complete if applying as a business, corporation, public agency, Tribe, or institution:

- Enter the complete name of the business, agency, or institution that will be the permittee if a permit is issued. Give a brief description of the type of business the applicant is engaged in. Provide contact phone number(s) of the business. If you are applying on behalf of a client, a document evidencing power of attorney must be included with the application.
- **Principal Officer** is the person in charge of the listed business, corporation, public agency, Tribe, or institution. The principal officer is the person responsible for the application and any permitted activities. Often the principal officer is a Director or President. **Primary Contact** is the person at the business, corporation, public agency, or institution who will be available to answer questions about the application or permitted activities. Often this is the preparer of the application.

### ALL APPLICANTS COMPLETE SECTION C:

- For all applications submitted to the Division of Management Authority (DMA) and Office of Law Enforcement (OLE), a physical U.S. address is **required**. Province and Country blocks are provided for those USFWS programs that use foreign addresses and are not required by DMA.
- **Mailing address** is the address to which communications from USFWS should be mailed if different from applicant's physical address.

### ALL APPLICANTS COMPLETE SECTION D:

#### Section D.1 Application processing fee:

- An application processing fee is required at the time of application, unless exempted under 50 CFR13. The application processing fee is assessed to partially cover the cost of processing a request. **The fee does not guarantee the issuance of a permit, nor will fees be refunded for applications for which processing has begun.**
- **Documentation of fee exempt status is not required for applications submitted by Federal, Tribal, State, or local government agencies; but must be supplied by those applicants acting on behalf of such agencies.** Such applications must include a letter on agency letterhead and signed by the head of the unit of government for which the applicant is acting on behalf, confirming that the applicant will be carrying out the permitted activity for the agency.

#### Section D.2 Federal Fish and Wildlife permits:

- List the number(s) of your most recent issued USFWS permit. If applying for re-issuance of a CITES permit, the original permit must be returned with this application.

#### Section D.3 CERTIFICATION:

- **The individual identified in Section A, the principal officer named in Section B, or person with a valid power of attorney (documentation must be included in the application) must sign and date the application in blue ink.** This signature legally binds the applicant to the statement of certification. You are certifying that you have read and understand the regulations that apply to the permit. You are also certifying that all information included in the application is true to the best of your knowledge. Be sure to read the statement and re-read the application and your answers before signing.

**Please continue to next page. DO NOT RETURN THIS PAGE WITH THE APPLICATION**

**APPLICATION FOR A FEDERAL FISH AND WILDLIFE PERMIT**  
**Paperwork Reduction Act, Privacy Act, and Freedom of Information Act – Notices**

**In accordance with the Paperwork Reduction Act of 1995 (44 U.S.C. 3501, *et seq.*) and the Privacy Act of 1974 (5 U.S.C. 552a), please be advised:**

