



Federal Fish and Wildlife Permit Application Form

Return to: U.S. Fish and Wildlife Service (USFWS)

Type of Activity: Migratory Bird Import/Export Permit

<Service Division title here> or <return address list attached>

<Service Division address line 1>

<Service Division address line 2>

<Service Division contact phone>

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.

Section A: Complete if applying as an individual. Fields include: 1.a. Last name, 1.b. First name, 1.c. Middle name or initial, 1.d. Suffix, 2. Date of birth, 3. Social Security No., 4. Occupation, 5. Affiliation, 6.a. Telephone number, 6.b. Alternate telephone number, 6.c. Fax number, 6.d. E-mail address.

Section B: Complete if applying on behalf of a business, corporation, public agency, tribe, or institution. Fields include: 1.a. Name of business, 1.b. Doing business as (dba), 2. Tax identification no., 3. Description of business, 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.

Section C: All applicants complete address information. Fields include: 1.a. Physical address, 1.b. City, 1.c. State, 1.d. Zip code/Postal code, 1.e. County/Province, 1.f. Country, 2.a. Mailing Address, 2.b. City, 2.c. State, 2.d. Zip code/Postal code, 2.e. County/Province, 2.f. Country.

Section D: All applicants MUST complete. Includes questions about payment (attach check or money order payable to U.S. FISH AND WILDLIFE SERVICE in the amount \$75.00), current permits, and a certification statement. Includes a signature line for the applicant/person responsible for permit and a date of signature field.

**Please continue to next page**

**E. MIGRATORY BIRD IMPORT/EXPORT**

**(Migratory Bird Treaty Act, 50 CFR 21.21)**

*Note: A Federal Migratory Bird Import/Export permit is required to import or export migratory birds into or out of the United States. (If the migratory bird you propose to import or export is also protected under the Convention on International Trade in Endangered Species, the U.S. Endangered Species Act, or the Wild Bird Conservation Act, you may require additional import or export permits under those laws.) All wildlife shipments must enter and exit the United States through a wildlife port designated in 50 CFR 14.12 (list attached), unless a port exception is authorized on your permit or you have a separate exception to designated port permit issued under 50 CFR 14. (For more information about importing and exporting wildlife, visit <http://permits.fws.gov>.) You should also check with your State agriculture department for any restrictions on wildlife imports.*

*Please provide the following information numbered according to the questions below on a separate sheet of paper. You should be as specific as possible in your responses.*

1. Are you requesting a permit to:  Import, or  Export?
2. For each migratory bird species you propose to import or export, provide:
  - (a) Common name and scientific name (genus, species, and if applicable, subspecies).
  - (b) Quantity of each species.
  - (c) Type of specimen (e.g., live, dead, part, nest, or egg).
  - (d) Source (wild-caught or captive-born)
  - (e) The country in which captive-bred or wild-caught.
  - (f) Band number, if applicable.
3. Explain the purpose of the importation or exportation.
4. If you are requesting an **Import Permit**, provide the following information:
  - (a) Name and address of the person or organization in the foreign country from whom you are importing.
  - (b) Your Federal and State permit numbers or other authorization to lawfully acquire and possess the birds upon their arrival in the United States.
5. If you are requesting an **Export Permit**, provide the following information:
  - (a) Name and address of the person or organization in the foreign country to whom you are exporting.
  - (b) The Federal and State permit numbers or other authorization under which the birds were taken and held in the United States.
6. If you reside or are located outside the United States, provide your foreign address and telephone number.
7. Provide the approximate date of shipment.
8. Provide the intended U.S. port of entry or exit. If you need to import or export through a port other than a wildlife port designated in 50 CFR 14.12, we may be able to authorize an exception on your permit. Please specify your preferred port and briefly state the reason the exception is needed.
9. Anyone who will be assisting you with the permitted activities or acting as your agent must either have their own Federal migratory bird permit for the activity or be identified by you, in writing, as a subpermittee under your permit. They may also require a State permit. Subpermittees must be at least 18 years old. As the primary permittee, you will be responsible for ensuring that your subpermittees are properly trained and adhere to the terms of your permit. Provide the name of anyone besides yourself who will be conducting activities under your permit.
10. You must retain records relating to the activities conducted under your permit for at least 5 years after the date of expiration of your permit. Is the physical address you provided in Section C on page 1 of this application the address where your records will be kept?  Yes  No If "no", provide the physical address.  

