



Federal Fish and Wildlife Permit Application Form

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

Type of Activity: Migratory Bird Scientific Collecting

<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, tribal, 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. 1. Attach check or money order payable to the U.S. FISH AND WILDLIFE SERVICE in the amount \$100 if you are applying for a new permit or \$50 if you are requesting a substantive amendment of your existing valid permit. 2. Do you currently have or have you ever had any Federal Fish and Wildlife permits? 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) (mm/dd/yyyy)

Date of signature

Please continue to next page

E. MIGRATORY BIRD SCIENTIFIC COLLECTING
(Migratory Bird Treaty Act, 50 CFR 21.21, 21.23; Eagle Act, 50 CFR 22.21)

Note: A Federal Scientific Collecting Permit is required to capture or collect migratory birds for scientific purposes. Permits are available to scientists and researchers affiliated with scientific or educational institutions, organizations, or agencies. Anyone who will be assisting with the permitted activities must either possess their own Federal permit or have a letter from the permit holder designating them as a subpermittee under that permit. (They may also require a State permit.) The permit holder assumes all liability and responsibility for any activity conducted under the authority of the permit (50 CFR 13.50). A migratory bird permit doesn't authorize trespass on private or publicly managed lands; authorization from land owners or land managers is required to conduct activities on their property, including collection on Federal lands. Specimens collected under a scientific collecting permit must be released or deposited with a public scientific or educational institution upon completion of the study, unless a special purpose permit authorizing possession for a longer period is obtained. Eagle parts must be deposited with the National Eagle Repository. A scientific collecting permit may be valid for up to 3 years. **Please read "What You Should Know About A Migratory Bird Scientific Collecting Permit" and the pertinent regulations before you sign and submit your application.**

USGS Bird Banding Permits: A banding permit issued by the U.S. Geological Survey's Bird Banding Lab is required for all migratory bird banding and marking activities. Banding permits may also authorize blood and feather sampling of birds captured for banding. If you have a banding permit that authorizes these activities, you don't need a scientific collecting permit to conduct these activities; however, any other capture and sampling activities not covered by a banding permit will require a scientific collecting permit.

Protected Species: Only birds listed in the Code of Federal Regulations (50 CFR 10.13) require a Federal migratory bird permit. To view a list of species in the U.S. and their status under the Migratory Bird Treaty Act, go to:
<http://www.fws.gov/migratorybirds/RegulationsPolicies/mbta/mbtintro.html>

You should be as specific as possible in your responses to the questions below. We strongly recommend that you submit your application at least 60 days prior to the date that you need your permit, as required by 50 CFR 13.11(c).

1. Please answer the following questions:

- a. What is the purpose of your collecting activity (check all that apply)?
 - (1) Individual Research Project
 - (2) Museum/Institutional Collection (accessioned for research, teaching, or reference)
 - (3) Other (specify): _____
- b. Do you wish to be permitted to salvage specimens of migratory birds you find dead, infertile eggs, and inactive nests?
 Yes No
- c. Provide the date you wish to start collecting (month/day/year): _____
- d. Provide the date you anticipate completing collection and holding of birds (month/year): _____
- e. Do you wish to be permitted to import/export lawfully acquired specimens to/from the United States for scientific or educational purposes?
 Yes No
- f. 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. _____
- g. **Any permit issued as a result of this application is not valid unless you also have any required State or tribal permits 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

2. Please attach a description of your proposed activity, including:

- a. A completed copy of the **attached Collecting Activity Table** identifying the species and quantity of migratory birds you propose to collect, where collecting will occur, the type of collecting, and the duration of collection activities.
- b. Justification for the proposed scientific collecting, including an outline or study proposal for any proposed research. If lethal take is requested, explain why nonlethal methods will not suffice. If live-capture is proposed, describe the method of capture. If applicable, describe where and for how long live birds will be maintained in captivity, and provide a description of the enclosures. If trap and relocate is proposed, provide location(s) where birds will be released to the wild, including specific sites if known. If migratory game bird species will be collected during an established hunting season, specify if the proposed method of collecting is currently authorized under applicable hunting regulations or will require authorization for a special collecting method.

3. Please provide the following information as part of your outline, study plan, or on a separate sheet of paper:

- a. A full description of your background and expertise in conducting the proposed activities. If this information is already contained in another permit file in your permitting office, you may refer to the permit number for that file.
- b. The name and address of the public scientific or educational institution(s) to which all migratory bird specimens will be donated upon completion of the study.
- c. If you propose to collect in the United States but do not reside here, provide the name of a contact, an address, a telephone number, a Fax number (if available), and email address where you can be reached in the United States.
- d. If you propose to import/export specimens collected here or abroad, describe the types of specimens that will be shipped (e.g., blood, tissue, whole specimens, eggs), to and from whom the specimens will likely be shipped, and the U.S. port(s) of entry/exit you will use (list attached). (Note: You may require additional permits for species protected by the Convention on International Trade in Endangered Species (CITES), the U.S. Endangered Species Act, or the Wild Bird Conservation Act. **Bald and golden eagles may not be imported or exported.**)

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, 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 Scientific Collecting permit application is 4 hours for a new permit, 1 hour for an amendment, and 1 hour for recordkeeping. 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