1. The gathering of information on fish and wildlife is authorized by:  
(Authorizing statutes can be found at: <http://www.gpoaccess.gov/cfr/index.html> and <http://www.fws.gov/permits/ltr/ltr..html>)
  - a. Bald and Golden Eagle Protection Act (16 U.S.C. 668), 50 CFR 22;
  - b. Endangered Species Act of 1973 (16 U.S.C. 1531-1544), 50CFR 17;
  - c. Migratory Bird Treaty Act (16 U.S.C. 703-712), 50 CFR 21;
  - d. Marine Mammal Protection Act of 1972 (16 U.S.C. 1361, *et. seq.*), 50 CFR 18;
  - e. Wild Bird Conservation Act (16 U.S.C. 4901-4916), 50 CFR 15;
  - f. Lacey Act: Injurious Wildlife (18 U.S.C. 42), 50 CFR 16;
  - g. Convention on International Trade in Endangered Species of Wild Fauna and Flora (TIAS 8249), <http://www.cites.org/>, 50 CFR 23;
  - h. General Provisions, 50 CFR 10;
  - i. General Permit Procedures, 50 CFR 13; and
  - j. Wildlife Provisions (Import/export/transport), 50 CFR 14.
2. Information requested in this form is purely voluntary. However, submission of requested information is required in order to process applications for permits authorized under the above laws. Failure to provide all requested information may be sufficient cause for the U.S. Fish and Wildlife Service to deny the request. We may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid OMB control number.
3. Certain applications for permits authorized under the Endangered Species Act of 1973 (16 U.S.C. 1539) and the Marine Mammal Protection Act of 1972 (16 U.S.C. 1374) will be published in the **Federal Register** as required by the two laws.
4. Disclosures outside the Department of the Interior may be made without the consent of an individual under the routine uses listed below, if the disclosure is compatible with the purposes for which the record was collected. (Ref. 68 FR 52611, September 4, 2003)
  - a. Routine disclosure to subject matter experts, and Federal, Tribal, State, local, and foreign agencies, for the purpose of obtaining advice relevant to making a decision on an application for a permit or when necessary to accomplish a FWS function related to this system of records.
  - b. Routine disclosure to the public as a result of publishing **Federal Register** notices announcing the receipt of permit applications for public comment or notice of the decision on a permit application.
  - c. Routine disclosure to Federal, Tribal, State, local, or foreign wildlife and plant agencies for the exchange of information on permits granted or denied to assure compliance with all applicable permitting requirements.
  - d. Routine disclosure to Captive-bred Wildlife registrants under the Endangered Species Act for the exchange of authorized species, and to share information on the captive breeding of these species.
  - e. Routine disclosure to Federal, Tribal, State, and local authorities who need to know who is permitted to receive and rehabilitate sick, orphaned, and injured birds under the Migratory Bird Treaty Act and the Bald and Golden Eagle Protection Act; federally permitted rehabilitators; individuals seeking a permitted rehabilitator with whom to place a bird in need of care; and licensed veterinarians who receive, treat, or diagnose sick, orphaned, and injured birds.
  - f. Routine disclosure to the Department of Justice, or a court, adjudicative, or other administrative body or to a party in litigation before a court or adjudicative or administrative body, under certain circumstances.
  - g. Routine disclosure to the appropriate Federal, Tribal, State, local, or foreign governmental agency responsible for investigating, prosecuting, enforcing, or implementing statutes, rules, or licenses, when we become aware of a violation or potential violation of such statutes, rules, or licenses, or when we need to monitor activities associated with a permit or regulated use.
  - h. Routine disclosure to a congressional office in response to an inquiry to the office by the individual to whom the record pertains.
  - i. Routine disclosure to the Government Accountability Office or Congress when the information is required for the evaluation of the permit programs.
  - j. Routine disclosure to provide addresses obtained from the Internal Revenue Service to debt collection agencies for purposes of locating a debtor to collect or compromise a Federal claim against the debtor or to consumer reporting agencies to prepare a commercial credit report for use by the FWS.
5. For individuals, personal information such as home address and telephone number, financial data, and personal identifiers (social security number, birth date, etc.) will be removed prior to any release of the application.
6. The public reporting burden on the applicant for information collection varies depending on the activity for which a permit is requested. The relevant burden for a Replacement of a Permit application is 15 minutes. This burden estimate includes time for reviewing instructions, gathering and maintaining data and completing and reviewing the form. You may direct comments regarding the burden estimate or any other aspect of the form to the Service Information Clearance Officer, U.S. Fish and Wildlife Service, Mail Stop 2042-PDM, U.S. Department of the Interior, 1849 C Street, NW, Washington D.C. 20240.

**Freedom of Information Act – Notice**

For organizations, businesses, or individuals operating as a business (i.e., permittees not covered by the Privacy Act), we request that you identify any information that should be considered privileged and confidential business information to allow the Service to meet its responsibilities under FOIA. Confidential business information must be clearly marked "Business Confidential" at the top of the letter or page and each succeeding page and must be accompanied by a non-confidential summary of the confidential information. The non-confidential summary and remaining documents may be made available to the public under FOIA [43 CFR 2.13(c)(4), 43 CFR 2.15(d)(1)(i)].

**Please continue to next page. DO NOT RETURN THIS PAGE WITH THE APPLICATION**