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11. **Any permit issued as a result of this application is not valid unless you also have any required State or tribal permits or approvals associated with the activity.** Have you obtained all required State or tribal permits or approvals to conduct this activity?  
 Yes If "yes", attach a copy of the approval(s).  Have applied (**Send copy when issued**)  None required

## PERMIT APPLICATION FORM INSTRUCTIONS

The following instructions pertain to an application for a U.S. Fish and Wildlife Service or CITES permit. 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 blocks/lines/questions in Sections A or B, and in 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 application 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. Some applications may take longer than 90 days to process. (50 CFR 13.11)**
- Applications are processed in the order they are received.
- Additional forms and instructions are available from <http://permits.fws.gov/>.

### COMPLETE EITHER SECTION A OR SECTION B:

#### Section A. **Complete if applying as an individual:**

- 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 are not required if not available.***
- 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, 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) will **not** accept *doing business as* affiliations for individuals.

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

- Enter the complete name of the business, agency, tribe, 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.
- **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, tribe, 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) a physical U.S. address is **required**. Province and Country blocks are provided for those USFWS programs which use foreign addresses and are not required by DMA..
- **Mailing address** is address where communications from USFWS should be mailed if different than 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 CFR13.11(d)(3). 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. Fees will not be refunded for applications that are approved, abandoned, or denied.** We may return fees for withdrawn applications prior to any significant processing occurring.
- **Documentation of fee exempt status is not required for Federal, tribal, State, or local government agencies; but must be supplied by those applicants acting on behalf of such agencies.** Those applicants acting on behalf of such agencies must submit 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 current FWS or CITES permit or the number of the most recent permit if none are currently valid. 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 binds the applicant to the statement of certification. This means that you certify that you have read and understand the regulations that apply to the permit. You also certify that everything 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.

### ALL APPLICANTS COMPLETE SECTION E.

**Please continue to next page**

**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.shtml>.)
  - 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 General Accounting 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 Migratory Bird Import/Export Permit application is 1 hour . 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 222, Arlington Square, 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)].

## -Designated Ports

Generally, all wildlife (including parts and products) must be imported or exported through one of the following designated ports.

### **Anchorage, AK**

P.O. Box 190045  
Anchorage, Alaska 99519  
907/271- 6198; 907/271-6199 fax

### **Atlanta, GA**

P.O. Box 45287  
Atlanta, Georgia 30320  
404/763-7959; 404/763-7560 fax

### **Baltimore, MD**

40 S. Gay Street, #223  
Baltimore, Maryland 21202  
410/865-2127; 410/865-2129 fax

### **Boston, MA**

70 Everett Avenue, Suite 315  
Chelsea, MA 02150  
617/889-6616; 617/889-1980 fax

### **Chicago, IL**

Wildlife Inspection Program  
P.O. Box 66726  
Chicago, Illinois 60666-0726  
773/894-2910; 773/894-2916 fax

### **Houston**

16639 W. Hardy  
Houston, Texas 77060-6230  
281/446-1284; 281/540-0357 fax

### **Dallas/Ft. Worth, TX**

1717 West 23rd, Suite 105  
DFW Airport, Texas 75261  
972/574-3254; 972/574-4669 fax

### **Honolulu, HI**

3375 Koapaka St. #F275  
Honolulu, Hawaii 96819-1867  
808/861-8525; 808/861-8515 fax

### **Los Angeles, CA**

370 Amapola Ave. #114  
Torrance, California 90501  
310/328-6307; 310/328-6399 fax

### **Louisville**

601 Broadway, Suite 115-A  
Louisville, Kentucky 40202  
502/582-5989; 502/582-5981 fax

### **Memphis**

University of Memphis- South Camp  
Memphis, Tennessee 38512  
901/360-7007; 901/360-7010

### **Miami, FL**

10426 N.W. 31st Terrace  
Miami, Florida 33172  
305/526-2610; 305/526-7480 fax

### **Newark, NJ**

1210 Corbin St  
SeaLand Bldg, 2nd Fl.  
Elizabeth, New Jersey 07201  
973/645-6171; 973/645-6533 fax

### **New Orleans, LA**

2424 Edenborn, Room 100  
Metairie, Louisiana 70001  
504/219-8870; 504/219-8868 fax

### **New York, NY**

70 E. Sunrise Hwy. #419  
Valley Stream, New York 11580  
516/825-3950; 516/825-3597 fax

### **Portland, OR**

7000 NE Airport Way, Rm C2732  
Portland, Oregon 97238  
503/231-6135; 503/231-6133 fax

### **San Francisco, CA**

1633 Old Bayshore Hwy., Ste. 248  
Burlingame, California 94010  
650/876-9078; 650/876-9701 fax

### **Seattle, WA**

2580 South 156th Street  
Seattle, Washington 98158  
206/764-3463; 206/764-3485 fax